



INTERNATIONAL

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Position Description – Vice President-North American Regions

Being an officer or director is an important and time-consuming obligation (but with wonderful career enhancing and personal rewards). The position of Vice President-North American Regions is important within AACE's volunteer structure and comes with significant responsibility. On average, the duties of Vice President-International Regions take approximately 10 hours per month. Additionally, the board of directors meets face-to-face three times a year. The Vice President-International Regions is also a member of AACE's Executive Committee.

The Vice President- North American Region shall have the overall responsibility of coordinating the International regional activities of the Association.

Specific duties of the Vice President-International Regions are as follows:

1. Leadership of the Regional Directors in Regions 1-6:
 - a. Preside over meetings of the Regional Directors in those Regions. In cooperation with the Vice President-North America Regions, preside over meetings of all Regional Directors.
 - b. Advise the Board as to the status of regional health and welfare as well as areas needing emphasis and change.
 - c. Promote a spirit of continuity within the regions in the interest of stimulating involvement and activity.
 - d. Encourage the development of a "regional identity" within the constituent sections.
 - e. Monitor regional and section reporting on a quarterly and year-end basis highlighting the areas of activity and accomplishment.
3. In cooperation with the Vice President-Technical Board, promote technical committee activity at the regional level by encouraging participation in the various AACE technical subcommittees.
4. Promote programs in each region including the following:
 - a. Membership recruitment

- b. Student sections
 - c. Public relations and publicity
 - d. Regional technical meetings (if applicable)
 - e. Promotion of new sections
5. Promote communications between the Regional Directors and their responsible sections.
 6. In cooperation with the Vice President-International Regions, coordinate with the appropriate member of the Headquarters Staff in supplying information about section and regional awards candidates.
 7. Supervise the Section Award evaluation process at each Annual Meeting and present the awards to each Section representative.
 8. Review and Approve Expenditure Requisition Forms and Expense Reports from Directors-Region. Expense Reports then go to the President for approval and processing.
 9. Prepare and submit to the Vice President-Finance by September 1 an annual budget for the operation of Regions 1-6.

General duties of a board member include:

Strategic:

- Represents the broad membership of the organization
- Establishes a vision and outlines goals to reach the vision
- Articulates the mission and sustains the vision
- Ensures effective organizational planning is in place
- Enhances the organization's public standing
- Communicating with AACE leadership (AB chairs, section presidents, etc.) about important decisions affecting AACE
- Representing AACE in a professional manner to groups inside and outside of AACE
- Creates and sets policy

Operational:

- Develops, adopts and provides direction on strategic plans and budgets
- Preparing for meetings, voting on ballots between meetings, serving on task forces as assigned
- Monitors overall operations, including oversight and evaluation of goals achievement
- Creates and dissolves committees
- Sets financial goals, ensures resources are appropriately managed, and allocates resources to meet goals
- Selects and supports an Executive Director
- Determines, monitors and strengthens programs, products, education and services
- Assists in recruiting, orienting and mentoring new board members
- Partnering and communicating well with staff so that each group is doing what it is designed to do

- Hosting meetings and conference calls around strategic issues

Those that meet the requirements and are selected by the Nominating Committee to run for office must comply with certain commitments and responsibilities. Prior to being placed on the official ballot all candidates must sign the Board of Directors Duties and responsibilities Acknowledgement. The Acknowledgement includes the following duties and responsibilities:

1. Attendance at AACE Board of Director's Meetings

The expectation is that members of the BOD will attend all meetings (and participate in all teleconferences). Failure on the part of Board members to participate in Association governance is detrimental to and poses a risk to the achievement of the goals of the Association. However, AACE recognizes that work or personal circumstances may at times prevent a Board member from attending a meeting. The minimum acceptable requirements for attending meetings are established thus:

- For BOD members who are based in North America, physical attendance at **two** of the three scheduled Board meetings and participation in all of the scheduled teleconferences within the calendar year bounded by Annual Meetings (one of which must be the Annual Meeting).
- For BOD members who are based internationally, physical attendance at **one** of the three meetings (preferably the Annual Meeting) and participation in all of the scheduled teleconferences during the specified time period.

2. Submission of Board Reports

Written Board reports are required in association with Board meetings. These reports must be posted to the forums per the established schedule, which is one to two weeks prior each board meeting dependent on the Board position held. The reports summarize the past and future activities of his or her office covering the period of time from the last report to the succeeding one.

3. Board Assignments and Communication

Individual Board members are frequently designated to lead task forces, organize projects and carry out assignments at the request of the Board of Directors. Board members will not be assigned without their agreement. These assignments will have a specific deliverable dates as well as established communication and status reporting. The Board member is responsible for communicating the status of these initiatives on a regular and timely basis.

If during your term of office you are unable to fulfill the duties stated, it is requested that you contact the President to discuss your situation. From time to time BOD members resign from office for a variety of reasons. AACE has a specific protocol for dealing with vacant offices.

BOD members that do not meet the attendance criteria outlined above and/or fail to submit Board reports for two consecutive Board meetings should contact the President immediately to discuss the reasons for not being in compliance with these policies and to develop a strategy to

remedy this non-compliance. Board members not in compliance with these attendance and reporting policies, who do not develop a compliance strategy satisfactory to the President are considered to have voluntarily resigned from their position on the Board effective at the beginning of the next scheduled Board meeting following non-compliance. The Board of Directors may replace such individuals who are considered to have so resigned in accordance with the established policies for replacement of resigned Board members.