

## CACUBO President

**The CACUBO President serves as the chief executive officer of the Association and shall be responsible to the Board of Directors for the general supervision and direction of the affairs of the Association. The President has full knowledge of the duties and responsibilities of the officers of the Association, and gives direction and guidance as needed. The President shall preside at all meetings of the Association and of the Board of Directors.**

### Duties and Responsibilities:

1. Serves as Chair of the CACUBO Board of Directors and attends CACUBO Board meetings and the Annual Leadership Retreat.
2. With the Board of Directors, establishes overall goals for CACUBO, and the procedures for accomplishing the goals.
3. Serves as a member of the Executive Committee of the Board of Directors.
4. Serves as a member of the Nominating Committee.
5. Approves the agendas for meetings of the Board of Directors.
6. Provides direction for the CACUBO Annual Meeting.
7. Communicates CACUBO activities to NACUBO.
8. Communicates NACUBO Activities to CACUBO
9. Serves as a member of the Board of the National Association of College and University Business Officers (NACUBO).
10. Represents CACUBO at the annual meetings of EACUBO, SACUBO, WACUBO and NACUBO.
11. Serves as the signatory authority for all contracts entered into by CACUBO. Significant contracts such as hotel contracts for the Annual meeting need to have Board approval prior to signing.
12. Pursues new business partners to make new contacts, provides follow up and introductions to the Business Partner Coordinator. Is highly engaged with business partners in the vendor area of the annual meeting.
13. Approves chairpersons and members for the various CACUBO committees and task forces.
14. Serves as Board Liaison\* as assigned.
15. Assigns members of the Board of Directors to serve as liaisons\* to the various CACUBO coordinators and committees.
16. Selects member for President's Award.
17. Monitors and responds to [president@cacubo.org](mailto:president@cacubo.org) emails and requests.
18. Adheres to the CACUBO Code of Ethics.

\*See job description of CACUBO Board Liaison

## **CACUBO First Vice President**

**The First Vice President shall occupy the office and assume the functions of the President in case of absence or incapacity of the President to act, or in the event of a vacancy in the Office of the President. The First Vice President shall be deemed to be the President-elect and shall become President the following year.**

### Duties and Responsibilities:

1. Serves as a member of the CACUBO Board of Directors and attends CACUBO Board meetings and the Annual Leadership Retreat.
2. Serves as a member of the Executive Committee of the Board of Directors.
3. Serves as a member of the Nominating Committee.
4. Serves as a member of the Board of the National Association of College and University Business Officers (NACUBO).
5. Prepares for the following year's Annual Meeting and keeps the Board of Directors informed of plans and activities associated with the Meeting.
6. Appoints chairpersons and members for the various CACUBO committees and task forces for his/her year as President.
7. Serves as CACUBO Board Liaison\* as assigned by the President
8. Performs other assignments as designated by the President or Board of Directors.
9. Adheres to the CACUBO Code of Ethics.

\*See job description of CACUBO Board Liaison

## **CACUBO Second Vice President**

**The Second Vice President shall assume the functions of the First Vice President in case of absence or incapacity of the First Vice President to act, or in the event of a vacancy in the Office of the First Vice President. The Second Vice President shall be deemed to be the First Vice President Elect and shall become the First Vice President for the following year.**

### Duties and Responsibilities:

1. Serves as a member of the CACUBO Board of Directors and attends CACUBO Board meetings and the Annual Leadership Retreat.
2. Serves as a member of the Executive Committee of the Board of Directors.
3. Serves as member of the Nominating Committee.
4. Makes arrangements for the annual meeting professional development information session.
5. Recruits and appoints chairpersons for the Annual Meeting Host and Program Committees for their year as 1<sup>st</sup> Vice President.
6. Serves as CACUBO Board Liaison\*as assigned by the President
7. Effective after the NACUBO Annual Meeting, begins service as a member of the NACUBO Board (replacing the Immediate Past President).
8. Performs other assignments as designated by the President or Board of Directors.
9. Adheres to the CACUBO Code of Ethics.

\*See job description of CACUBO Board Liaison

## **CACUBO Immediate Past President**

**The Immediate Past President serves as an Advisor to the CACUBO President and provides continuity of organizational leadership by serving on the CACUBO Board of Directors and by chairing the CACUBO Nominating Committee.**

### Duties and Responsibilities:

1. Serves as a member of the CACUBO Board of Directors and attends CACUBO Board meetings and the Annual Leadership Retreat.
2. Serves as a member of the Executive Committee of the Board of Directors.
3. Serves as chair of the Nominating Committee.
4. Serves as a member of the NACUBO Board until after the NACUBO Annual Meeting (replaced by the 2<sup>nd</sup> Vice President at that time).
5. Represents CACUBO on the NACUBO Regional Professional Development Volunteers Committee.
6. Serves as the CACUBO Benchmarking Platform Coordinator.
7. Serves as CACUBO Board Liaison\* as assigned by the President.
8. Performs other assignments as designated by the President or Board of Directors.
9. Adheres to the CACUBO Code of Ethics.

\*See job description of CACUBO Board Liaison

## **CACUBO Second Past President**

**The Second Past President serves as an Advisor to the CACUBO President and provides continuity of organizational leadership by providing oversight to insure that CACUBO policies remain relevant and up-to-date.**

### Duties and Responsibilities:

1. Serves as a member of the CACUBO Board of Directors and attends CACUBO Board meetings and the Annual Leadership Retreat.
2. Works with the Board of Directors to review and update CACUBO Policies other than those in the Business Policies and Procedures Manual (e.g., Code of Ethics, CACUBO Conflict of Interest Policy, etc.)
3. Reviews the CACUBO by-laws for update and revision.
4. Coordinates the annual meeting site selection process. Work with the Board to determine possible locations, works with Site Selection Consultant to gather and review site information, discuss with President, who then executes a contract with the selected site.
5. Serves as Professional Development coordinator including participation on NACUBO professional development committee conference calls.
6. Serves as CACUBO Board Liaison\* as assigned by the President.
7. Performs other assignments as designated by the President or Board of Directors.
8. Adheres to the CACUBO Code of Ethics.

\*See job description of CACUBO Board Liaison

## CACUBO Secretary

**The Secretary shall give notice of all meetings of the Association and of the Board of Directors, and shall keep the minutes of such meetings. The Secretary shall be responsible for the records, other than financial, of the Association, and for conducting its correspondence. Under the direction of the President and Board of Directors, the Secretary shall make the necessary arrangements for a place of meeting for the Board of Directors.**

### Duties and Responsibilities:

1. Serves as a member of the CACUBO Board of Directors and attends CACUBO Board meetings and the Annual Leadership Retreat.
2. Serves as a member of the Executive Committee of the Board of Directors.
3. Prepares and distributes agendas and minutes for meetings of the Board of Directors including for the Business Meeting at the Annual Meeting.
4. Serves as the back-up custodian for all CACUBO contracts and the Treasurer is the primary custodian.
5. Maintains official copy of the Job Descriptions for the CACUBO Board of Directors, Committee Chairpersons, Controller, etc.
6. Maintains the list of Board of Directors' terms of appointment and demographics.
7. At the Annual Meeting arranges for recognition of retiring Board members and committee chairs, the gavel for the incoming President, plaque for President's Award winner, and assists the First Vice President in the selection and procurement of the gift for the outgoing President.
8. Manages and provides basic level of support for CACUBO collaboration system.
9. Provides back-up for Marketing and Communications Editor for management and basic level of support for CACUBO domain and email addresses.
10. Monitors and responds to [secretary@cacubo.org](mailto:secretary@cacubo.org) emails and requests.
11. Serves as CACUBO Board Liaison\* as assigned by the President.
12. Performs other assignments as designated by the President or Board of Directors.
13. Adheres to the CACUBO Code of Ethics.

\*See job description of CACUBO Board Liaison

## CACUBO Treasurer

**The Treasurer shall be responsible for the collection of dues and other monies due the Association and, subject to action of the Board of Directors, for the approval of the disbursement of funds. The Treasurer shall ensure adequate records of receipt and disbursement of funds, and shall report thereon at the request of the Board of Directors and at the annual meeting of the Association.**

Duties and Responsibilities:

1. Serves as a member of the CACUBO Board of Directors and attends CACUBO Board meetings and the Annual Leadership Retreat.
2. Serves as a member of the Executive Committee of the Board of Directors.
3. Works with the Board of Directors to update the CACUBO Business Policies and Procedures Manual as needed.
4. Is responsible for annual budget preparation, financial reporting, cash investment, and cash management for CACUBO.
5. Recommends the level of membership dues to the Board of Directors.
6. Oversees the Controller's preparation of materials for the Audit Committee.
7. Analyzes and prepares applications for state sales tax exemptions in states where CACUBO programming is held.
8. Coordinates the timing of the audit with the Board Liaison and the Chair of the Audit Committee.
9. Provides oversight and supervision of the CACUBO Controller. (Board Liaison\*)
10. Performs other assignments as designated by the President or Board of Directors.
11. Adheres to the CACUBO Code of Ethics.

\*See job description of CACUBO Board Liaison

## CACUBO Board Liaison

**Board Liaisons provide the communication and policy connection between the Board of Directors and the volunteers that staff CACUBO committees and activities. Members of the Board of Directors are assigned by the CACUBO President to be liaisons with the following:**

### Administrative Committees

- Audit Committee
- Member Relations and Communications Committee

### Professional Development Program Committees

- CACUBO Accounting and Business Operations Workshop (CABOW)
- Leadership Institute
- Women's Leadership Institute

### Central Services Coordinators

- Best Practices
- Business Partner
- Controller
- CPE
- Database
- Registration
- Website
- Marketing and Communication

### Duties and Responsibilities:

1. Serves as a member of the CACUBO Board of Directors and attends CACUBO Board meetings and the Annual Leadership Retreat.
2. Administrative Committee liaison:
  - a. Reports on activities of the Committee at each Board of Directors meeting.
  - b. Informs the Board of Directors of any issues from the Committee that require Board action.
  - c. Communicates special assignments requested by the Board of Directors to the Committee.
  - d. Works with the Committee chairperson to develop and present an orientation session for new committee members.
  - e. Serves as a regular member of the committee.
3. Professional Development Program Committee liaison:
  - a. Reports on activities of the Committee at each Board of Directors meeting.
  - b. Informs the Board of Directors of any issues from the Committee that require Board action.



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- c. Communicates special assignments requested by the Board of Directors to the Committee.
  - d. Coordinates committee member nominations and makes recommendations to the President.
  - e. Works with the Committee chairperson and Program Coordinator to develop and present an orientation session for new committee members.
  - f. Communicates the sponsorship level needs to the Board of Directors annually so goals can be established for the Business Partner Coordinator(s). Serves as an *ex officio* member of the committee.
  - g. Obtains final report and executive summary from the committee chair, reviews, and submits to President, Treasurer, and Secretary.
4. Central Services Coordinator liaison
    - a. Reports on activities of the Coordinator at each Board of Directors meeting.
    - b. Informs the Board of Directors of any issues from the Coordinator that require Board action.
    - c. Communicates special assignments requested by the Board of Directors to the Coordinator.
5. Provides CACUBO Secretary and CACUBO Website Coordinator with current contact information for all committee members and the current responsibility on the committee.
6. Adheres to the CACUBO Code of Ethics.

## **CACUBO Board Member**

**The CACUBO Board is composed of five officers, two past presidents, and up to eight at-large members. Each at large member shall be elected for a two-year term and shall be eligible for one additional two-year term.**

### Duties and Responsibilities:

1. Serves as a member of the CACUBO Board of Directors and attends CACUBO Board meetings and the Annual Leadership Retreat.
2. Serves as CACUBO Board Liaison as assigned by the President.
3. Carries out the mission and business of CACUBO.
4. Maintains current knowledge of CACUBO Constitution and By-laws and CACUBO Business Policies and Procedures.
5. Serves as an ambassador for CACUBO in the higher education community.
6. Perform other duties as assigned by the CACUBO President.
7. Adheres to the CACUBO Code of Ethics.

## CACUBO Committee Chair

**Chairs of CACUBO committees are to provide leadership to committee members and direct the work of the committees in meeting committee goals.**

### Duties and Responsibilities:

1. Provides direction to the committee, and prepares agenda for committee meetings.
2. Provides committee financial and activity reports to the Board Liaison and the CACUBO Treasurer.
3. Prepares and submits relevant information for the CACUBO website in a timely manner.
4. Submits budget materials to the CACUBO Treasurer in accordance with the established budget calendar.
5. Prepares, coordinates, and seeks approval from MRCC, Marketing and Communications Editor, and CPE Coordinator for marketing materials for distribution to the CACUBO membership.
6. Communicate current committee rosters and changes to MRCC.
7. Works with board liaison and past chair to develop a succession plan for the following year's event.
8. Reviews and updates the key task grid for his/her committee
9. Engages committee in volunteer cultivation/development, such as a site visit or video chat
10. Holds orientation session with chairperson appointed for the following year.
11. Prepares executive summary and final report within 90 days of the event and submits final executive summary to Board liaison for submission to President, Treasurer, and Secretary.
12. Reads and adheres to the CACUBO Business Policies and Procedures Manual.
13. Monitors and responds to "event"@cacubo.org emails and requests.
14. Participates in the annual leadership retreat.
15. Adheres to the CACUBO Code of Ethics.

## CACUBO Business Partner Coordinator(s)

**The Business Partner Coordinator serves as an independent contractor and will develop strong relationships with vendors to higher education for the purpose of securing financial and in-kind support of CACUBO's professional development events. The time devoted will be the equivalent of ½ time, with some increased efforts in the September – October time frame.**

### Duties and Responsibilities:

1. Understand and represent the vision, mission, goals and core values of CACUBO.
2. Continuously build and maintain relationships with vendors of higher education to cultivate them as CACUBO Business Partners.
3. Work closely with the CACUBO Board First Vice President and chairpersons of the major professional development events to be knowledgeable about the programs and the needs in order to better recruit Business Partners to sponsor and exhibit at said events.
4. Recommend sponsorship packaging to the CACUBO First Vice President
5. Jointly identify and select attractive sponsorship opportunities with the professional development committees.
6. Manage the solicitation process, including recommending proposal ask amounts.
7. Document key transactional information, contract with, collect payments from, including making subsequent deposits, all sponsors and exhibitors of CACUBO professional development events
8. Provide contract and payment information to the appropriate CACUBO personnel in a timely fashion. Also responsible for periodic reconciliation of contract and payment dates with appropriate CACUBO personnel.
9. Manage all related contracts for exposition services for CACUBO events, as needed, but primarily the CACUBO annual meetings
10. Attend professional events, such as the NACUBO annual meeting, in order to cultivate prospects for CACUBO Business Partners (paid for by CACUBO)
11. Recommend short- and long-term goals for the development effort, including strategies and building the case for support.
12. Implement a thorough acknowledgement system and maintain consistent contact with Business Partners.
13. Utilize appropriate reporting processes; monitor and objectively evaluate all activities; develop standard activity and progress reports for monitoring and evaluation.
14. Prepare updates for the First Vice President in a mutually acceptable form as requested but no less than monthly.
15. Attend CACUBO Board of Directors' meetings, when requested by the CACUBO Board First Vice President.
16. Undertake special assignments on behalf of the CACUBO Board as requested.
17. Monitors and responds to [businesspartner@cacubo.org](mailto:businesspartner@cacubo.org) emails and requests.

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Supervision:

Reports to Board Liaison as assigned by President

Term of Office:

Determined by terms of the contract for services that is negotiated between the Business Partners Coordinator(s) and the Board of Directors.

Compensation:

Determined by terms of the contract for services that is negotiated between the Business Partners Coordinator(s) and the Board of Directors.

## CACUBO Controller

**The CACUBO Controller is appointed by the Board of Directors and receives direction from the CACUBO Treasurer. The Controller is primarily responsible for maintenance of the official financial records of the organization and the processing of the various related financial transactions.**

### Duties and Responsibilities:

1. Prepares financial statements for CACUBO on a regular basis for presentation to the Treasurer and Board of Directors.
2. Maintains and retains financial records of CACUBO, including original records of revenue and expense detail for individual program committees.
3. Coordinates the execution of financial activity with the chairs and financial representatives of the various CACUBO committees. This includes:
  - Assisting in committee transitions by instructing the representatives on reporting requirements and business policy.
  - Review of statements of financial activities and bank account reconciliations on a quarterly basis from representatives of all CACUBO committees where appropriate.
  - In preparation for their presentation to the Audit Committee, reviews the final financial reports from committee chairs and financial representatives verifying completeness, presentation format, and agreement to consolidated financial reports of CACUBO.
4. Prepares the annual Form 990 tax return and reviews with the Treasurer prior to the Treasurer's signing and submission of the return to the Internal Revenue Service.
5. Assists the Treasurer in reviewing budget requests received during annual budget preparation.
6. Adheres to the CACUBO Code of Ethics.

### Supervision:

Reports to the CACUBO Treasurer

### Term of Office:

Three years, renewable. Appointed by the CACUBO Board of Directors, following selection by the Nominating Committee

### Compensation:

In recognition of the time commitment required to satisfactorily complete the responsibilities of this position, the Controller receives the following:

- Complimentary registration and travel expenses to the CACUBO annual meeting.

## CACUBO Database Coordinator

**The CACBUO database coordinator is responsible for maintaining the information in the CACUBO membership database, including coordination with the NACUBO membership database. The database coordinator is also responsible for coordinating the delivery of electronic-communications from the CACUBO Board and committees to the membership.**

### Duties and Responsibilities:

1. Serves as the liaison to the Membership Services Office of NACUBO to insure that all CACUBO membership records are current and correct.
2. Serves as the liaison to the Board of Directors and CACUBO committees to provide mailing addresses for delivery of printed materials.
3. Supports the Board of Directors, the CACUBO Marketing and Communications Editor and CACUBO committees with technical advice on development of electronic-communications.
4. Participates in the Annual Leadership Retreat.
5. Monitors and responds to database [@cacubo.org](mailto:@cacubo.org) emails and requests.
6. Adheres to the CACUBO Code of Ethics

### Supervision:

Reports to Board Liaison as assigned by President

### Term of Office:

Three years, renewable. Appointed by the CACUBO Board of Directors, following selection by the Nominating Committee

### Compensation:

In recognition of the time commitment required to satisfactorily complete the responsibilities of this position, the Database Coordinator receives the following:

- Complimentary registration and travel expenses to the CACUBO annual meeting.

## CACUBO Marketing & Communications Editor

**The Marketing and Communications Editor is primarily responsible for brand integrity and consistency in all marketing and communications materials as well as the coordination of CACUBO communication.**

1. Coordinates the schedule of delivery for marketing and communications to the membership to maximize messaging impact and minimize e-mail “clutter.”
2. Monitors CACUBO’s other communications efforts, and work to ensure that our communications compliment, strengthen, and amplify those efforts.
3. Keeps informed of general issues going on within the organization, and how these issues might relate to communications.
4. Manages CACUBO brand and ensures the CACUBO communication plan is followed.
5. Submits publication schedule to the CACUBO President and Board of Directors on an annual basis.
6. Provides content to the CACUBO Website Coordinator for inclusion on the CACUBO website
7. Serves as a standing member of the Member Relations and Communications Committee.
8. Provides a written report, two weeks prior to the board meeting, to Board Liaison/Supervisor of accomplishments since the prior board meeting and plans until the next board meeting.
9. Participates in the Annual Leadership Retreat.
10. Manages and provide basic level of support for CACUBO domain and email addresses.
11. Provides back-up for Secretary for management and basic level of support for CACUBO collaboration system.
12. Monitors and responds to [marketing@cacubo.org](mailto:marketing@cacubo.org) emails and requests.
13. Performs other assignments as designated by the President or Board of Directors.
14. Adheres to the CACUBO Code of Ethics

### Supervision:

Reports to Board Liaison as assigned by President

### Term of Office:

Three years, subject to annual reappointment. Term is renewable. Appointed by the CACUBO Board of Directors, following selection by the Nominating Committee

### Compensation:

In recognition of the time commitment required to satisfactorily complete the responsibilities of this position, the Database/E-communications Coordinator receives the following:

- Complimentary registration and travel expenses to the CACUBO annual meeting.



## CACUBO Registration Coordinator

**The CACBUO registration coordinator is responsible for overall management of the CACUBO program registration website. The registration coordinator is responsible to insure that the information on the CACUBO registration website is current, accurate, and supports the professional development program events of CACUBO.**

### Duties and Responsibilities:

1. Collects all requisite information from the CACUBO professional development committees and initially populates and updates information to the appropriate section of the registration website.
2. Provides training and reporting support to the registration contact on each of the CACUBO professional development committees to insure that the program planners have necessary information about program attendees.
3. Provides “back-end” programming (registration flow, discount codes, etc.) of the registration website to insure that the website meets the registration and reporting requirements of each of the professional develop program committees.
4. Serves as technical liaison between CACUBO and the external registration service provider.
5. Provides a written report, two weeks prior to the board meeting, to Board Liaison/Supervisor of accomplishments since the prior board meeting and plans until the next board meeting.
6. Monitors and responds to registration [@cacubo.org](mailto:registration@cacubo.org) emails and requests.
7. Participates in the Annual Leadership Retreat
8. Adheres to the CACUBO Code of Ethics

### Supervision:

Reports to Board Liaison as assigned by President.

### Term of Office:

Three years, renewable. Appointed by the CACUBO Board of Directors, following selection by the Nominating Committee.

### Compensation:

In recognition of the time commitment required to satisfactorily complete the responsibilities of this position, the Registration Coordinator receives the following:

- Complimentary registration and travel expenses to the CACUBO annual meeting.

## CACUBO Website Coordinator

The CACUBO website coordinator is responsible for overall content management on the CACUBO website. The website coordinator is responsible to insure that the information on the CACUBO website is current, accurate, and supports the administrative and program efforts of CACUBO.

### Duties and Responsibilities:

1. Solicits information from the Board of Directors and CACUBO committees to update and enhance the respective sections of the Website.
2. Maintains current information on the CACUBO website concerning professional development events, committee rosters and contact information for board and committee members.
3. Coordinates with the CACUBO Board of Director, committee chairs, other central services coordinators, and others to keep website information current and available for use.
4. Monitors CACUBO's other communications efforts, and work to ensure that the Website compliments, strengthens, and amplifies those efforts.
5. Keeps informed of general issues going on within the organization, and how these issues might relate to Website content.
6. Compiles all updates, additions, and suggestions, resolves conflicts, thoroughly reviews all information and puts it in a coherent form and framework consistent with the existing website.
7. Regularly monitors the Website for outdated material.
8. Works with web engineers to make sure server and all other areas of the site are working properly.
9. Informs the organization about any new issues, requirements, or needs regarding the Website. Confers with an external Website Consultant, as required, and the CACUBO Board of Directors on potential improvements to the Website.
10. Provides a written report, two weeks prior to the board meeting, to Board Liaison/Supervisor of accomplishments since the prior board meeting and plans until the next board meeting.
11. Monitors and responds to website [@cacubo.org](http://cacubo.org) emails and requests.
12. Participates in the Annual Leadership Retreat
13. Adheres to the CACUBO Code of Ethics

### Supervision:

Reports to Board Liaison as assigned by President

### Term of Office:

Three years, renewable. Appointed by the CACUBO Board of Directors, following selection by the Nominating Committee.

### Compensation:

In recognition of the time commitment required to satisfactorily complete the responsibilities of this position, the Website Coordinator receives the following:

- Complimentary registration and travel expenses to the CACUBO annual meeting.

## CACUBO CPE Coordinator

**The CACUBO CPE coordinator is responsible for the oversight of all aspects of the process that awards CPEs for our professional Programs. The coordinator will work with The National Registry of CPE Sponsors to assure compliance with all requirements for CPE certification.**

### Duties and Responsibilities:

1. Works with each of the Program Committees to assure that the Committees understand the Program requirements for CPE Certification
2. Upon completion of the sessions, coordinates information from the Registration Coordinator and scanners and provides to the third party processor to assure the CPE Certificates issued are compliant with National Registry Requirements.
3. Works with the appropriate host and program committees to assure that appropriate information is gathered and publicized so that we follow CPE standards.
4. Is responsible for making sure that information published on the CACUBO website is kept current and in compliance with the National Registry Requirements
5. Is responsible for monitoring that appropriate records are maintained for the minimum required period. (5 years).
6. Works with NACUBO and the National Registry to develop the necessary expertise to provide direction to the various Program Committees relative to which category area is appropriate for each of the program modules.
7. Is responsible for processing the NASBA renewal
8. Is responsible for coordinating any third party services needed to execute the CPE program.
9. Monitors and responds to CPE@[cacubo.org](mailto:cacubo.org) emails and requests.
10. Participates in the Annual Leadership Retreat
11. Adheres to the CACUBO Code of Ethics

### Supervision:

Reports to Board Liaison as assigned by President

### Term of Office:

Three years, renewable. Appointed by the CACUBO Board of Directors, following selection by the Nominating Committee.

### Compensation:

In recognition of the time commitment required to satisfactorily complete the responsibilities of this position, the CPE Coordinator receives the following:

- Complimentary registration and travel expenses to the CACUBO annual meeting.

## CACUBO Constituent Board Member

The CACUBO Board is composed of five officers, two past presidents, and up to eight at-large members. Each at large member shall be elected for a two-year term and shall be eligible for one additional two-year term.

Constituent board members represent one of the four presidential constituent councils: Small Institutions, Community Colleges, Comprehensive and Doctoral Institutions and Research Universities. As an at-large member, each constituent member shall be elected for a two-year term and shall be eligible for one additional two-year term.

### Duties and Responsibilities:

1. Serves as a member of the CACUBO Board of Directors and attends CACUBO Board meetings and the Annual Leadership Retreat.
2. May represent CACUBO as a member of the related NACUBO Constituent Standing Council. If requested by NACUBO to join the Council, participate in conference calls, generally bi-monthly or quarterly as determined by each Council, and face to face meetings as scheduled.
3. Serves as Chair of CACUBO Constituent Advisory Committee.
4. Ensures that issues of specific concern to the Constituent are represented and addressed in the development of the association's strategic goals and plans, and in the creation of programs and services for its members.
5. Develops programming and facilitates discussion at the Constituent specific session at the annual meeting.
6. Solicits profession development topics relevant to the constituency on an on-going basis and provides current list to program committees in accordance with established time lines.
7. Carries out the mission and business of CACUBO.
8. Maintains current knowledge of CACUBO Constitution and By-laws and CACUBO Business Policies and Procedures.
9. Monitors and responds to "constituentcouncil" [@cacubo.org](mailto:constituentcouncil@cacubo.org) emails and requests.
10. Adheres to the CACUBO Code of Ethics.

## **CACUBO Best Practices Program Coordinator**

The CACUBO Best Practices coordinator is responsible for the oversight of Best Practices program.

### **Duties and Responsibilities:**

1. Recruits and coordinates the work of the Best Practices evaluators
2. Prepares, coordinates, and seeks approval from MRCC, Marketing and Communications Editor, and CPE Coordinator for marketing materials for distribution to the CACUBO membership.
3. Contacts chosen winners of Best Practices category(ies)
4. Assists in announcement of winners at CACUBO Annual meeting
5. Provides suggestions for recognition of winners
6. Monitors and responds to bestpractices@cacubo.org emails and requests.
7. Participates in the Annual Leadership Retreat
8. Adheres to the CACUBO Code of Ethics

### **Supervision:**

Reports to Board Liaison as assigned by CACUBO President

### **Term of Office:**

Three years, renewable. Appointed by the CACUBO Board of Directors, following selection by the Nominating Committee.

### **Compensation:**

In recognition of the time commitment required to satisfactorily complete the responsibilities of this position, the Best Practices Coordinator receives the following:

- Complimentary registration and travel expenses to the CACUBO annual meeting.