



The Council *for the Study of* Community Colleges

Officer and Board Member Duties for Open Positions

President-Elect

The role of President-Elect is the first of a three-year commitment (President-Elect, President, Past-President). The following are the duties for each role:

President-Elect (Year 1)

The primary responsibility of the CSCC President-Elect is to serve as the Chair of the Program Committee. Specific responsibilities include:

- Plan and organize the content of the annual CSCC meeting. In doing so, the President-Elect will work closely with the CSCC office staff regarding food, facilities, creation and distribution of the conference agenda, and equipment needed for the conference
- Lead fundraising efforts to support the annual conference
- Conduct the post conference evaluation process and report
- Assist the CSCC office in training the next President-Elect
- Participate in all meetings of the CSCC Board and Executive Committee
- Attend the annual conference and official CSCC meetings

President (Year 2)

The CSCC President is the Chief Executive Officer and responsible for providing direction for the Council. Specific responsibilities include:

- Chair Executive Committee
- Appoint all committees and chairs
- Facilitate communication between the Board and the membership
- Preside over the CSCC conference working with the President-Elect to assure that the General Business and Board meetings held at the conference run effectively
- Organize and conduct all Board meetings, Executive Committee meetings, and General Business meetings
- Attend and assist the CSCC office in organizing the CSCC annual reception at ASHE
- Work with the Executive Director to ensure the smooth and effective operation of the Council, including oversight of financial and other reporting, and short and long range planning
- Appoint the CSCC representative to the AACC Commission and COAC meetings
- Respond to inquiries from the leadership of other professional organizations
- Assist the CSCC office in training the President-Elect on matters related to the annual conference
- Participate in all meetings of the CSCC Board and Executive Committee
- Attend the annual conference and official CSCC meetings and emcee the awards luncheon

Past-President (Year 3)

The Past-President should use their experience as President-Elect and President to assist currently elected Officers and Board Members in executing their responsibilities. Specific responsibilities include:

- Chair the Nominating Committee, soliciting and vetting potential Officer and Board nominees, organizing and overseeing the election process in accordance with CSCC Operating Procedures, announcing the results at the General Business meeting
- Prepare CSCC Annual Report for AACC with assistance from the CSCC office staff
- Provide clear guidance to the President and President-Elect in how to perform their duties, including and especially the CSCC Annual Conference
- Participate in all meetings of the CSCC Board and Executive Committee
- Attend the annual conference and official CSCC meetings

Vice President of Research & Publications

The Vice President of Research & Publications (VPRP) serves a three-year term. The primary responsibility of the VPRP is soliciting, selecting, and announcing the recipients of the Townsend, Senior Scholar, Service, and Research Grant Awards at the annual CSCC conference. Specific responsibilities include:

- Lead CSCC Awards activities for the CSCC Senior Scholar Award, Barbara K. Townsend Emerging Scholar Award, Arthur Cohen and Florence Brower Distinguished Service Award, and the Research Grant Award
 - Select Awards Committee members, with approval of President
 - Chair Awards Committee, organize and direct committee activities, including soliciting applicants, reviewing applications, selecting winner
 - Coordinate application deadlines with Dissertation of the Year (DOY) Chair
 - Notify the award recipients and other applicants of committee decisions in a timely manner before the annual CSCC conference
 - Notify CSCC office of recipients for award plaque purposes
- Lead CSCC Research Grant Committee
 - Select Research Grant Committee members, with approval of President
 - Chair Research Grant Committee, organize and direct committee activities, including soliciting applicants, reviewing applications, and selecting winner
 - Coordinate application deadlines with Dissertation of the Year (DOY) chair
 - Notify the award recipients and other applicants of committee decisions in a timely manner before the annual CSCC conference
 - Notify CSCC office of recipients for award plaque purposes
- Approve research submitted to the CSCC website for publication
- Participate in all meetings of the CSCC Board and Executive Committee
- Assist the CSCC office in training the next Vice President for Research
- Attend the annual conference

Board Members at Large

Board Members at Large serve three-year terms as representatives of the CSCC membership in making decisions about the future and direction of the Council. Specific responsibilities include:

- Chair and serve on CSCC committees as needed
- Support Executive Committee decisions by appropriately communicating with the membership
- Solicit input from CSCC members and share with the CSCC Officers & Board as appropriate
- Participate in all meetings of the CSCC Board
- Attend the annual conference and official CSCC meetings

The Graduate Student Board Member serves a two-year term, focusing efforts toward communicating the needs and desires of graduate student members. This includes providing leadership and working with the President-Elect to organize a mentoring event at the annual conference.