

American Conference of Academic Deans
Board of Directors Roles and Responsibilities

It is the purpose of this document to define the role of the ACAD board of directors and to set clear expectations for its members.

Role of the Board

It is the role of the Board of Directors of the American Conference of Academic Deans (ACAD) to serve as the governing body for ACAD and serve generally to:

- Oversee and implement the mission, vision and values of the organization
- Act as the fiduciary agent and guardian of the organizational assets
- Review and approve the ACAD annual operating budget
- Establish short and long term goals for ACAD and ensure that they are aligned with the mission, vision and values
- Assess progress toward fulfilling the mission
- Set, and be knowledgeable of, policies for the overall management and operation of ACAD
- Be an ambassador for ACAD promoting the mission, vision and values

Responsibilities of the Board

Specifically, the ACAD Board of Directors shall have the following responsibilities:

Fiscal:

- Review revenues and expenses twice yearly at board meetings
- Strengthen ACAD's financial base by participating in the organizations fundraising efforts
- Review and approve the annual operating budget and ensure that the financial structure of ACAD will adequately support the current needs and long-term strategy
- Review annually the report provided by independent firm for the audit or review of the ACAD finances
- Review annually the ACAD tax filings for both federal and state agencies

Legal:

- Act on behalf of ACAD and its interests, putting aside personal concerns, affiliations, or constituencies
- Sign, annually, a conflict of interest statement
- Agree to follow the ACAD code of ethics policy
- Set procedures and policies that ensure the actions of the ACAD board and staff remain ethical and in compliance with laws and regulations
- Be knowledgeable about the ACAD policies and follow ACAD Internal Control Policies

Operations:

- Regularly discuss with the board chair (CEO) matters that are of concern to that person, ACAD or the board
- Annually review the ACAD executive director, in conjunction with the executive committee, and establish compensation based on the established policy
- Provide candid and constructive criticism, advice and comments

Ambassadorship:

- Promote the mission of ACAD and serve, as needed, as representatives of the organization encouraging support for its mission, vision and values
- Make introductions to new communities, corporate sponsors, foundations and helpful individuals as appropriate. As ACAD works to expand its revenue sources Board members can help by providing introductions to potential partners whether it is for a sponsorship, donation/ fundraising or as a potential program partner to work with on future programming. As a Board member it is helpful to review personal networks and determine if there are potential partners (financial, programmatically or otherwise) that should be contacted.

Expectations of the Board

In order for the board to be successful stewards of the organization it is expected that each board member shall:

- Attend the meetings of the Board, which occur twice annually: once at the annual AAC&U/ACAD conference and once during the Spring semester. If Board members are unable to attend at least half the scheduled Board meetings during their term, they will be expected to discuss with the Chair of the Board the options for discontinuing their service.
- Serve on at least one standing committee
- Participate in at least one program of ACAD. This can be as a facilitator for a workshop, attending a meeting/conference/workshop as the on-site staff for the event, writing a chapter for the handbook, writing another publication or paper for ACAD, etc.
- Be prepared to contribute financially to the organization at a level that is comfortable for you. The goal is 100% participation of Board and Staff for contributions on an annual basis.

Failing to meet the expectations of board service will result in consultation with the board chair that may end in removal from the board of directors.