

**Position Descriptions**  
**Of the**  
**National Association of Graduate-Professional Students**  
**Board of Directors**



**Excerpt from Constitution and Bylaws**  
Approved by the Membership of NAGPS  
16 November 2009 at The University of Nebraska-Lincoln  
2009 NAGPS National Membership Meeting  
Lincoln, Nebraska

Julia Mortyakova, President  
Marrah Lachowicz-Scroggins, Administrator of the National Membership Meeting  
Alex Evans, Chairman of the National Membership Meeting

## Article III. Board of Directors

### Section 1. Qualifications

The Board of Directors shall be selected from those persons duly recognized as bona fide representatives of an Organizational Member in good-standing or Individual Student members in good-standing at the time of election or appointment.

### Section 2. Terms of Office

Regional Chairs shall serve from the completion of the Regional Membership Meeting at which they were elected to the completion of the next Annual Regional Membership Meeting.

### Section 3. Duties of the Board of Directors

- A. The Board of Directors shall be responsible for developing recommendations for amendments to the Constitution and By-Laws to better define the roles and to optimize the operations of the Association.
- B. Each Director shall prepare an annual report and maintain documentation of management procedures and recommendations for succeeding board members one month prior to the national conference.
- C. The Board of Directors shall provide an unbiased person, with Association experience, who is knowledgeable of Robert's Rules of Order to preside over the National Membership Meeting.
- D. The Board of Directors shall be responsible for determining the Mission Statement and individual positional objectives at the first Board of Directors in-person meeting.
- E. The Board of Directors shall publish immediately the Mission Statement and positional objectives on the Association website and through proper channels.
- F. Members of the Board of Directors, with a majority approval of the Board of Directors, shall be permitted under law to enter into contracts which are necessary to execute the duties of their office. Members of the Board of Directors shall be considered to be acting on behalf of the Association as agents thereof.
- G. Each Director shall actively participate in meetings of the Board of Directors including, but not limited to presenting a report of their activities.
- H. The Board of Directors shall have the authority to create committees within the Board of Directors, as necessary, to manage duties and responsibilities as assigned by the Board of Directors.
- I. The Board of Directors shall:
  1. Manage NAGPS by the stated purposes of Article II of the Constitution;
  2. Set a date and location for the National Membership Meeting, at least 120 days before the Meeting;
  3. Notify the membership via mail at least ninety (90) days prior to the National Membership Meeting;
  4. Establish dues and membership guidelines;
  5. Coordinate and establish the content for the National Conference;
  6. Review and appoint the Chair of each ad hoc committee;
  7. Assign duties and authorities to Directors, the Executive Committee and Staff as necessary;
  8. Prepare a quarterly report summarizing the activities of each Director to be distributed to the appropriate constituencies.

### Section 4. Duties of the President

The President shall have the following responsibilities:

- A. To serve as the Association's Chief Executive Officer (CEO);
- B. To create and dissolve ad hoc committees as needed;
- C. To stay abreast of all business to ensure the Board acts in accordance with the purpose as stated in the Constitution and duties defined in these by-laws;
- D. To coordinate the responsibilities, duties, and activities of the Board;
- E. To act as the official spokesperson of the Association;
- F. To chair the meetings of the Board of Directors and Executive Committee;

- G. To be accountable for progress towards adaptation of outstanding charges or mandates from the National Membership Meeting and Board of Directors in a manner that maximizes productivity;
- H. To serve, for the year following the term as President, as a member of the Advisory Board and as an ex-officio member of the Board of Directors with the right to attend meetings of the Executive Committee;
- I. To prepare an agenda for meetings of the Executive Committee and Board of Directors;
- J. To publish objectives of the Board of Directors within one month of the first Board of Directors in-person meeting.

#### Section 5. Duties of the Vice President

The Vice President shall have the following responsibilities:

- A. To perform the duties of the President in the President's absence;
- B. To coordinate all nominations and elections;
- C. To oversee the content planning for the National Conference;
- D. To act as the liaison for the Board of Directors to the National Conference Coordinating Council;
- E. To oversee the process of amending the By-Laws and Constitution in accordance with the goals of the Association;
- F. To oversee the job performance of each Director.

#### Section 6. Duties of the Director of Finance

The Director of Finance shall have the following responsibilities:

- A. To serve as the Association's Chief Financial Officer (CFO);
- B. To administer the general operating funds of the Association;
- C. To keep accurate records of all monies, accounts, and properties of the Association;
- D. To manage the collection and distribution of all funds;
- E. To coordinate with the Board of Directors in preparing an annual budget financial statement;
- F. To send monthly financial statements to the Board of Directors;
- G. To prepare financial reports for the Board of Directors at each meeting and the membership at the National Membership Meeting;
- H. To prepare, by and with the advice and consent of the Board of Directors, a projected budget for the next fiscal year and to present the projected budget at the National Membership Meeting for approval;
- I. To have the proper material and documentation available at the National Conference in order for the incoming Board of Directors to assign signature access to the appropriate persons.

#### Section 7. Duties of the Director of Communications

The Director of Communications shall have the following responsibilities:

- A. To serve as the Association's Chief Communication Officer (CCO);
- B. To oversee publication and distribution of a national newsletter at least four times a year;
- C. To manage and direct internal and external communications of the Board;
- D. To implement communication strategies that promote the purpose and agenda of the Association;
- E. To oversee public relations for the Association;
- F. To manage all publications of the Association;
- G. To strive to produce a positive image of the Association by providing assistance to the President in his/her duty as the official spokesperson of the Association;
- H. To compile the annual written reports of each Director to submit to the organization at the National Conference.

#### Section 8. Duties of the Director of Administration

The Director of Administration shall have the following responsibilities:

- A. To serve as the Association's Secretary & Chief Information Officer (CIO);
- B. To file the Two-Year Report for Non-Profit Corporations with the District of Columbia Department of Consumer & Regulatory Affairs by 15 January of even-numbered years;
- C. To record the proceedings of all official business meetings and distribute them to the Board of Directors within five (5) working days;
- D. To oversee the establishment, maintenance, and administration of electronic mail distribution lists, internet account, and webpage;
- E. To manage a clearinghouse of information for the membership including a membership database;
- F. To conduct all mail-balloting for the Association;
- G. To make available online a comprehensive database of membership information in coordination with the Director of Outreach;
- H. To prepare a report, including text, of all resolutions of the current Board of Directors for the membership at the National Membership Meeting.

#### Section 9. Duties of the Director of Outreach

The Director of Outreach shall have the following responsibilities:

- A. To serve as Chair of the Outreach Board;
- B. To create and maintain a comprehensive database of membership information to be made available online by the Director of Administration;
- C. To assess member needs and present conclusions and recommendations to the Board of Directors and membership;
- D. To devise and execute a national strategy for recruitment and retention of members;
- E. To work in conjunction with regional officers to promote the Association to potential members;
- F. To promote Association activities, programs, and services to members;
- G. To acknowledge excellence in member activities through an awards program.

#### Section 10. Duties of the Director of Relations

The Director of Relations shall have the following responsibilities:

- A. To initiate, maintain, and improve relations between the Association and other professional organizations and companies;
- B. To strive to produce a positive image of the Association by providing assistance to the President in his/her duty as the official spokesperson of the Association;
- C. To investigate opportunities for outside support of Association activities;
- D. To contact companies and professional organizations for financial support of the Association;
- E. To develop and sustain a comprehensive strategy for corporate solicitation including corporate solicitation materials to be developed in conjunction with the Director of Communications and Director of Administration;
- F. To provide guidance for the National Conference Coordinator on solicitation and solicitation policy of the Association;
- G. To keep the Board of Directors abreast of companies contacted and activities involving professional organizations.

#### Section 11. Duties of the Regional Chairs

The Regional Chairs shall have the following responsibilities:

- A. To represent interests of the members of their Region to the Board of Directors;
- B. To be responsible for the recruitment and retention of members within their region;
- C. To promote the Association to potential members in conjunction with the Director of Outreach;
- D. To provide monthly updates on Association activities to members within their region via their electronic Regional discussion list, and/or the production of a Regional newsletter;

- E. To coordinate efforts of regional and state volunteers;
- F. To serve or appoint a regional representative to serve on the Outreach Board.

#### Section 12. Duties of the Committee Chairs

The Committee Chairs shall have the following responsibilities:

- A. To be responsible for coordination of Association efforts regarding their Committee issues at the national level;
- B. To advise the Board of Directors on issues of concern to their Committees;
- C. To represent interests of the members of their Committee to the Board of Directors;
- D. To provide regular updates on Association activities to the members of their Committee via their electronic Committee discussion list, and/or the production of a Committee newsletter.
- E. To serve on the Advocacy Board.

### **Article VI. Association Advocacy Board, Outreach Board, and Committees**

#### Section 1. Advocacy Board

The Advocacy Board shall be comprised of the Chairs of the Standing Committees of the Association. The Advocacy Board shall serve to coordinate advocacy campaigns and exchange information between the Standing Committees. The Chair of the Legislative Concerns Committee shall serve as Chair of the Advocacy Board.

#### Section 2. Outreach Board

The Outreach Board shall be comprised of Director of Outreach, Regional Chairs or Regional designees, Director of Communications, and any NAGPS member in good standing who indicates interest in serving on the Committee. The Outreach Board shall designate appropriate membership categories for each applicant and certify satisfaction of requirements for membership. The committee shall advise the Board of Directors concerning strategies for member recruitment and retention. The Director of Outreach shall serve as Chair of the Outreach Board and a simple majority of Regions shall constitute quorum.

#### Section 3. Committee Membership

Any member in good-standing shall have the right to serve on any Standing Committee of the Association.

#### Section 4. Standing Committees

The Standing Committees of the Association shall be the:

- A. Employment Concerns Committee.
- B. International Student Concerns Committee.
- C. Legislative Concerns Committee.
- D. Social Justice Committee.

#### Section 5. Employment Concerns Committee

The Employment Concerns Committee shall plan and formulate action concerning the issues of employment during and after the attainment of a graduate and/or professional degree.

#### Section 6. International Student Concerns Committee

The International Student Concerns Committee shall monitor campus issues and legislative developments that affect the ability of graduate and/or professional students from other countries to study in the United States. The committee shall work to ensure that international students are well-informed, fairly treated, and able to participate in the governance of the Association.

Section 7. Legislative Concerns Committee

The Legislative Concerns Committee shall monitor pending federal legislation, recommend advocacy efforts, issue policy statements, provide analysis, issue calls to action when needed, and coordinate grassroots efforts to support the legislative mission of the Association. The Committee shall coordinate the development of its Legislative Platform each year at the National Membership Meeting.

Section 8. Social Justice Committee

The Social Justice Committee shall work to ensure that the Association membership reflects the diversity of our nation's many cultures and lifestyles through contact with student groups working for diversity on a local or national level. The Committee shall coordinate the development and advocacy of policies and programs which provide for a diverse learning environment for graduate and/or professional students and shall recommend such policies for implementation to the Board of Directors.

Section 9. Ad Hoc Committees

The President shall have the right to establish ad hoc committees to pursue specific goals of the Association. The Chair of each ad hoc committee must meet the qualifications of a Director and shall serve as a non-voting Director of the Board of Directors. All ad hoc committees shall terminate with the Board of Directors under whom it was established.

Section 10. Suspension of Committees

A majority of the membership shall have the right to initiate an inquiry into the proceedings of any committee and suspend a committee until such a time as a majority vote is cast by the membership to return the committee to active status.