**Board of Directors**



**Position Title: Vice Chair of Communication & Membership**

**Preferred Knowledge and/or Experience:**

* Basic knowledge of communications and information dissemination
* Knowledge and/or experience with public speaking
* Knowledge and/or experience with volunteer management
* Ability to provide vision and guidance to policies affecting inclusive postsecondary education

**Accountable To:** Board Chair

**General Responsibilities:**

* Serve on the Board of Directors (Board). Attend all meetings (in-person, via phone, and/or Virtually), take/keep meeting minutes, and be prepared to contribute effectively.
* Serve on the Board leadership team, as lead on the membership platform and updates, which includes routine updates and communication with the Board Chair and Treasurer.
* Contribute to the Leadership Team and the Board annual planning and implementing of SEPSEA Southeastern field office goals.
* Review agenda and supporting materials prior to Board and committee meetings, including previous meeting minutes and action items.
* Serve on committees and offer to take on special assignments as needed.
* Serve as an ambassador for SEPSEA. Promote inclusive postsecondary education and the inclusive postsecondary education profession by sharing SEPSEA resources and membership opportunities with others.
* Keep up-to-date on developments in the inclusive postsecondary education field.
* Follow conflict of interest and confidentiality policies.
* Monitor and provide support for membership work.
* Monitor and provide support for communication work. Areas of responsibility may include providing guidance/recommendations on SEPSEA communications, marketing, and social networking.
* Assist and work closely with the Leadership Development/Nominations committee.
* Assist with Conflict Resolution Issues.
* Development and oversight of the nominations process.
* Sign and uphold the Board member agreement.

**Specific Responsibilities:**

* Membership
* Stay current with work related to SEPSEA membership growth strategy.
* Serve as an ex-officio member to any committee, task force, etc., created with respect to public policy.
* Communication
* Create, monitor, and provide feedback re: communications (e-newsletters, mailings, social networking, etc)
* Serve as a spokesperson for SEPSEA when needed/asked to by SEPSEA Board.
* Serve as a liaison to the Leadership Development/Nominations Committee.
	+ Monitor terms of office
	+ Work with the committee as needed to solicit a slate of nominees for projected vacancies
	+ Work with Board Chair to ensure elections/selections are conducted in a timely basis and through a fair process

**Core Competencies**

* **Ability to** listen, analyze, think clearly and creatively, work with individuals and groups, clearly communicate
* **Willingness to** prepare for and attend Board and committee meetings, make inquiry for more information, take responsibility and follow through on a given assignment, create connections in and out of the inclusive postsecondary education environment, cultivate and recruit potential future Board members and other volunteers
* **Possess** honesty, integrity, sensitivity to and tolerance of differing views, a friendly, responsive and patient approach, community-building skills, personal integrity, a dedication to inclusive postsecondary education and SEPSEA

*Updated 7/29/20 LDRD*