CUPA-HR WESTERN REGION BOARD JOB DESCRIPTIONS
June 2010

PAST CHAIR

The Past Chair serves as Board parliamentarian, the Elections Coordinator, oversees the awards and recognition program, assists the region Chair and assumes the duties of the Chair in the Chair's temporary absence. On both the election and awards activities, the Past Chair works with National Office staff to announce the events, corresponds with nominators and nominees for office and awards, and conducts the selection process. The Past Chair arranges for the award items and develops the award program for the annual regional conference.

CHAIR

Primary Purpose:
The Chair will provide overall leadership for the region. Some of the duties of the Chair will be to notify board members of meetings, to preside at all meetings, to oversee management of the region conference and to appoint committees and committee chairs. The Chair will act as liaison with the President of CUPA-HR and with the national office of CUPA-HR. The Chair will perform other executive duties as required.

CHAIR -ELECT

Primary Purpose:
The Chair-Elect will serve as the regional conference chair, point person for the conference and assist the region Chair. The Chair-Elect will serve for a period of one year, commencing on July 1 and ending on June 30. The Chair-Elect will succeed to the position of Chair for the next year, and assume the position of Past-Chair for the third year following election to the position.

Description of Duties and Responsibilities:

- Determine conference venue in collaboration with the National office (NO) and the regional board through site visits in the city of choice for the annual conference, to include meals, meeting space flow, special events and costs.
- Plan the conference agenda in collaboration with the NO and regional board.
- Work closely with the HR Program Development/Coordinator and the NO to determine concurrent sessions and Keynote speakers.
- Plan the conference agenda in collaboration with the National office and the regional board.
- Work with the region Chair and NO on the script for the conference.
- Work closely with the NO and the Corporate Partners Liaison to assure exhibitor space and acknowledgment of the Corporate Partners.
- Work closely with the NO, the region Chair and Treasurer on the budget for the conference.

- Report to the regional board on a regular monthly basis regarding the progress of the conference to include, the theme, agenda, keynote speakers, host committee/volunteers, additional meetings and space for chapters, and awards.
- Plan and prepare an agenda for volunteer assistance at the host desk and registration as needed. (Generally the host desk is covered by the local or state chapter/s and the registration volunteers are covered by board members.)
- Meet with the NO representative on a regular conference call each week or two during the final two months prior to the conference.
- Assure final evaluation results are discussed by the regional board and recommendations go forward for the next conference.

TREASURER

Primary Purpose:
Oversees regional finances. Works closely with Chair and CUPA-HR national office staff to prepare both annual operating budget and annual conference budget. Monitors budget and expenses. Reviews and approves all regional expenditures. Ensures compliance with all fiscal rules and policies and maintains appropriate financial accountability in accordance with annual audit guidelines.

Description of Duties & Responsibilities:

Primary Job Functions

- Reconcile monthly financial statement.
- Review, approve and submit requests for payment and expense reimbursement as received.
- Participate in monthly regional conference calls and provide updated financial report.
- Make recommendations to national office regarding annual operating budget and conference budget.
- Prepare check requests for vendor payment as needed.
- Reconcile credit card statement and submit back up as needed.
- Attend annual WR board meetings.

Additional Job Functions

- Attend ALP.
- Participate in site visits for upcoming conference sites as needed/available.
- Attend chapter meetings as WR board representative.
- Monitor registration and corporate partner participation in annual conference to ensure budget guidelines are met.
- Assist with annual conference as assigned.
- Provide support to other board positions as needed.

Required Qualifications:

- Active position in a CUPA-HR member institution within the Region.
- Have the support of institution to attend all Board meetings and related activities for duration of term.

- Have a commitment to contribute time, interest, ability and resources necessary to complete assignments promptly and professionally.

Preferred Qualifications:

- At least five years experience as a human resources professional, ideally in higher education.
- Have a record of active participation in and knowledge of CUPA-HR.
- Have demonstrated leadership abilities.

SECRETARY

Primary Purpose:

The Secretary takes minutes at the annual region business meeting and at region board meetings. The Secretary communicates to the Chief Executive Officer of CUPA-HR the names, titles and addresses of newly elected region officers within seven days of election. The Secretary serves as the region's historian.

In addition to the above responsibilities, the Secretary is expected to fully participate in board meetings, and board activities such as conference planning and elections. The Secretary assists other board members in carrying out their responsibilities, such as working with the Past Chair in organizing, communication, and coordinating the annual awards program.

CHAPTER LIAISON

Description:
The Chapter Liaison works with CUPA-HR national office staff and chapter leadership in support of the region's current and potential chapters. Chapter Liaison duties include frequent communication with Chapters leaders on CUPA-HR activities. This role also coordinates Regional Board member visits to Chapter meetings.

Responsibilities:

- Participates on all new chapter conference calls to assist in the development of by-laws, initial chapter meetings, program formulation and to provide regional support and information.
- Keep the national office informed of potential new chapters and interest groups and work with the National Office Chapter Relations Coordinator.
- Work with the Membership Coordinator on establishing goals and objectives.
- Attend initial chapter meetings to assist in the establishment of new chapters; coordinate Regional Board member visits to other established chapter meetings.
- Attend own state chapter meetings and keep apprised of Western Regional activities and conferences; encourage attendance and participation at regional and national conferences.

- Attend yearly Association Leadership Program to meet and communicate with new chapter leaders in the region on CUPA-HR activities and offer regional assistance.
- Initiate and facilitate Western Region Chapter Leader Conference calls twice a year or as needed. (January and July)
- Nominate and recommend Emerging Leaders from chapters or potential chapters with the region.

HR PROGRAM DEVELOPMENT/COORDINATOR

Summary: In collaboration with the CUPA-HR National Office (hereinafter "NO") and Western CUPA-HR Board (hereinafter "Board"), creates Higher Educational human resources educational and learning programs as part of the annual Western CUPA-HR Regional conference. In collaboration with the NO, organizes sub-committee select conference concurrent sessions.

Essential Duties and Responsibilities include the following.

- In collaboration with the NO and Board, receive nominations and suggestions for annual Western CUPA-HR Regional Conference Keynote Speakers and present list of nominees to the NO and Board.
- In collaboration with the NO and Board, select Conference Keynote Speaker. May notify annual Conference Keynote Speaker nominees of the keynote selection process.
- In collaboration with the NO and Board, organize a sub-committee to receive nominations suggestion and select conference concurrent session topics.
- In collaboration with the NO and Board, select conference concurrent sessions.
- If needed, assist NO and Board with program management during the annual regional conference.
- Additional duties as assigned.

COMMUNICATIONS COORDINATOR

Primary Purpose:
The Communications Coordinator serves as editor of regional communications and webmaster for the region web site. The position is charged with ensuring the dissemination of timely and thorough information about the region to its members. This position also coordinates all communication about the annual conference program and conference signage.

CORPORATE PARTNERS LIAISON

Primary Purpose:
The Corporate Partners Liaison works with CUPA-HR national office staff to secure exhibitors and sponsors for the annual region conference. This position will also cultivate local/regional corporate partners, oversee exhibitor hall setup and manage corporate partner recognition programs.

MEMBERSHIP COORDINATOR

Primary Purpose:
The Membership Coordinator works in collaboration with CUPA-HR national office staff, Chapter Liaison and chapter leadership to cultivate new members. This role also coordinates the first-timers reception and conference mentorship program.

Essential Duties and Responsibilities include the following:

- Contact new members via phone, e-mail or letter to introduce, welcome and/or answer questions
- Review new-member list prior to regional and national conference and contact new-Western Region members to welcome them. If list is large, divide among the board members for assistance.
- Request membership update information (include non-members) from the national office throughout the year to assess membership and cultivate conversations with non-member institutions.
- Annual membership in CUPA is based on a fiscal year and runs from July 1 – June 30.