

## **Vice President for Operations Job Description:**

The Vice President for Operations is a three (3) year elected position, two (2) years active and one (1) year in an advisory capacity. The VP of Operations provides overall direction and guidance to the operational activities of the organization in conjunction with the President. The VP of Operations also works closely with ASPE Administration to manage partnerships including affiliates and expand ASPE's reach internationally.

### **Functions:**

1. Strategic Planning:
  - a. Assist President with strategic planning of the organization
  - b. Develop and create strategies and policies aligned with organizational goals as directed by the President
2. Oversee and collaborate with ASPE Administration to guide operations, policies & procedures
  - a. Assist ASPE Admin, President, and BOD with executive administration including strategic planning
  - b. Manage ASPE records and recommend maintenance, archiving and record retention as needed
  - c. Collaborate with ASPE Admin to facilitate solutions to concerns regarding daily or overarching organizational procedures
3. ASPE Policy & Procedures & Bylaws
  - a. Propose and maintain By-laws for the membership
  - b. Assist the Board of Directors with the creation and maintenance of the Policy and Procedure Manual
  - c. Proposes Bylaw changes to the membership and conducts the voting process
4. Manage press releases and marketing materials for the organization
  - a. Works with ASPE admin to create press releases
  - b. Develop and revise brochures or marketing materials for the organization as needed
5. Recruitment and development of new leadership
  - a. Update Officer job descriptions and post
  - b. Chair Nominating Committee
  - c. Secure institutional letters of support
  - d. Release nomination calls
  - e. Initiate the election process
6. Manages affiliate agreements including
  - a. Affiliate requests
  - b. Development of agreements between ASPE and affiliates
  - c. Documentation of progression of affiliation agreements including terms and renewal times
7. Oversee Committee Chair and Vice Chair rotations, nominations and appointment processes. Organizes and delivers on-boarding PPT to incoming chairs
8. Ensures Business Meetings are conducted per Roberts Rules of Order and conducts meetings if requested by the president
9. Maintains business and organization of programs in conjunction with ASPE admin

10. Forms nominations committees for Emerging Leader, Educator of the Year and Lifetime Achievement Award and returns to the EC for approval
11. Serves as VP of Operations in the absence of a sitting VP, until a special election can be held. This would not preclude them from holding another board position simultaneously (i.e. President Elect)
12. Helps ASPE Admin vet Legal Contracts and RFPs for the organization
13. Acts as the EC mentor for assigned committees

**Skills Required:**

1. Excellent verbal and written communication skills
2. Ability to work independently and with other ASPE members to achieve organizational goals.
3. Superior organizational and time-management skills
4. Basic knowledge of marketing, finance, & advancement (preferred),
5. Experience in management/supervision at an executive level in a group, committee, or board setting
6. Computer literate: Knowledge of MS Word, Excel, PowerPoint, Trello (preferred)

**Must Have as VP of Operations:**

- Permission from Dean, CEO, Chair, or Vice President of your institution to assume position if appropriate.
- Ability to assume the workload. Approximately 15-20 hours per/week and occasional travel or virtual presentations as requested on behalf of the organization.
- Financial support for travel if not assumed by ASPE.