

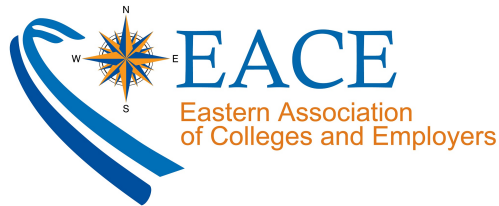
## **EACE Board of Directors Director, Employer Member Services**

### **Qualities:**

Must be an employer member of EACE. Has broad understanding of needs and interests of employer members with ability to serve as champion for this constituency; ability to gather pertinent information to represent constituents with regard to key issues, services, programs, and resources; ability to engage and involve constituents; ability to lead, work collaboratively towards desired outcomes, and communicate effectively; serve as model for fiscal integrity and sound money management in conducting EACE business; enthusiastic, encouraging, and inclusive manner; demonstrated ability to follow-up with others in an effective and timely manner; and has demonstrated commitment to diversity and multiculturalism.

### **Responsibilities:**

- Constituency based board position
- Must be an employer member
- Liaison to *Road Trips to the Real World* Committee
- Works closely with the Director of Membership Recruitment and Retention, the Director of Professional Development, and the Director of Leadership Development to ensure employer voice and involvement in professional development, membership, leadership development, communications, technology, and broad service planning for that constituency
- Works with Director, College Member Services on networking events
- Perform such duties as assigned by the President and the Board of Directors



## **A Typical Year in Review Non-Executive Committee Board Members**

(Excludes EACE Executive Committee members:  
President, President-Elect, Past President and Director of Finance)

An EACE Board year begins on July 1 and runs through June 30 of the following calendar year. This outlines the tasks and commitments that can be expected during a typical board year for non-executive committee board members.

### **June (previous to start of term):**

- In-Person transition board meeting for incoming and outgoing boards. One full day typically in coordination with the annual conference.
- Board training meeting. Typically, a half day in coordination with the Annual Conference.

### **August, December, January, May:**

- Board meeting via conference call
- Board call preparation
- Monthly committee chairs call – typically one per reporting committee
- Participate in e-mail discussions
- Work on action items and projects

### **October, March, June:**

- In-person board meeting
- Board meeting preparation
- Monthly committee chairs call – typically one per reporting committee
- Participate in e-mail discussions
- Work on action items and projects.