National Association of Colleges and Employers (NACE)

President-Elect, President, and Past President
Position Description

Position Overview
This position comprises a three-year term, first as President-Elect, then as President, and finally as Past President and works closely with the other members of the Board of Directors, the NACE Executive Director, and the NACE staff to provide leadership and direction to the association.

Primary Responsibilities as President-Elect
1. Understudies the President and, in the absence of the President, performs the duties and exercises the powers of the President.
2. Represents NACE as requested by the President.
3. Leads review of by-laws changes as needed and prepares background information for Board consideration.
4. Works with the Executive Director and the Executive Committee in preparing for volunteer appointments to the coming year’s strategic priority committees.
5. Serves as a member of the Executive Committee.
6. Serves on the Board of Directors of the NACE Center for Career Development and Talent Acquisition.
7. Serves on the Finance and Audit Committee.
8. Serves on the Advocacy Quick Response Team.

Primary Responsibilities as President
1. Presides at all meetings of the Board of Directors and the Executive Committee. The President approves the schedule and agenda for these meetings with the assistance of the Executive Director. Works with the Executive Director on arranging for ongoing strategic planning activity for the Board of Directors.
2. Supervises, under the direction of the Board, the management of the affairs of NACE as administered by the Executive Director and monitors financial operations within the annual budget. The President keeps the Board of Directors, the Executive Committee, and NACE members informed on NACE activity through reports and regular communications.
3. Appoints chairs, members and board advisors to committees for the year in which he/she serves as President. In advance of taking office, consults with the Board and Executive Committee on the appointment of strategic priority committees and the designation of charges for the coming year.
4. Represents the association membership at professional meetings and to the public/media as appropriate.
5. Supports the performance appraisal process as conducted by the Past President in preparation for assuming this responsibility as Past President in the following year.
6. Serves as Chair of the Executive Committee.
7. Serves on the Board of Directors of the NACE Center.
8. Serves on the Advocacy Quick Response Team.

**Primary Responsibilities of the Past-President**
1. Represents NACE as requested by the President.
2. Conducts the performance appraisal and the setting of goals for the Executive Director.
3. Serves as Chair of the Sourcing and Nominations Committee.
4. Serves as a member of the Executive Committee.
5. Serves as Chair of the Board of Directors of the NACE Center.

**General Board Responsibilities**
1. Actively participates in regularly scheduled Board and Board Committee meetings. Reads background materials distributed prior to meetings and shares expertise and perspectives as part of meeting discussions. Provides candid and constructive feedback, advice, and comments concerning all aspects of the association with the intent to strengthen the organization’s efforts and provide value to members. Supports all decisions that are arrived at by the Board of Directors.
2. Demonstrates actions consistent with the ethical and legal obligations of Board service and in support of the NACE organizational values and Principles for Ethical Professional Practice.
3. Be an advocate for NACE with appropriate constituents and interested parties. Helps members and others interested in the work of the association to better understand the programs, services, and value offered by NACE membership.

**Committee Responsibilities**
1. **Executive Committee**: The President chairs the committee comprised of five NACE officers and serves as a committee member when President-Elect and Past President.
2. **Finance and Audit Committee**: The President-Elect serves on this committee as defined by the NACE Bylaws.
3. **Advocacy Quick Response Team**: All members of the NACE Executive Committee serve on this team. When public policy issues arise, demanding a quick response, this team serves as the decision-making group with insight and consultation from the Advocacy Advisory Committee leaders, as well as the Executive Director. Each of the five officers has a vote on issues brought before them for quick response.
4. **NACE Center Board of Directors**: All members of the NACE Executive Committee serve as voting members of the NACE Center Board of Directors.
Qualifications
1. The President-Elect must have prior NACE Board service of at least one term of office and be a member in good standing of the association.
2. Possess an active interest and involvement in the employment of the college educated, a willingness to assist in setting, and achieving the association’s goals, and the ability to devote the time and energy necessary to attend and participate in Board and Board Committee meetings.
3. Have a history of professional achievement and success with NACE or with another organization or association that provides added-value to the make-up of the NACE Board and strengthens the role of the Board in supporting the vision, purpose, and values of the association.
4. Have a clear understanding of board governance and the importance of transparent, values-based leadership, and decision-making.
5. Have proven experience in the following areas:
   - Strategic planning
   - Fiscal management
   - Group management and staff supervision

Desired Competencies
1. Leadership - Shows initiative and a willingness to lead. Demonstrates results and accomplishments through others. Takes accountability for people and decisions.
   - Demonstrates successful implementation of solutions to achieve organizational goals.
   - Leads groups effectively toward solutions.
   - Inspires and motivates others toward achievement of goals.
   - Considers all relevant information when making decisions.
   - Leads with honesty, integrity, and trust.

2. Interpersonal and Communication Skills - Able to articulate thoughts and ideas both orally and in writing. Adapts style and attitude to fit the needs of the audience.
   - Presents ideas effectively, both in written form and verbally.
   - Ability to influence and persuade others.
   - Effectively manages differing opinions and difficult situations.
   - Respects and values differences.
   - Able to build consensus among diverse groups.
   - Actively listens to others’ opinions and ideas.
   - Articulates and succinctly summarizes thoughts.

3. Strategic Decision Making - Thinks through challenges and opportunities and applies sound judgment. Involves those most qualified to better solve issues.
   - Thinks and acts strategically with regards to visioning and needs assessment.
   - Able to prioritize, manage, and pace complex change.
   - Shows sound judgment when addressing issues.
   - Able to identify emerging issues and trends and relate them to organizational priorities.
• Seeks out additional resources and information to assist in solving challenges

4. **Organizational Skills / Resource Management** - Able to manage projects, tasks, and people. Focuses on solutions and results when leading a team or assignment.
  • Understands the organizational structure, systems, and processes needed to achieve goals.
  • Successfully manages time and resources to meet deadlines and achieve results.
  • Effectively delegates tasks to maximize ability of the team.
  • Considers long-term outcomes when making decisions.
  • Able to quantify results through metrics and measurements.

The NACE Core Values shape and support the work of our member volunteers. These include:
  • **Collaboration:** Encourage a spirit of partnership and common interest.
  • **Inclusion:** Foster and support diversity and inclusion to advance equity.
  • **Integrity:** Promote ethical and respectful behavior and high professional standards.
  • **Innovation:** Foster new knowledge and a commitment to continuous learning.
  • **Excellence:** Promote distinctive and high-quality programs and services.