



APACUE
EXECUTIVE DUTIES
AND
RESPONSIBILITIES

The President

Term of Appointment: normally a one-year term. Could be renewed once and a person could be voted into office a second time.

The formal duties of the APACUE President include the following, realizing that there are often many informal roles and responsibilities that may develop over the course of the one-year term:

1. Call and preside at meetings of the Executive
2. Preside at the Annual business meeting
3. Coordinate – delegate various Executive committees
4. Maintain liaison with the AAU, CAUCE, and other appropriate organizations
5. Represent APACUE on appropriate occasions
6. Preside at the Annual Forum and periodic Deans and Directors Meetings
7. Oversee the planning of the Annual Forum in conjunction with the associated committees and host institution
8. Invite special guests to the Annual Forum i.e. honorary members, CAUCE President, Joyce Kennedy
9. Oversee the overall successful execution of projects undertaken by the Executive

The Past President

Term of Appointment: normally a one-year term directly following their year as President. Should the out-going President be unable to accept this position, the Past President shall be asked to fill that position for an additional term.

The Past President is responsible for chairing the Nominating Committee (which also includes the Vice President and other members of the Executive).

The Nominating Committee is responsible for seeking nominations to Executive positions of the Association, and for Honourary Memberships.

Past President works with the Secretary to update APACUE Executive documents, archives, and other historical documents.

Working through the Communications committee, provides orientation documentation to incoming Executive members.

Past Presidents are expected to provide the benefit of their counsel to the Executive and may take on other responsibilities as determined by the President

Vice President

Term of Appointment: normally a one-year term. The Vice President should be ready to accept the responsibility of the President the following year. Could be two years if the President were returned to office.

The Vice President provides key support and leadership to projects and activities of the Executive in preparation for assuming the role of President. The Vice President will coordinate various Executive committees in conjunction with the President.

In the absence of the President, the Vice President shall perform the duties and carry out the responsibilities of the President.

The Vice President shall undertake other duties and responsibilities as, from time to time, may be assigned by the President.

Secretary

Term of Appointment: normally a two-year term. Can be renewed.

The Secretary is responsible for

- Preparing and circulating, in a timely fashion, the minutes of all Executive meetings and that an archive of minutes, policy statements, and other historical documents are retained.
- Work with the Past President to update APACUE Archives
- Set up and coordinate communication of the Executive meetings
- Update and maintain the APACUE list serv

The Secretary shall undertake other duties and responsibilities as, from time to time, may be assigned by the President.

Treasurer

Term of Appointment: normally a two-year term. Can be renewed

The Treasurer oversees the financial affairs of the Association. This major responsibilities includes:

- Recommending on the development and supervising the implementation of financial policy for APACUE
- Preparing and monitoring the monthly expense and revenue statements
- Providing a report to the monthly meetings of the Executive on the Association's financial situation
- Depositing receipts and paying approved expenses

- Making recommendations to the Executive on investments
- Developing, in discussion with the Executive, the annual budget.
- Sending out annual membership invoices and following up with accounts
- Maintaining a database of names and addresses of the membership
- Presenting the annual expense and revenue statements to the membership at the AGM

The Treasurer shall undertake other duties and responsibilities as, from time to time, may be assigned by the President.

CAUCE Liaison

Term of Appointment: normally the length of time in which the APACUE member is on the CAUCE board.

The CAUCE Liaison brings forth APACUE-specific concerns to the CAUCE executive and ensures CAUCE is promoting APACUE related activities such as the Spring Forum and providing a link to the APACUE website. The Liaison updates the APACUE Executive on CAUCE activities. Contact is made regularly in order to report to the Executive Committee at each meeting and at the Annual General Meeting.

Member-At-Large

Term of Appointment: normally two-year terms. These members should be groomed for other positions on the Executive.

There are five members-at-large. Each member-at-large is expected to participate in Executive monthly meetings, attend the annual Forum and engage in committees. The role of member-at-large is designed to familiarize the incumbent with the various roles and functions of the Executive so that they will be prepared to move into other Executive positions in the future.

It is preferable that there be representation from members-at-large across the region.

Other Executive Duties

Web Page and List-Servs

The Website highlights information on membership fees and categories, awards, the Annual General Meeting and Forum and Archives.

The website provides a venue for members to highlight new programs, updates and best practices, as well as related links and sites that will be of interest to members

The Vice President, as Chair of the Communications Committee and/or a designated web master monitor changes in member information on the web site twice annually, or more frequently if required.

A list-serv for Executive is operational. The Executive determines if postings to the list-servs are acceptable, and takes appropriate action to prevent posting or to remove information deemed

unsuitable. The listserv includes all members of APACUE (as indicated by their respective institutions) and is updated each year once member fees are confirmed.