



Executive Board Job Descriptions

All Positions:

- Assist in advancing the mission, vision, and strategic initiatives of the Consortium
- Contribute to the Consortium's goal of furthering racial justice, social justice, and centering underrepresented groups
- Represent and serve as an ambassador for the Consortium on committees and at events
- Participate in monthly Executive Board conference call
- Participate in the annual Executive Board retreat
- Participate in the annual Consortium Business meeting
- Participate in monthly Pod conference calls
- Provide an annual report on your achievements and the progress on your goals

Position: Co-Chairs

Term of Office: 3 years (6 months apprentice, 2 years full time, 6 months transition to new co-chairs)

Description: The Co-Chairs will serve as the principal leaders of the organization and partner with other members of the Executive Board to advance the organization's mission. The Chairs provide leadership in strategic planning and evaluate the performance of the organization in achieving its mission and goals. Key responsibilities include supporting the board, addressing members' concerns, and representing the Consortium to certain external constituencies.

Position: Past Co-Chair

Term of Office: July 1 through next election

Description: The Past Co-Chairs serve on the board through the next election period in a transitional position that supports the incoming co-chairs as they move into their new positions. Rather than making the transfer of responsibilities abrupt, the expectation is that the four chairs work together to make this a smooth and seamless process. The past co-chairs should also spend this time finishing up all projects they begun under their term that will not continue after they leave the board and/or to work with other board members and members of the Consortium to ensure the successful continuation of these projects.

Position: Co-Chair Elect

Term of Office: 6 Months

Description: The Co-Chairs Elect mainly use their three-month tenure to gain the necessary organizational skills and knowledge to be successful Co-Chairs of the Consortium. Successful Co-Chairs Elect work to transition major projects of the Consortium from current Co-Chairs and are mindful of establishing and/or maintaining working relationships with relevant external partners.

Position: Recorder
Terms of Office: 2 Years

Description: The recorder provides the documentation which helps to maintain organizational history. This administrative position is responsible for ensuring that accurate and sufficient documentation exists for all organizational business. Additionally, the recorder helps in scheduling and works with other members of the board to assist with projects as appropriate.

Position: Treasurer
Term of Office: 2.5 years (6 month apprentice, 2 years full time)

Description: The Treasurer manages all financial matters for the organization including deposits, payments, and taxes. In addition, the Treasurer works with the Executive Board on all short term and long term budgets to support the organization’s strategic goals and the Membership, Structure, and Process Chair on membership processing.

Position: Racial Justice Chair
Term of Office: 2 years

Description: The Racial Justice Chair works collaboratively with both the executive board and members of the organization to ensure access and inclusion by applying a racial justice lens to all projects, activities and decisions of the Consortium. The Racial Justice Chair will work with the executive board and members on issues related but not limited to access, equity, inclusion, and social justice more generally through education, professional development, and organizational analysis.

Position: Publications & Communications
Term of Office: 2 years

Description: The Publication and Communications (PubCom) Chair, along with the Co-Chairs, is a key communicator and voice for the Consortium. The PubComm Chair develops and implements a communications plan for the Consortium that includes traditional and emerging media strategies and technologies. The PubComm Chair leads the Publications and Communications Working Group.

Position: Education
Term of Office: 2 years

Description: The Education Chair manages the major education initiatives to further the Consortium’s strategic goals and mission. The Education Chair is responsible for planning the annual Institute, drive-in conferences, the educational conference call series, and managing opportunities and programming that effectively meets the professional and developmental needs of the diverse membership.

Position: Outreach & Advocacy

Term of Office: 2 years

Description: The Outreach and Advocacy Chair serves as the liaison to institutions and organizations that benefit the Consortium's strategic goals. The Outreach and Advocacy Chair identifies, develops and manages these relationships.

Position: Support Services Chair

Terms of Office: 2 years

Description: The Support Services Chair develops strategies to support the members of the Consortium. The Chair coordinates and engages new and developing professionals through mentoring and internship programs and coordinates educational resources for all members.

Position: LGBT2 Constituency Chair

Term of Office: 2 years

Description: The LGBT2 Constituency Chair and Group provides support and resources for individuals who directly report to another professional staff person doing and ultimately responsible for LGBT work on college and universities campuses. LGBT2 Members include Assistant Directors, Program Coordinators, and other center staff beyond the director.

Position: People of Color Constituency Chair(s)

Term of Office: 2 years

Description: The QPOC (Queer People of Color) Constituency Group Chair(s) voice the needs and viewpoints of People of Color within the Consortium of LGBT Resource Professionals to the Executive Board. The Group Chairs are charged with regularly connecting with people of color in the LGBT higher education resources field towards establishing a structured network of support, and cultivating leadership with those interested in entering the field.

Position: Transgender and Genderqueer Constituency Chair

Term of Office: 2 years

Anticipated Workload: 2-3 hours per week

Description: The TGQ Constituency Group Chair(s) represent and voices the needs and viewpoints of Transgender/Genderqueer-identified within the Consortium to the Executive Board. The Group Chairs are charged with regularly connecting with Transgender/ Genderqueer people in the LGBT higher education resources field towards establishing a network of support, establishing a network for connection and establishing a space to explore intersectionalities around identity, for Transgender and Genderqueer professionals in the field.

Position: Membership, Process and Structure Chair
Term of Office: 2.5 years (6 month apprentice, 2 years full time)
Anticipated Workload: 8-10 hours per week

Description: The Membership, Process and Structure Chair coordinates process and procedures related to membership in the Consortium. The Chair manages all aspects of membership management in coordination with the Treasurer. In addition, the Chair coordinates all technologies used in the member management process.

Position: Regions Chair
Terms of Office: 2 years

Description: The Regions Chair coordinates all activities of the Regions Working Group to ensure transparent communication between members, Regional Representatives, and Consortium Executive Board.

Consortium Regional Representatives

The Regional Representatives provides a more formalized network of regional/local support for individuals and institutions engaged in the work of the Consortium. The Regional Representatives coordinate the diverse regional networks of Consortium members.

The Consortium is divided into geographical regions representing the membership of the organization. The Regional Representatives are responsible for determining the composition of regions.

The group consists of no more than 16 Regional Representatives coordinated by the Regions Regional Representatives Chair, who serves as a member of the Consortium Executive Board. Regional Representatives work with member and non-member institutions in their respective regions to gain access to continuing professional development, education, advocacy, and support resources. In addition, they work to maintain a network of professionals in their respective regions and communicate regional needs to the leadership of the Consortium. There are no more than two (2) Regional Representatives per Region.

Regional Representatives:

- Serve for a two-year term.
- Participate in regular conference calls with other Regional Representatives .
- Coordinate an annual meeting with other members of their respective regions (this may occur in conjunction with other planned regional gatherings).
- Serve as a clearinghouse of information regarding regional resources, events, organizations, and other local activities.
- Regularly collect informal data on regional concerns and needs and communicate this information to the Consortium Executive Board.
- Provide additional support for regional members if major issues arise on their campuses.

updated 2/1/2016