



Member at Large

TERM: 1 YEAR - ELECTED (The officer year shall run from June to June)

Description:

There shall be up to four (4) MEMBERS-AT-LARGE who shall have voice and vote during the deliberations of the Executive Board. Each Member-at-Large may also assume additional responsibilities as assigned by the President with the advice and consent of the Executive Board.

All Executive Board officers shall be Regular, Honorary, Student, or Crystal Circle members of the Association during their term of office and shall be affiliated with an institution of post-secondary education in New York State for the same period. Exceptions to this affiliation requirement may be made by a simple majority of the Executive Board. Members who are employees of “for profit” organizations cannot use an Executive Board position to solicit business.

As a member of the Executive Board, each Officer is required to attend all Executive Board meetings and shall have voice and vote at all meetings.

General Responsibilities:

- Demonstrate an understanding of the CSPA-NYS [mission, vision, equity and inclusion statement](#), as well as the knowledge and skills necessary to fulfill the responsibilities of the position.
- Attend all Board and applicable committee meetings.
 - The majority of Board meetings are facilitated via video conference and others are in-person which may require travel during a business day at individual (or institution) expense.
 - Attend the CSPA-NYS Annual Conference at individual (or institution) expense.
- Be well versed in the organization’s Bylaws, mission, services, and policies.
- Provide candid and constructive ideas, advice, and comments in support of Association activities.
- Nominate prospective Board members and fill vacancies as needed.
- Be a champion for and inform others about the Association and its activities.
- Serve on committees and take on special assignments.
- Participate in Association governance through election of new officers and other matters to fulfill the requirements under the articles of the organization.
- Approve expenditures according to authorized limits and guidelines.
- Stay well informed about the organization by carefully reading minutes of Board Meetings, financial statements, and other materials. Take seriously the legal, fiscal, and ethical responsibilities the Board carries.

**Specific Tasks:**

- The Member-at-Large (MAL) role is fluid and ever-changing depending on the needs of the Executive Board and the specific interests of the individual serving in the MAL role.
- MALs have taken on specific tasks including representing The Association at Regional events, assisting with membership needs assessments, creating and maintaining a directory of Higher Education grad programs in NYS, creating a membership benefits presentation/packet, and assisting with new Executive Board elections.
- Represent general member needs and concerns in executive board meetings and discussions.
- Each MAL will also assist a committee: Communications, Professional Development, Membership, etc.

Time Commitment:

- Spending several hours a month engaged in board meetings and various CSPA-NYS related tasks. Time demand can increase with the undertaking of new or additional projects but will vary based on projects.