**Northland ACSM**

**Board Roles and Responsibilities**

**Last Revised: September 2021**

|  |
| --- |
| **Executive Director** |

**Term**: Initial term is 3 years with succeeding terms 2 years each. This position is not an elected position, but an appointed position. The Executive Committee, consisting of the President, President-Elect, and Past-President is responsible for hiring the Executive Director. Term will begin January 1 and end effective December 31.

**Description**: Oversees all aspects of the Northland Chapter ACSM to include serving as an information resource and liaison to all board members.

**Duties**:

1. Have charge of and manage all papers, archives, records, budgetary items, and property of the Chapter including:
   1. Along with the Director of Chapter Services, collect and receive all fees, dues, and assessments, and all keep proper books, records, and accounts.
      1. Deposit the funds of the Chapter in such depositories as shall be designated by the Executive Committee and shall maintain deposits in the name of the Chapter.
   2. File minutes of meetings of the Chapter and Executive Committee to the chapter’s Google Drive.
   3. Make, keep, and present a report of the transactions of the Chapter and of the Executive Committee to the Chapter at the annual conference (i.e., an annual “Business Meeting”).
   4. Maintain the Chapter webpage
   5. Shall keep a roster of the members
2. Correspond and conduct in consultation with the President, making a report thereof to the Chapter.
3. He/she shall be accountable therefore to the Chapter at such times as it may designate.
4. Oversee online and onsite registration at Chapter meetings.
5. Shall be responsible to the Executive Committee including:
   1. Notify the membership of the slate of officers selected by the Nominating Committee.
   2. Notify, in writing, members of their appointment to committees and of their election to office.
   3. Issue all notices of meetings and notifications of election to membership.
   4. Supply the officers and chair of committees to be supplied with necessary supplies.
6. Arrange for an audit of the books by a representative of the Executive Committee at the close of each fiscal year. The report of the examination shall be available to the membership.
7. Present to the Chapter at the annual regional meeting (which must include a time for an Annual Business Meeting) or at other times as requested by the Chapter or the Executive Committee, a statement summarizing the receipts and disbursements of the Chapter.
8. Attend all board meetings and chapter conferences.
9. Act as the ACSM Regional Chapter Committee Representative which includes
   1. Representing the Northland Chapter at the Regional Chapter’s Meeting at the annual ACSM conference
   2. Providing regular written reports to the executive board on national ACSM Regional Chapter's meetings and activities
   3. Attending ACSM Huddle sessions and providing communication to the Executive Committee and Chapter Board regarding information presented
10. Maintain membership with good standing within ACSM and the Northland Region of ACSM.

**Compensation**: The chapter process for Executive Director compensation include documented notes/minutes with respect to any deliberations and board vote on decisions regarding the compensation agreement. The chapter provides the Executive Director with benefits related to his/her involvement in National ACSM. The chapter will provide the following benefits:

1. Payment of National Membership Dues
2. Payment of Regional Chapter Dues
3. Payment for Travel, Lodging, and Meals to ACSM Annual Meeting and the Regional Chapter conference/s board meeting/s. Expenses for any of these will be chargeable to the Chapter Credit card. (Total expenditure for expenses in these three areas is limited to no more than $3000 per year (January 1 — December 31) for each year’s appointment. The Executive Director may elect to receive a cash stipend for an amount equal to but not exceeding the difference between expenses incurred and the $2000 limit for each year of the appointment. Any cash stipend exceeding a total of $599 in a calendar year will be included in the annual tax information report sent to the National ACSM.)
4. The chapter pays for 1-2 nights lodging at regional conference/s based proximity of location and travel distance to conference/s.
5. Payment of registration fees for the chapter conferences.

**Resignation**:

1. The executive director will provide one calendar year notice to the Executive Committee if s/he wishes to resign.

The ACSM Northland Chapter **Executive Committee** will consist of the President Elect, President, and Past President.

|  |
| --- |
| **President-Elect** |

**Term**: 1 year; the following year as President, and the following year as Past President. The term will begin on September 1, with remaining terms beginning September 1 of each year.

**Description**: The President-Elect is responsible for supporting the Executive Director, President and Past-President.

**Duties**:

1. Attends all board meetings and chapter conferences.
2. The President-Elect, during the absence of the President, shall assume the duties of the President pro tempore.
3. Reviews graduate and undergraduate student abstracts submitted for acceptance/denial/revise and resubmit for presentation at the chapter conference/s.
4. In collaboration with the President and Past-President, will judge student research posters/presentations during the chapter conference/s and select a winner of the President’s Cup Award. The selected winner will represent the Northland Chapter at the ACSM Annual Meeting for the national President’s Cup Award.
5. Participates as a judge for the Student Quiz Bowl.
6. Perform such other duties as are assigned to him/her by the President.
7. Maintain membership with good standing within ACSM and the Northland Region of ACSM.

**Compensation**:

1. The chapter pays for 1-2 nights lodging at regional conference/s based on proximity of location and travel distance to conference/s.
2. The chapter pays for registration fees to the chapter conference/s.

**Resignation**:

1. Provide written communication to the President and Executive Director 3 months in advance of resignation date.

|  |
| --- |
| **President** |

**Term**: 1 year; the following year as Past-President. The term will begin on September 1 with remaining term beginning September 1 of the following year.

**Description**: The President is responsible for ensuring that the Chapter operates in accordance with procedures described in the American College of Sports Medicine Regional Chapter's Manual. S/he is responsible for planning the chapter conference. S/he is also responsible for calling, organizing, and conducting all board meetings during his/her presidential year.

**Duties**:

1. Attend all board meetings and chapter conferences.
2. Chairs the board meeting at the chapter conference/s including developing and carrying out the agenda.
3. Fill all vacant positions on the board by appointment with the approval of the other chapter board (simple majority vote). The appointees must meet all the requirements and will serve the duration of the normal term of the position.
4. Appoint members of any standing committees and shall from time to time appoint such other committees as may be necessary to carry on the activities of the Chapter. S/he shall 1) name the chair of each committee, 2) direct the activities of each committee, and 3) be an ex‐officio member of each committee.
5. Reviews graduate and undergraduate student abstracts submitted for acceptance/denial/revise and resubmit for presentation at the chapter conference/s.
6. In collaboration with the President-Elect and Past-President, will judge student research posters/presentations during the chapter conference/s and select a winner of the President’s Cup Award. The selected winner will represent the Northland Chapter at the ACSM Annual Meeting for the national President’s Cup Award.
7. Participates as a judge for the Student Quiz Bowl.
8. Perform such other duties as are assigned to him/her by the Executive Director.
9. Maintain membership with good standing within ACSM and the Northland Region of ACSM.
10. During the Presidential year, is responsibile for moving the chapter in alignment with the strategic plan and daily management of the chapter’s goals. Such responsibilities include:
    1. Onboarding all newly elected persons by reviewing with each elected official the 1) Roles and Responsibilities of elected position, 2) Constitution and Bylaws of the Northland Region, and 3) Northland Regional Strategic Plan
    2. Calling and scheduling all board meetings for the year based on the goals and strategic plan for that year. A suggested course of action includes meetings with the following frequency
       1. Monthly virtual meetings for Executive Committee and Executive Director
       2. Every other monthy virtual meetings for Chapter Board
       3. In-person meetings at all regional conferences
       4. In-person meeting at annual meeting (which may act as the regularly scheduled meeting)
    3. Setting the agenda for all meetings (see attached template)
    4. Contacting the Student Representative prior to board meetings to teach how to take minutes at a meeting.
       1. The Student Rep will then submit meeting minutes within one week of the meeting to the President for review and approval.
       2. The President will review/revise the meeting minutes provided by the Student Representative and post for all members

**Compensation**:

1. The chapter pays for 1-2 nights lodging at regional conference/s based proximity of location and travel distance to conference/s.
2. The chapter pays for registration fees to the chapter conference/s.
3. A stipend of $250 will be earned and paid after execution of the chapter conference/s.

**Resignation**:

1. Provide written communication to the Executive Director 6 months in advance of resignation date.

|  |
| --- |
| **Past-President** |

**Term**: 1 year, the term will begin September 1 following the Presidential year.

**Description**: The Past-President is responsible for supporting the Executive Director, current President and President-Elect.

**Duties**:

1. Attend all board meetings and Chapter conferences.
2. Reviews graduate and undergraduate student abstracts submitted for acceptance/denial/revise and resubmit for presentation at the chapter conference/s.
3. In collaboration with the President and President-Elect, will judge student research posters/presentations during the chapter conference/s and select a winner of the President’s Cup Award. The selected winner will represent the Northland Chapter at the ACSM Annual Meeting for the national President’s Cup Award.
4. Participates as a judge for the Student Quiz Bowl.
5. Perform such other duties as are assigned to him/her by the Executive Director.
6. Maintain membership with good standing within ACSM and the Northland Region of ACSM.

**Compensation**:

1. The chapter pays for 1-2 nights lodging at regional conference/s based proximity of location and travel distance to conference/s.
2. The chapter pays for registration fees to chapter conference/s.

**Resignation:**

1. Provide written communication to the President and Executive Director 3 months in advance of resignation date.

The ACSM Northland **Chapter Board** will consist of the State and At-Large Representatives, Representative to ACSM’s National Student Affairs Committee, and Student Research and Activities Director.

|  |
| --- |
| **State and At-Large Representatives** |

**Term**: 2 years, term begins September 1. Representatives from North Dakota and Nebraska will be elected in odd numbered years while those from Minnesota and South Dakota will be elected in even numbered years. The At-Large Representative will be elected in even numbered years. Term is limited to two consecutive term limits.

**Description**: Represents their respective state (ND, SD, NE, MN) to the Chapter and executive board. Disseminates information from the board to state members, professionals, and potential affiliates.

**Duties**:

1. Attend all board meetings and chapter conferences.
2. Actively participates in other committees as designated by the Executive Director or President, President-Elect, or Past-President.
   1. Examples may include, but are not limited to:
      1. Provide support to the President as he/she plans the chapter conference/s.
      2. Provide support, as needed, to the host site at the chapter conference/s, such as speaker moderators, registration assistance, etc.
      3. Gather information/data from respective state members prior to and/or following strategic planning meetings.
3. Represents the interests of professional and student members in the respective geographical areas of the Northland Chapter.
4. Provides leadership for Chapter members with the aim to promote the advancement of sports medicine and exercise science in each geographical area.
5. Communicates regional information to and solicits input from the membership.
6. Update and maintain a regional list serve of all colleges/universities and their faculty within the state with a kinesiology/exercise science program as a cost effective method to establish regular communication with the membership.
7. Promote Northland ACSM meetings to colleges/universities and professionals within respective state
8. Develop relationships and recruit “faculty and professional champions” to promote NACSM within each state.
9. Maintain membership with good standing within ACSM and the Northland Region of ACSM.
10. Develop and write quiz-bowl questions for submission to the Student Research and Activities Director.
11. Reviews graduate and undergraduate student abstracts submitted for acceptance/denial/revise and resubmit for presentation at the chapter conference/s.

**Compensation**:

1. The chapter pays for 1-2 nights lodging at regional conference/s based proximity of location and travel distance to conference/s.

**Resignation:**

1. Provide written communication to the President and Executive Director 3 months in advance of resignation date.

|  |
| --- |
| **Representative to ACSM’s National Student Affairs Committee** |

**Term**: The Representative to the ACSM Student Affairs committee shall be elected for a term that includes two consecutive national ACSM annual meetings. The student (undergraduate or graduate) must be enrolled at least half time at the time of election and can fulfill an elected term after graduation. National and Northland regional ACSM memberships are required.

**Description**: Represents the interests of undergraduate and graduate students in the Northland Chapter ACSM.

**Duties**:

1. Attend all board meetings and chapter conferences.
2. Provides leadership with the aim to promote the advancement of sports medicine and exercise science for the student population of the Northland Chapter.
3. Communicates regional information to and solicits input from student members.
4. Records and archives meeting minutes for all board meetings (use template provided). Meeting minutes should be submitted to the President within one week of the meeting for approval.

Actively maintains the Chapter’s social media accounts.

1. Develop and write a newsletter twice per year that is intended for regional student members highlighting informational items and student opportunities within ACSM and Northland ACSM.
2. Serve as a member on the Student Advisory Committee.
3. Maintain membership with good standing within ACSM and the Northland Region of ACSM.
4. While in attedance at the national ACSM meeting, the student is highly encouraged to attend the following sessions:
   1. Joseph B. Wolffe Memorial Lecture
   2. D.B. Dill Historical Lecture
   3. Josephine L. Rathbone Memorial Breakfast
   4. Northland region ACSM social
   5. Meet the Experts session
   6. Sessions specifically geared toward students (may be during pre-conference days)

**Compensation**:

1. The Chapter pays for travel and lodging for the annual ACSM meeting. It is expected that the Student Representative volunteer at the annual meeting and thus registration fees will be waived through that program.
2. The chapter pays for 1-2 nights lodging at regional conference/s based proximity of location and travel distance to conference/s.

**Resignation:**

1. Provide written communication to the President and Executive Director 1 year in advance of resignation date.

|  |
| --- |
| **Student Research and Activities Director** |

**Term**: 3 years, term begins September 1. Term is limited to two consecutive term limits.

**Description**: Organizes and manages all direct-student-based activities (primarily the Quiz Bowl and Research presentations) within the chapter. This position will provide regular communication and updates regarding student activities for the chapter conference/s to the President.

**Duties**:

1. Attend all board meetings and chapter conferences.
2. Submits requests for student abstracts and research proposals prior to chapter conference/s.
3. Organizes review process of all student abstracts prior to acceptance to the chapter conference/s, including a standardized scoring rubric. Disseminates abstracts and rubrics to designated reviewers.
4. Organizes judging and award dissemination for student posters and research using a standardized scoring rubric during the chapter conference/s.
5. Organizes and executes the annual Student Quiz Bowl. S/he must provide written communication at least 1 month prior to the chapter conference date to the President and host-site coordinator regarding logistical needs (i.e., microphone/s, projector, internet connection, chairs set up in groups of three for X number of teams). Executive Director will provide clickers, white boards, dry-erase markers, and dry-erasers for the Student Quiz Bowl.
6. Performs any other duties as recommended and approved by the Executive Director and/or President.
7. Maintain membership with good standing within ACSM and the Northland Region of ACSM.

**Compensation**:

1. The chapter pays for 1-2 nights lodging at regional conference/s based proximity of location and travel distance to conference/s.

**Resignation**:

1. Provide written communication to the President and Executive Director 6 months in advance of resignation date.

|  |
| --- |
| **Student Advisory Committee** |

**Term**: 1 year with no limit on number of terms served. Term begins September 1 and ends May 31 in accordance with an academic year. Up to 6 students may serve on the student advisory committee per year. The student (undergraduate or graduate) must be enrolled at least half time at the time of election and can fulfill an elected term after graduation.

**Description**: Represents regional undergraduate and graduate students and disseminates information from the board to undergraduate and graduate students within the region. This committee will report to the Student Research and Activities Director.

**Duties** are fluid in nature based on the consensus of students within the region, but will include:

* Call for student nominations and applications to be part of the Student Advisory Committee each Spring.
* Collect and organize student applications and contact references.
* Organize monthly meetings with student committee regarding planning the student portion of the annual chapter conference
* Develop and organize social media posts available to all chapter members and post other social media events or guest posts as determined by the student committee and/or student representative.