

Divisional Leadership – General Responsibilities



President:

- The formal leader of the division; final decision-maker on divisional issues and financial matters (when there are decisions about use of division Projects budget, ATMAE seeks approval from the President).
- Represents division on the ATMAE Executive Board (sole representative as of 1/1/07)
- Organizes and preside at all meetings of the Executive Committee (President, Past President and President Elect) and make a report of Division activities at the annual business meeting of the Association.
- Communicates regularly to officers, and will usually “cc” other officers on communications with ATMAE office and members.
- Overseer of all division projects, ensuring the project is proceeding, and that project leaders are performing tasks in a timely manner. The official “communicator” to ATMAE on division projects; ATMAE office will contact the President regarding division issues, and will “cc” the President and other officers on communications with division members or volunteers.
- Coordinator of Divisional Awards process
- Coordinator of Conference planning and the Conference Presentation Proposal and Selected Papers review process, unless specifically designated to another officer or volunteer. The President may serve as a member of review panels.
- Coordinator of authors for IT Insider reports; the President may write them, assign them to other officers, or co-author with other officers. **When articles are not submitted by copy deadlines, the ATMAE office contacts the President.**

Past President:

- Pursuant to the bylaws, the Past President serves on the Executive Committee, coordinate the efforts of the Regional Directors, and carries out special responsibilities as delegated by the President.
- Specifically charged with coordinating the nomination solicitation and selection process for division elections.
- The Past President often volunteers to lead specific division projects, like organizing and detailing special conference events like workshops, tours, discussion panels, etc. which are not planned and coordinated by the ATMAE office.
- The Past President may serve as a proxy on the Executive Board when the President is not available.
- The Past President is often charged with writing one IT Insider article each year.
- The Past President is often a good source of information on recent divisional activities.

President Elect:

- The President Elect is a member of the Division’s Executive Committee, coordinates the work of division committees, discharges the duties of the President in his/her absence, and carries out any delegated responsibilities..
- The President Elect may serve as a proxy on the Executive Board when the President is not available.
- The President Elect often volunteers to lead specific division projects, similar to the Past President; in recent years, Presidents Elect have frequently been tasked as the coordinators and chair of the review panels for Conference Presentation Proposals and Selected Papers.
- The President Elect is often charged with writing one IT Insider article each year.

Directors (Primary Divisions):

- A Director may serve as a proxy on the Executive Board when the President is not available.
- Directors are often tasked with member communication and contacting non-renewing members in their region.
- Directors are specifically charged with coordinating the solicitation and selection process for regional awardees of the CCTI and University Division Outstanding Faculty and Professor awards

Committee Chairs:

- Ad Hoc or Special Committee chairs coordinate committee activity and report to the President Elect (pursuant to the bylaws) and/or the President.
- Committee Chairs are often good candidates for “promotion” to other division offices by election or appointment.