



Association for
Continuing Higher Education

**Guide for
Committee Chairs, Network Leaders & Editors**

Dear ACHE Leader:

Thank you for agreeing to accept a leadership role in ACHE. Your willingness to serve as a committee chair, network leader, or editor is critical to the continued success of the Association.

This booklet is an attempt to provide each person accepting a leadership role some sense of past practices, a schedule of when things are normally done and information on the activities and responsibilities of the various components of the Association.

This guide is not intended in any way to limit the creative energy each person brings to their responsibilities, nor does it assume that it will ever be a completed document. It will be the responsibility of each president to have the booklet updated as activities and timelines change.

The members of ACHE truly appreciate your commitment, leadership, and contributions to the Association.

Sincerely,

James P. Pappas
Executive Vice President

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General Charge to Committee Chairs

Your willingness to serve as chair of an ACHE committee is greatly appreciated. It is an indication of the trust your ACHE colleagues have in your ability to provide the leadership and initiative necessary to perform the assignment of your committee.

One of your first assignments will be to establish communication channels with the other members of your committee. In addition to any specific direction given to the committee by the President or Board of Directors, your committee will need to develop the plan of action necessary to successfully accomplish its function.

One or more members of the Board of Directors will join your committee in order to create linkages between the decision-making level of the Association and those who do the work.

As committee chair, you will receive the guidelines for your committee. If you or any member of the committee is unable to serve during the year, it is important that this be conveyed to the President so that another person can be appointed.

A written report of the committee's activities and recommendations is to be made available via the home office to the membership at the annual business meeting of the Association which concludes your year of service as chair.

Please know that all meetings of the Board of Directors are open to committee chairs. Your attendance at these meetings is always welcome.

General Responsibilities of Committee Chairs

NOTE: Committee chairs begin serving their appointed terms at the close of the annual conference and meeting when the appointing president receives the gavel.

In addition to the general guidelines set forth in the “Charge to Committee Chairs,” the following calendar-specific guidelines may be helpful:

<u>Target Date</u>	<u>Task</u>
October/ October (throughout year)	Chair work of committee according to committee-specific guidelines or to the goals set by the committee. (Committee work is generally done by email or telephone. Committees are encouraged to meet sometime during the course of the annual conference and meeting.)
January	Submit committee-related proposal to program committee for possible presentation at next year’s annual conference and meeting (optional).
April	Submit report of committee work to home office for report at midyear board meeting.
June	If committee will meet at annual conference and meeting, submit room request to home office.
September – November	Send year-end report to home office. Send emails to committee members with reminder of meeting time and agenda for committee session at annual conference and meeting.
October/ November	Attend annual conference and meeting. <ul style="list-style-type: none">• Chair committee session, if scheduled to meet.• Attend, moderate, etc. committee-specific concurrent session, if scheduled.

Awards

COMMITTEE TYPE: Constitutional
CREATED BY: Constitutional Amendment DATE: October 1992
REVIEWED BY BOARD: May 2014 NEXT REVIEW: 2017

Purpose:

To recommend to the Board of Directors recipients for Association awards, and to recommend policies on awards, monitor procedures for committee awards, and recommend or establish new awards.

Goals:

1. Seek out and receive nominations for awards.
2. Coordinate the awards nomination process.
3. Recommend award recipients.
4. Review awards criteria and processes annually and make recommendations for any changes.

Activities: (required by charge to committee)

Activities, which include long-range and annual, are to be established annually by the committee, subject to president's approval.

NOTE: Committees may not commit or spend any association funds without provision in the ACHE operating budget or formal approval by the President.

<u>Target Date</u>	<u>Activity</u>
January/February	Conference call with members of Awards Committee seeking input on the upcoming year's awards process and setting criteria and timeline. Confirm that all committee members have access to the nomination information that is available online.
March	Announce Call for ACHE Awards Nominations in <i>Five Minutes</i> and initiate marketing emails.
May	Deadline for submission of ACHE Awards Nomination Form - May 15 th Chair confirms with home office that award submitters are ACHE members in good standing.
May/June	Review Awards submissions with committee

June/July	<p>Submit recommendations for awardees to the Board of Directors for approval</p> <p>After approval by Board and in coordination with President and committee, advise submitters of the status of their submissions and request RSVP for Awards presentation at Annual Conference.</p>
August/September	<p>Coordinate with home office on agenda and script for awards ceremony at Annual Conference based on RSVPs from awardees.</p> <p>Home Office gathers awardee information for inclusion in Annual Conference Program.</p> <p>The home office orders the awards.</p>
September	<p>Prepare for annual conference and meeting.</p> <ul style="list-style-type: none"> • Submit year-end report to home office. • Send emails to committee members of meeting time and agenda for committee session at annual conference and meeting.
October/ November	<p>Attend Annual Conference and Meeting.</p> <ul style="list-style-type: none"> • Coordinate the presentation of all awards. • Hold committee meeting, if needed.

Budget and Finance

COMMITTEE TYPE: Constitutional
CREATED BY: Constitution DATE: Unknown
REVIEWED BY BOARD: May 2014 NEXT REVIEW: 2016

Purpose:

1. To review income and expenditures of the Association.
2. To recommend an annual budget to the membership.
3. To recommend sound fiscal policies to the Association

NOTE: Committees may not commit or spend any association funds without provision in the ACHE operating budget or formal approval by the President.

Target Date

Activity

October/
November

Attend annual conference and meeting.

October –
October

Monitor budget income and expenditures and investments with the Executive Vice President; act/consult on any special requests from the Board.

Chair will attend monthly Executive Committee conference calls.

August /
September

Review annual audit report; provide any information requested by Executive Committee for annual meeting.

In conjunction with committee, Operations Manager, and Executive Vice President, approve budget.

October/
November

Attend annual conference and meeting.

- Present annual budget to the Board for endorsement.
- Present annual budget to the members for approval.
- Home office prepares copies of budget for distribution during business session.

Committee on Inclusiveness

COMMITTEE TYPE:	Standing	
CREATED BY:	Board Action	DATE: May 2005
LAST REVISIONS MADE BY:	Committee	DATE: May 2014
REVIEWED BY BOARD:	May 2014	NEXT REVIEW: 2017

Purpose:

The Committee on Inclusiveness will work to create an organizational culture within ACHE that embraces all individuals and institutional types. Inclusiveness of individuals requires an organizational culture that supports and enhances professional development and leadership opportunities regardless of race, age, ethnicity, creed, disability, gender, or sexual orientation. Diverse institutional types include but are not limited to two-year and community colleges, technical colleges, colleges outside the United States, HBCUs, tribal colleges, and Hispanic-serving institutions. The Committee will provide guidance to the Board in support of strategic planning.

Internally the Committee will work with Membership, Program, Research and Publications and Communications Committees in addition to Regional officers.

The COI will provide reports for the ACHE Mid-year Board Meetings and Annual ACHE Conference.

Goals:

- Embed inclusiveness across ACHE's organizational structure (committees, networks, Board representation, annual conference and meeting locations, and membership), and
- Develop a set of activities to accomplish the strategic plan objectives.

Activities: (required by charge to committee)

- Proactively encourage membership and leadership at the regional level.
- Identify and monitor indicators related to inclusiveness across the Association.
- Recommend target diversity goals for the Association.
- Conduct an annual assessment of activities related to inclusiveness in ACHE.
- Develop opportunities for mentorship.
- Review constitution and by-laws for potential impacts on recruitment and development of new members.
- Committee chair should be on Nominations and Program Committees.
- Consider research activities to inform the practice of other committees or networks within the Association.
- Diversity training for membership.

For ACHE

- Provide professional development funds to encourage participation of new members from underrepresented groups or institutions.
- Create linkages to diverse institutions and organizations, graduate students and faculty.
- Continue to provide opportunities for leadership to diverse populations.
- Enhancement of publications and information to enhance recruitment.

The COI will consist of three subcommittees (Accountability, Mentorship, and Pathway to Leadership). Their goals are:

- **Accountability in ACHE:**
 - Look at the national and regional levels to see where and how they are making their organizations more inclusive
 - Look at leadership positions, committee appointments, nominations, awards, etc.
 - Note if the regions have the right persons in the right positions to get the job (work) done in the right (professional) manner.
 - Ensure that the accountability is open to the breadth of those in our field.
 - Look at appointments, gender, regional, institutions, etc. at all levels throughout the association.
 - Remind ourselves and others in ACHE of what we are truly about.

- **Mentoring:**
 - Make this a more formal approach to ensure we have a credible process.
 - Ensure the program is separate from the continuing education boot camp for new continuing education and professional development members.
 - Develop the mentoring program (design, structure, processes, guidelines, application, curriculum, and the recruitment, selection, matching mentor with protégés, selection criteria and expectations of mentors and protégés, level of engagement, types of recognition, etc.)
 - Identify the prerequisite competences needed/required for good mentors.
 - Identify good mentors who are wise and knowledgeable of ACHE's history, mission, trends, as well as the future development of the CE/PD profession.
 - Identify mentees (protégés) who are committed to the mentoring process (i.e. time, readings, projects).
 - Work to establish an ACHE Leadership institute.

- **Pathways to Leadership in ACHE:**
 - Identify ways to create opportunities for current members and new members
 - Look at work groups, presentations, training, seasoning, etc.
 - Get recommendations from COI members and region leaders on how best to identify potential ACHE leaders.
 - Create opportunities for ACHE members to accept leadership roles.
 - Look for individuals to serve on task forces, committees, etc.
 - Find ways to help leaders know the true meaning of ACHE.
 - Help identify what ACHE members are doing or want to do in terms of leadership.
 - Identify different tracks in the mentoring programs of which one could be the pathway(s) to leadership.
 - Develop a strategic plan to ensure better communication to the membership and recognition of members.
 - Identify leadership skill sets and opportunities.
 - Establish a cataloged database to meet the pathway to leadership need.
 - Look for concurrent sessions at conferences so leaders can talk to members about leadership and their roles.

NOTE: Committees may not commit or spend any association funds without provision in the ACHE operating budget or formal approval by the President.

<u>Target Date</u>	<u>Task</u>
October/ October	Committee work is generally done by fax, mail, phone or internet.
January	Submit committee-related proposal to program committee for possible presentation at next year's annual conference and meeting (optional).
April	Submit report of committee work to board liaison for report at midyear board meeting.
September – November	Send year-end report to home office. Send emails to committee members with reminder of meeting time and agenda for committee session at annual conference and meeting.
October/ November	Attend annual conference and meeting. <ul style="list-style-type: none">• Chair committee session, if scheduled to meet.• Attend, moderate, etc. committee-specific concurrent session, if scheduled.

Conference Planning

COMMITTEE TYPE: Constitutional
CREATED BY: Constitution DATE: Unknown
REVIEWED BY BOARD: May 2014 NEXT REVIEW: 2016

Purpose:

To plan and conduct the program for the ACHE annual conference and meeting.

Goals:

Contained in Conference Planning Committee Guidelines book.

Activities:

Contained in Conference Planning Committee Guidelines book.

Constitution and Bylaws

COMMITTEE TYPE: Constitutional
CREATED BY: Constitution DATE: Unknown
REVIEWED BY BOARD: May 2014 NEXT REVIEW: 2017

Purpose:

To review proposed legislative matters of the Association and pass on the legality.

Goals:

1. Assist membership and Board of Directors in drafting Constitution and Bylaws amendments.
2. Rule on the legality of proposed Constitution and Bylaws amendments.
3. Arrange for codification of legislative actions of the membership and Board of Directors.

Activities: (required by charge to committee)

Activities, which are long-range and annual, include:

1. Establish policy and time frame for receiving and distributing amendments consistent with the provisions of Constitution and Bylaws.
2. Review any amendments received and advise drafter(s) on the legality.
3. Periodically review Constitution and Bylaws and recommend appropriate changes.
4. Establish a plan for codification of the Association's legislative actions and provide a system of codification.

NOTE: Committees may not commit or spend any association funds without provision in the ACHE operating budget or formal approval by the President.

<u>Target Date</u>	<u>Activity</u>
January	General review of Constitution and Bylaws by committee in order to recommend needed changes for consideration at the midyear board meeting.
February/May	Coordinate with Executive Committee to ascertain whether or not changes to the Constitution and Bylaws are needed as a result of the midyear board meeting. Committee reviews to rule on the legality and appropriateness of amendments. Review wording of amendments for clarity and conformity.
June	Coordinate with home office a plan to distribute proposed amendments to

institutional representatives so they receive them at least thirty (30) days prior to the annual conference and meeting.

September

Submit year-end report to home office for distribution to board members prior to annual conference and meeting.

October/
November

Assist in the codification of new amendment(s) approved at the annual conference and meeting.

Council of Regional Leadership

Review of Committee due in 2014 is postponed until 2015.

COMMITTEE TYPE: Constitutional
CREATED BY: Constitutional Change DATE: November, 1988
REVIEWED BY BOARD: April 2011 NEXT REVIEW: 2015

Purpose:

The Council of Regional Leadership is comprised of those individuals elected to office in their respective ACHE regions.

The chair of the council is the current vice president of ACHE, who serves as the Board's liaison to the regions.

The purpose of the council is to provide a vital communication link between the regional leadership and ACHE's international leadership. Additionally, regional chairs will serve in a critical role as members of the Membership Recruitment and Retention Committee

Goals:

Specifically, the council:

1. provides a sounding board for new ideas;
2. offers feedback to the Board of grass-roots reaction to specific proposals;
3. brings local concerns to the attention of the Board;
4. helps interpret national policy or Board actions to local members;
5. serves as an information-sharing mechanism among the regions;
6. provides support to the membership development activities of the association;
7. serves to facilitate relations-building and cooperation among the regions;
8. provides regional officers with an understanding of the workings of the international association.

Activities:

Activities include long range and annual. The Board will arrange to meet with the Council at the Annual Conference & Meeting. Other activities include, but are not limited to:

1. providing directory information on current regional leadership;
2. sharing information on spring regional meetings;
3. cooperation with regional representatives to the membership development committee;
4. participating in the Leadership Institute at the Annual Conference & Meeting;
5. such other activities as the Board may determine.

NOTE: Committees may not commit or spend any association funds without provision in the ACHE operating budget or formal approval by the President.

Target Date **Activity (ACHE Expectations)**

This list only includes ACHE expectations of Regional Chairs; no individual region responsibilities are included.

May	<p>Vice President (Council Chair) will solicit suggestions from the Regions for the Leadership Institute agenda held at the Annual Conference and Meeting.</p> <p>Send Vice President and home office the list of new officers for region.</p> <p>Send listing of Regional Conference non-member registrants following the Regional Conference to the home office to be included as Provisional Members.</p> <p>Follow up with members in region who did not renew their memberships.</p> <p>Send welcome emails to new members in region as they join.</p>
October/ November	<p>Leadership Institute scheduled during the Annual Conference and Meeting. Hold regional business meeting</p>
October - October	<p>Update Regional Activities with the home office. Schedule of activities will be published in <i>Five Minutes</i> and included on the website.</p> <p>Send emails on all regional activities to Vice President and home office.</p> <p>Constitution and Bylaws and Regional websites need to be updated as needed.</p>
February	<p>Send home office a financial report that includes:</p> <ul style="list-style-type: none">● Previous year income● Previous year expenses● Year end balance● Year end Investment Account Balance● Interest & Dividend

Membership Recruitment and Retention

COMMITTEE TYPE: Standing Service

CREATED BY: Board Action

REVIEWED BY BOARD: May 2014

DATE: February 1997

NEXT REVIEW: 2016

Purpose:

1. To build membership through effective recruitment activities.
2. To retain members through effective services.
3. To assist in determining the degree to which membership services (annual conference and meeting, regional meetings, publications) are meeting the needs of members.

Goals:

1. Through membership consisting of the committee chair and at least two association members from each region, pursue recruitment and retention of association members.
2. Increase net membership by three institutional members each year.
3. Through the use of survey instruments in coordination with the ACHE Research Committee and home office, gather and analyze data on ACHE membership characteristics and needs.

Activities

1. In coordination with the home office and other applicable committees, maintain print-on-demand promotion materials.
2. Periodically review the efficacy of the one-year provisional membership provided to non-members attending a regional or national meeting for the first time.
3. At the Annual Conference and Meeting, in collaboration with the Program Committee, act as key liaison for the First Timers program of events.
4. In coordination with the home office, after the annual conference and meeting, send welcome emails to first-time attendees with copies to President and relevant Regional Chair.
5. Work with the Research Committee to design, conduct, and analyze periodic surveys of membership characteristics and needs and to include retention questions.

NOTE: Committees may not commit or spend any Association funds without provision in the ACHE operating budget or formal approval by the President.

Target Date

Activity

November/
January

Each Region will have a representative on this Committee.

The Chair will participate in Conference of Regional Leadership conference calls.

March/April

Submit committee report to home office for distribution to board members prior to midyear board meeting.

June	Submit room request to Planning Committee if committee plans to meet at annual conference and meeting.
September	<p>Prepare for annual conference and meeting.</p> <ul style="list-style-type: none"> • Submit year-end report to home office for distribution to board members prior to annual conference and meeting. • Send e-mail to committee members of meeting time and agenda for committee session.
October/ November	<p>Attend annual conference and meeting.</p> <p>Full committee meets at annual conference and meeting. Past year's work is reviewed and implementation plans are discussed</p>

Nominations and Elections

COMMITTEE TYPE: Constitutional*

REVIEWED BY BOARD: May 2014

NEXT REVIEW: 2017

*Nominations and Elections Committee will be composed of seven individuals: Immediate past president (chair), chairperson from the previous year, the Committee on Inclusiveness chair, and 4 selected members, with no more than one selected from a single region. If an exception needs to be made, the Executive Committee will make the decision.

Purpose:

To recommend capable people for officers and directors of the Association and, in conjunction with the home office, to conduct the annual election.

Goals:

1. Encourage membership to submit candidates for office.
2. Maintain a list of individual service to the Association.
3. Provide a slate of qualified and able persons for Officers of the Association.
4. Conduct an open and effective election.

Activities:

Activities, which include both long range and annual, will be established annually by the committee, subject to the President's approval.

Guidelines and Procedures:

- I. Guidelines and Criteria for Nomination of Directors at Large and Association Officers.
 - A. Securing strong, capable leadership, elected in a participatory manner, is an essential goal for the future of the Association for Continuing Higher Education; therefore, the Board of Directors directs the Nominating Committee to use the following criteria for selecting candidates best prepared to serve the Association.
 1. Prospective candidates for officers in ACHE are advised that such service requires personal and institutional commitments of time and financial resources beyond that implied by other services to the Association and regions.
 2. Commitments in services as Director at Large include:
 - a. Attendance at the Annual Conference and Meeting at institutional expense.
 - b. Travel to a two-day mid-year Board of Directors meeting at institutional expense. On-site food is provided by the association.
 - c. *Each board member is expected to serve on one or more committees throughout the Association year.*
 - d. Time devoted to Association business throughout the year.
 - e. Some additional routine expenses absorbed by members' office budget for routine board activities, such as phone calls and administrative support.

3. Commitment pertaining to serving as an Association officer (president; president-elect; vice president) includes:
 - a. All of the above listed under Directors at Large.
 - b. Increased time devoted to Association affairs throughout the year and participation in monthly teleconferences of the Executive Committee at Association expense.
 - c. Commitment pertaining to service as president specifically will include:
 1. All of the above
 2. Increased time devoted to Association business throughout the year approaching and during his or her presidential year.
 3. Visits to as many spring regional meetings as practical at Association expense.
 4. Some additional routine expenses will be absorbed by the office budget of the person who is serving as president.
 4. Potential candidates for directors at large and officer positions must be able to assure the Nominating Committee that they understand their obligations and have institutional support to carry them out.
- B. Eligibility Criteria for Directors at Large
1. Be an institutional, organizational, or professional member in good standing, per the Constitution. Service, leadership, and contributions to the association are expected. A candidate must have served in a significant role with ACHE. Examples of such roles include, but are not limited to, international offices held, international committees chaired, international committee service, presentation at annual conference and meetings, regional offices held, regional committees chaired, regional committee service, presentations at regional meetings, experience in continuing education, academic record, and publication record.
- C. Eligibility Criteria for Association Officers (President; President-Elect; Vice President)
Eligibility requirements are that candidates:
1. All of the above eligibility requirements for Board of Directors.
 2. Must have completed a term as regional chair based on the requirements of his or her region; or must have served at least one year as the chair of an association committee; or must have served one year as an association Director at Large.
 3. Have a minimum of one letter of support from one's provost or president or other appropriate administrator approving candidacy and acknowledging time and financial commitments of association officers.

II. Nomination Guidelines and Election Timetable

A. Nomination guidelines

1. Current nominating committee members and Board of Directors liaison to this committee are not eligible for nomination to an office.
2. Preference will be given to nominees who have demonstrated to the Nominating Committee the widest possible support. This means preference for the person who has endorsements from across the nation, in his or her region and in other regions, and from past and current ACHE leadership is preferred over a person with more narrow endorsements. The Board and Nominating Committee do not recognize, at the current time, a formal or official regional

endorsement. The best "regional" endorsement would be to have individual members of the region endorse a candidate to the Nominating Committee.

3. The Nominating Committee will make every effort to nominate the most outstanding candidate(s) available for each position. It must present to the membership at least one more candidate than positions open for directors at large.
4. The Nominating Committee will factor into its nominations consideration of total Board breadth and range of institutional and professional membership representation. The Nominating Committee will take affirmative action to assure that minorities and under-represented groups are considered for nomination.
5. The Nominating Committee will insure a candidate information form for each person nominated is completed.
6. The Nominating Committee will inform in writing all persons nominated of their status, i.e., whether their names will or will not appear on the ballot.
7. In the case of a lack of sufficient nominees, it will be the responsibility of the Board to solicit additional nominations from the membership.

B. Calendar/Timetable for Elections

1. Prior to the Annual Conference and Meeting, the President-Elect will appoint a Nominating Committee for his/her presidential year.
2. At the Annual Conference and Meeting, the President-Elect will officially charge the Nominating Committee and make sure the committee members have all relevant guidelines. The committee should also meet to review and agree upon guidelines, charge and timetable.
3. Recommended timetable
 - a. Jan/Feb - The call for nominations will appear in the Jan/Feb issue of *Five Minutes with ACHE*.
 - b. Requests for completion of the Candidate information Form (CIF) will be e-mailed to each nominee as nominations are received.
 - c. March 1 - Deadline to receive nominations.
 - d. March 15 - Deadline to receive completed CIF.
 - e. April 1 - Deadline for Nominating Committee to meet and select nominees.
 - f. May issue of *Five Minutes* with the slate.
 - g. May 15 - 30 – Election conducted via electronic membership access system.
 - h. June/July issue of *Five Minutes* announces election results.
4. Elected Candidates will assume office at the conclusion of the Annual Conference and Meeting each year and be expected to be in attendance at the Board Meeting scheduled for the morning after the close of the annual conference and meeting.

III. Campaigning Guidelines

- A. These guidelines are meant to reflect in writing the fine tradition of ACHE that professionals are elected to office on the basis of their service, leadership, and contributions to the Association.
1. All candidates for office as director should complete the Candidate Information Form (CIF) and use that form as a primary means of communicating qualifications to members.
 2. The Nominating Committee will use the information provided through the CIF on each candidate whose name appears on the ballot. The summary statements will be approved in advance by each candidate and will be included with balloting information emailed from the home office.
 3. Distribution of multiple copies of the CIF, other than information distributed by the Nominating Committee, and distribution of all of the types of "campaign literature" is discouraged.
 4. Emails and literature sent to all members of ACHE on behalf of a candidate are discouraged.
 5. A candidate making individual contact by email, phone or in person is allowed.
 6. A candidate making personal contacts at regional meetings may be allowed.
 7. A candidate asking others to individually write on the candidate's behalf may be allowed.
 8. Candidates may speak formally or informally to regions other than their own, so long as other regions are willing to listen.
 9. All candidates are strongly discouraged from making negative references about other candidates. Candidates should recognize the need to campaign modestly on the basis of their experience and service documented by the candidate information form (CIF) and the support of colleagues.
- B. Candidates must realize that neutrally delivered information about their work (CIF) plus the support of colleagues are the two preferred means of campaigning and generally the most effective. These guidelines supersede all previously accepted nominations and elections guidelines.

IV. Election Procedures

- A. The Committee will conduct the election via the Association's electronic membership access system. Institutional representatives, along with professional, organizational, and honorary members in good standing on March 31st will be eligible to vote.
- B. The committee chair shall tally the vote and report the results to the President and Executive Vice President.
- C. Election will be by plurality.

- D. Members will be instructed to vote for not more candidates than the number of positions available.

NOTE: Committees may not commit or spend any association funds without provision in the ACHE operating budget or formal approval by the President.

<u>Target Date</u>	<u>Activity</u>
November	Timeline approved by Board.
January	Send email to Nominations and Elections Committee members notifying them of procedures, criteria and timeline.
January/February	Include Call for Nominations in <i>Five Minutes</i> .
March 1	Deadline for nominations. Email acknowledging receipt of nominations. Email requesting CIFs from nominees. Send Nominee Packets to Committee members. Committee meeting (conference call) to determine slate.
April	Email sent to President with Slate of Candidates. Emails sent to individuals not selected for slate.
May	Slate announced in <i>Five Minutes</i> .
May 15 - 31	Online voting.
June	Election results announced to Committee, President, Executive Vice President. New officers notified by President. Election results announced in <i>Five Minutes</i> .
October/ November	Submit year-end report to home office for distribution to board members prior to annual conference and meeting.

Advisory Council of Past Presidents*

COMMITTEE TYPE: Constitutional
CREATED BY: Constitution
REVIEWED BY BOARD: April 2011 NEXT REVIEW: 2014

Purpose:

To provide advice and counsel to Board of Directors.

Goals:

1. To suggest improvements to membership and Board.
2. To reflect opinions and thoughts of membership to Board.

Activities:

Activities, which include both long range and annual, will be established annually by the committee, the Board of Directors, or the President.

*Advisory Council is composed of past presidents who are members of the Association. The chairperson is appointed by the president and is usually the immediate past president.

NOTE: Committees may not commit or spend any association funds without provision in the ACHE operating budget or formal approval by the President.

Target Date

Activity

The Past Presidents Committee meets on an as needed basis at the annual conference and meeting if one of its members has an issue for discussion or the current president requests consultation on a particular topic. A past president or the current president can request a meeting by contacting the immediate past president. The immediate past president will schedule the meeting with the Program Committee Chair, notify the members of the meeting, facilitate the discussion at the meeting and coordinate all follow-up actions.

Publications and Communications

COMMITTEE TYPE: Standing Service
CREATED BY: Board of Directors DATE: Unknown
REVIEWED BY BOARD: April 2011 NEXT REVIEW: 2014

Purpose:

1. To review the various publications of the Association and make recommendations to the Board of Directors regarding format, content, design, frequency, and appropriateness of each.
2. To meet annually to review the publications of the Association.

Goals:

1. To evaluate effectiveness of publications for ACHE.
2. To critique style, content, design and frequency of the publications.
3. To develop recommendations to provide for greater effectiveness of the publications.
4. To recommend other publications that should be issued by the Association.
5. To review editorship of the publications and recommend individuals for the editorship.
6. To serve as necessary as an editorial review board to the editor of the *Journal of Continuing Higher Education* by reading pre-publication manuscripts and preparing written comments for the Editor.

Activities: (required by charge to committee)

Activities, which include both long-range and annual, will be established annually by the committee, subject to the President's approval.

NOTE: Committees may not commit or spend any association funds without provision in the ACHE operating budget or formal approval by the President.

Target Date

Activity

Mid Summer	Check on any unresolved issues/concerns – poll committee if necessary.
April	Submit committee report to home office for distribution prior to midyear board meeting.
September	Prepare for annual conference and meeting. <ul style="list-style-type: none">• Submit year-end report to home office for distribution to board members prior to annual conference and meeting.• Send email to committee members of meeting time and agenda for committee session.
October/ November	Attend annual conference and meeting.

Research

COMMITTEE TYPE: Standing Service
CREATED BY: Board of Directors
REVIEWED BY BOARD: April 2011
DATE: Unknown
NEXT REVIEW: 2014

Purpose:

1. Act as a clearing agent for research in continuing higher education.
2. Encourage research by members of ACHE.
3. Provide research and conduct surveys as requested by the Association.

Goals:

1. Approve all questionnaires to be emailed to membership, including those by Association committees.
2. Conduct studies as requested by Association and Board.
3. Recommend studies and proposals in keeping with goals of the Association.
4. Cooperate with other organizations in research efforts.
5. Provide information to the membership on research affecting continuing higher education, including analysis and interpretation.
6. Provide data and direction to the Association regarding the Value-Added that Continuing Education brings to an organization.

Activities: (required by charge to committee)

Activities, which include both long range and annual, will be established annually by the committee, subject to the President's approval.

NOTE: Committees may not commit or spend any association funds without provision in the ACHE operating budget or formal approval by the President.

Target Date

Activity

January

Place announcement in *Five Minutes* regarding deadline and guidelines for Research Grant applications.

Appoint sub-committee to review Research Grant applications.

Review results of research conducted by past year's grant recipients.

Contact and make arrangements with the Program Committee regarding the Research Committee's participation in upcoming Annual Conference and Meeting.

May 30

Observe deadline for the receipt of ACHE Research Grant applications.

	Distribute Research Grant applications to sub-committee members for review and evaluation of award(s).
June/July	Submit award recommendation to home office for approval by the Executive Committee.
August/September	Notify Research Grant recipient of award. Funds are to be used by the end of next calendar year.
September	Prepare for annual conference and meeting. <ul style="list-style-type: none"> • Submit year-end report to home office for distribution to board members prior to annual conference and meeting. • Send email to committee members of meeting time and agenda for committee session.
October/November	Attend annual conference and meeting. <ul style="list-style-type: none"> • Chair Research Committee meeting to assess progress on current projects and to plan future activities.
November	Compile and send minutes of yearly ACHE Research Committee meeting to committee members.

Resolutions

COMMITTEE TYPE: Standing Service
CREATED BY: Board Action DATE: Unknown
REVIEWED BY BOARD: April 2011 NEXT REVIEW: 2014

Purpose:

To develop appropriate resolutions for consideration by the Board of Directors and the membership.

NOTE: Committees may not commit or spend any association funds without provision in the ACHE operating budget or formal approval by the President.

Target Date

Activity

Annual

Chair selects two persons with long-standing experiences in the association to review the resolutions given to the Chair.

Chair drafts resolutions: appreciations to Conference Planning Chair(s) and Committee, Executive Vice President and home office staff, Editor of *Proceedings*, and Editor of *Journal*; sadness at death of members; special recognitions.

Chair then compiles the entire resolutions and sends an electronic copy to the home office for distribution at the Annual Conference and Meeting (home office manager will provide this to the Proceedings editor).

August

“Call for Resolutions” included in *Five Minutes with ACHE*.

October/November

Resolutions read during the Business Meeting.

The Journal of Continuing Higher Education Editor

<u>Target Date</u>	<u>Activity</u>
Ongoing	Articles received and sent to Editorial Board members (on rotating basis) for review.
2-Month Period	Articles returned from Editorial Board members and editor sends email to author indicating whether manuscript is accepted, rejected, or accepted with revisions.
1 Month	If manuscript is accepted for publication, within one month author must send revised manuscript electronically. If revisions are requested, author gives notice within one month if the article will be revised.
2 Months	If author decides to make revisions, author must send revised manuscript electronically to the editor within two months.
2 Issues	All manuscripts accepted are published in one of the two issues immediately following acceptance.
February 15	Deadline for Contributing Editors' articles for printing Issue.
April	Spring Issue published.
July	Deadline for Contributing Editors' article for Fall issue.
September	Fall Issue published. Send Editorial Board appointments to Publications Committee.
November 15	Deadline for Contributing Editors' article for Winter Issue.
January	Winter Issue published.

Proceedings Editor

<u>Target Date</u>	<u>Activity</u>
April	Conference Planning Committee finalizes program. Send presenters guidelines for submitting presentation to <i>Proceedings</i> .
October/ November	Work with conference day chairs, program chair, and home office to collect and inventory summaries of keynote presentations, concurrent session presentations, and any committee reports. Compile and beginning editing. Annual Conference minutes, committee reports and other “appendices” items received from home office.
December/January	Work with home office to layout, edit, and post online.