

## HECMA Leadership Team positions open for nomination, March 2019

- Director of Finance
- Director of Operations and Strategic Planning
- Director of Training and Development
- Non-Clinical Case Manager at Large
- Vice President of Conferences and Special Events

**Director of Finance.** The Director of Finance shall: administer Association's 501 (c) (3) nonprofit status; maintain the Association's financial accounts (membership dues and corporate sponsorships, annual HECMA roundtable registration and expenses, and other Association expenditures and financial transactions); be responsible for oversight of long term and short term budget development to ensure promotion of the programs and activities of the Association; produce an Annual Financial Report summarizing the Association's budget and finances; submit a monthly revenue/expenditures document to LT; provide quarterly trends; be responsible for oversight of the receipts, deposits, dispersal, and withdrawal of all funds of the Association; oversee the distribution of funds for the Association; facilitate annual review of Fiscal Policies; participate in the decision (Revised February 2018, Approved March 2018) HECMA Constitution & Bylaws Page 12 of 16 making process to fulfill the mission of the Association; and interpret Leadership Team financial policies and decisions to the membership.

**Director of Operations and Strategic Planning.** The Director of Operations and Strategic Planning shall: provide leadership and support for Association business practices; provide leadership and direction in ensuring that the Association maintains professional standards in its practices with corporate partners; develop and oversee implementation of the organizational strategic plan; establish and implement organizational assessment priorities in line with strategic plan goals and initiatives; coordinate data collection and analysis; distribute results at annual meeting with any suggested revisions or amendments to strategic plan; recommend improvements in organizational governance structures, policies, or leadership priorities as needed; establish best practices regarding peer review process and rubrics in coordination with the Director of Training and Professional Development/committee; maintain HECMA Constitution, Bylaws, and Strategic Plan; serve as parliamentarian at annual General Membership meeting; participate in the decision making process (Revised February 2018, Approved March 2018) HECMA Constitution & Bylaws Page 13 of 16 to fulfill the mission of the Association; and interpret Leadership Team policies and decisions to membership.

**Director of Training and Development.** The Director of Training and Development shall: identify the professional development needs of the membership; guide Association planning to support the development of opportunities for staff to gain the necessary skills and competencies to serve students in the future; provide expertise in the areas of continuing education,

professional competencies, standards, and professional development; orient and train appointed and elected leaders to fulfill job responsibilities and expectations in conjunction with Leadership Team members; coordinate, along with the Director of Operations and Strategic Planning, the movement towards implementation of Higher Education Case Management CAS Standards; develop training guidelines and professional ethical standards for all iterations of Higher Education Case Management including clinical Case Managers, non-clinical Case Managers, graduate assistants, and interns; identify key topics and develop professional development opportunities through webinars, pre-conference sessions, and other means of continuous education; participate in the decision making process to fulfill the mission of the Association; represent to the Leadership Team the issues and concerns of Association members; interpret Leadership Team policies and decisions to membership.

**Non-Clinical Case Manager at Large.** The Non-Clinical Case Manager at Large shall: provide leadership, support, and coordination to Association activities and workgroups as it relates to members in the two functional HECM areas; identify and articulate issues of importance to functional areas, regions, and other constituent groups; provide leadership to promoting and enhancing services, opportunities, and actions that support members and their work; identify and address the needs of HECM professionals in a variety of roles and at different points in their careers through coordinated Association action; provide ideas for publications and conference presentations; assist with revenue generation/fundraising ideas; orient and support new non-clinical members to the Association, coordinating awareness of new members for initial one month outreach through the Director of Membership and Recruitment; oversee Mentorship program to support professionals at various strategies in their HECM work; oversee group chats (drop-in conference calls) for clinical or nonclinical Case Managers; organize open forum or on specific topics - at least once per semester; help (Revised February 2018, Approved March 2018) HECMA Constitution & Bylaws Page 14 of 16 identify future leaders within the Association; participate in the decision making process to fulfill the mission of the Association; represent to the Leadership Team the issues and concerns of Association members; advocate on the behalf of members' best interests; and interpret Leadership Team policies and decisions to membership.

**Vice President of Conferences and Special Events.** The Vice President of Conferences and Special Events shall: work in tandem with the president-elect; organize the annual HECMA Roundtable conference including location, logistics, content, speakers, and budget; alert membership to major conferences and proposal deadlines, facilitate collaboration between members for joint proposals, and plan social events at major conferences; provide organizational support and assistance to any regional roundtables/events seeking guidance and any webinars or trainings offered by HECMA; participate in recruitment of corporate sponsors; facilitate those ongoing relationships in collaboration with the Director of Membership and Recruitment; participate in the decision making process to fulfill the mission of the Association; represent to the Leadership Team the issues and concerns of constituency and advocate in constituents' best interests; interpret Leadership Team policies and decisions to membership; and fulfill role of the President in their absence.