National Learning Communities Association
Leadership Position Descriptions

Revised January 25, 2022

1) President

Qualifications/Criteria: The President-Elect shall assume the term of Presidency after completing a term as President-Elect. The President is the senior elected officer of the Association, and is responsible for guiding the National Learning Communities Association (NLCA) Council. At the conclusion of the term as President, the President begins a year as a voting member of NLCA as Past President.

Term of Office: The term of the President is three years: the first as President-Elect, the second as President, and the third as Past President.

Responsibilities of Office:

- Responsible for leading and guiding the National Learning Communities Association (NLCA) Council.
- Set and/or continue the vision for the NLCA and align resources (if available) to accomplish that vision, strategic planning and operations.
- Oversee implementation of the educational, legislative, operational, and management objectives of the NLCA Council.
- Develop the agenda and the meeting and formats of the NLCA Council in consultation with the President-Elect and Past President.
- Serve as a Chair for a minimum of one NLCA committee - typically the Administrative Committee - and participate, at a minimum, on two NLCA committees.
- Serve as an official spokesperson and liaison for the Association to other associations and the public at-large.
- Assist with the Association's fundraising and provide guidance to the ACPA Foundation's fundraising efforts;
- Shall seek to fulfill the presidential duties and responsibilities outlined in NLCA by-laws.

2) President-Elect

Qualifications/Criteria: Shall assume the role of President-Elect for one year before assuming the term of Presidency.

Term of Office: The term of the President is three years: the first as President-Elect, the second as President, and the third as Past President.

Responsibilities of Office:

- Act as President at all National Learning Community Association (NLCA) meetings in the absence of the President.
- Serve the current President's term if he or she is unable to do so.
- Work closely with the President so as to be prepared to assume the role of NLCA President.
- May assist with the coordination of NLCA Committee activities or special projects.
- Assume the responsibility of chair for one of the NLCA's various committees.
- Work with the President to develop an understanding of pertinent knowledge, information and materials, via conversations, meeting notes and/or records, to ensure successful transition and continuity.
- Carry out other duties and assignments deemed appropriate by the President.

3) Past President

Responsibilities of Office:

- Assist the new National Learning Community Association (NLCA) President with transition issues.
- Provide a historical perspective on issues and provide advice as needed to help guide the work of the new President and the President-Elect.
- Coordinate the nomination process with the Nominations Chair for the NLCA President-Elect. This involves establishing a nominations committee, marketing the nomination process, and communicating this information to the larger NLCA Council.
- Serve as a representative on at least one NLCA committee.
- Other duties as assigned by the President.

4) Secretary

Qualifications/Criteria: Candidates for the position of the National Learning Communities Association (NLCA) position of Secretary must have experience with a high degree of multi-tasking and exhibit excellent written and verbal communication skills, .

Term of Office: The term of the Secretary is three years.

Responsibilities of Office:

- Attend NLCA Council meetings.
- Take minutes at NLCA Council. meetings, distribute them to Advisory Board members, and post them on the NLCA website.
- Coordinate NLCA meetings, including solicitation of agenda items, attendance, and organize any matters related to the meeting.
- Manage any correspondence, as needed, sent on behalf of NLCA Council.
- Serve as a representative on at least one NLCA committee.
- Review the NLCA email account and either respond or direct emails to the appropriate NLCA Council members to respond.
- Assist NLCA Council members in acquiring mailing lists, labels and/or sending mass emails to the membership.
- Other duties as assigned by the President or President-Elect.

5) At-Large Council Member

Qualifications/Criteria: Eight At-Large Council Members on the National Learning Community Association (NLCA) Council represent Faculty, Staff, and Administrators. All At-Large Council Members are nominated by the membership of the NLCA and selected by the NLCA Nominations Committee and NLCA Council.

Term of Office: The term of an At-Large Council Member is three years.

Responsibilities of Office:

- Identify and address the needs of learning community practitioners in a variety of roles and at different points in their careers through coordinated Association action.
- Serve as a representative on at least one NLCA committee.
- Provide ideas for publications, conference presentations, and research opportunities in the field of learning communities.
- Assist with revenue generation/fundraising ideas.
- Help identify future leaders within the Association.
- Attend all meetings of the NLCA Council.
- Contribute reports to committee following the guidelines provided by the President.