



Society for Design Administration Past Presidents' Council Position Description

Position Description:

The Past Presidents' Council's Representative is the lead person overseeing the Past Presidents' Council (PPC). The PPC Representative comes under the direction of the Executive Committee (ExCom) and shall in general, oversee the charges and duties of the PPC. The PPC Representative presides over the meetings of the committee members and prepares and submits reports according to established guidelines or as requested by the President and/or ExCom. The PPC Representative is selected from the Past Presidents' Council and serves a one year term.

What to Expect:

The Past Presidents' Council Representative position is one of leadership – elected by the Past Presidents. The Past Presidents' Council will direct and implement the vision that ExCom has established through the strategic planning process. The Past Presidents' Council must manage the members of the Past Presidents' Council to ensure that projects and tasks are being kept to schedule and implemented on time. The Past Presidents' Council may be called upon to represent the Society at official functions which may require travel and time-off from a work position¹. An estimated time commitment of two (2) to four (4) hours per week on monthly commitments and reports, which includes, but is not limited to, Past Presidents' Council Chair Report, monthly telephone conference call with Past Presidents' Council members, and Monthly ExCom / National Committee Chairs Conference Call. Expect extra tasks and/or preparations for Leadership Conference and EDSymposium as required. Ability to respond to email in a timely manner is required.

Event/Task	Time Commitment	Funded by SDA ²	Not Funded	Anticipated Dates
ExCom/Committee Chairs Strategic Retreat	2 days	Airfare, ½ hotel, meals	N/A	June/August
EDSymposium (with Leadership*)	3 days	N/A	Airfare, hotel, registration	May
ExCom/Committee Chairs Conference Calls	1 hour per month	N/A	N/A	Per schedule
ExCom/Committee Chairs Conference Call Prep	.5 hour per month	N/A	N/A	
PPC Committee Report	1 hour per month	N/A	N/A	Per schedule
PPC Committee Conference Call	1 hour per month	N/A	N/A	
Miscellaneous email correspondence and tasks	1-2 hours per week			
Work on initiatives undertaken	2 hours per week			

* Leadership is subject to be scheduled as a separate national event during some years, all to be determined by the current Executive Committee and economic conditions.

¹ Requirements to attend any of SDA's National events will be evaluated and determined by the Executive Committee in a timely manner.

² During budget preparations for the upcoming year, the Executive Committee will review and determine the availability of funds to reimburse portions of travel expenses for all National Committee Chair attendance to any National event, if attendance is required. This evaluation will be done on a yearly basis and determined by current prevailing economic conditions at the time of planning.

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Duties and Responsibilities:

- ◆ Oversees the Past Presidents' Council
- ◆ Oversees the development and implementation of goals and objectives for the year, which reflect the overall strategic plan and vision of ExCom
- ◆ Performs duties as the President or Board may designate
- ◆ Oversees the Erma Bolick Scholarship Grant
- ◆ Prepares monthly activity report and distributes to ExCom status of all tasks, etc. prior to monthly conference call
- ◆ Attends Annual Leadership Conference (if scheduled separately from EDSymposium)
- ◆ Attends annual EDSymposium
- ◆ Attends ExCom / National Committee Chairs Strategic Retreat (if any) (June)
- ◆ Communicates with affiliated organizations as requested/determined by the Executive Committee and/or Executive Director
- ◆ Assesses the need for volunteers to enhance program/service delivery
- ◆ Prepares annual wrap-up report for the Past Presidents' Council
- ◆ Authors communications relative to the Past Presidents' Council for BTD and such SDA communications as determined in schedule
- ◆ Acts as liaison to committees intersecting with the Past Presidents' Council
- ◆ Prepares annual wrap-up report for the Past Presidents' Council

Committee Purpose/Responsibilities:

- ◆ To select nominating chairperson
- ◆ To oversee the Erma Bolick Scholarship Grant
- ◆ Participate as Discussion Board Expert
- ◆ Support ExCom in the decisions made and to promote solidarity

Budgets Responsible to Develop:

- ◆ Past Presidents' Council Committee to submit propose budget to ExCom for final approval