

Northland ACSM
Board Roles and Responsibilities
Last Revised: June 2024

Executive Director

Term: Initial term is 3 years with succeeding terms 2 years each. This position is not an elected position, but an appointed position. The Executive Committee, consisting of the President, President-Elect, and Past-President is responsible for hiring the Executive Director. Term will begin January 1 and end effective December 31.

Description: Oversees all aspects of the Northland Chapter ACSM to include serving as an information resource and liaison to all board members.

Duties:

1. Have charge of and manage all papers, archives, records, budgetary items, and property of the Chapter including:
 - a. Along with the Director of Chapter Services, collect and receive all fees, dues, and assessments, and all keep proper books, records, and accounts.
 - i. Deposit the funds of the Chapter in such depositories as shall be designated by the Executive Committee and shall maintain deposits in the name of the Chapter.
 - b. File minutes of meetings of the Chapter and Executive Committee to the chapter's Google Drive.
 - c. Make, keep, and present a report of the transactions of the Chapter and of the Executive Committee to the Chapter at the annual conference (i.e., an annual "Business Meeting").
 - d. Maintain the Chapter webpage.
 - e. Shall keep a roster of the members.
2. Correspond and conduct in consultation with the President, making a report thereof to the Chapter.
3. Shall be accountable therefore to the Chapter at such times as it may designate.
4. Oversee online and onsite registration at Chapter meetings.
5. Shall be responsible to the Executive Committee including:
 - a. Notify the membership of the slate of officers.
 - b. Notify, in writing, members of their appointment to committees and of their election to office.
 - c. Issue all notices of meetings and notifications of election to membership.
 - d. Supply the officers and chair of committees to be supplied with necessary supplies.
6. Organize, set the agenda, and lead strategic planning meetings at regular intervals (recommended at three-year intervals).
7. Arrange for an audit of the books by a representative of the Executive Committee at the close of each fiscal year. The report of the examination shall be available to the membership.
8. Present to the Chapter at the annual regional meeting (which must include a time for an Annual Business Meeting) or at other times as requested by the Chapter or the Executive Committee, a statement summarizing the receipts and disbursements of the Chapter.
9. Attend all board meetings and chapter conferences.
10. In collaboration with the Past-President, onboard all newly elected persons by reviewing with each elected official the 1) Roles and Responsibilities of elected position, 2) Constitution and Bylaws of the Northland Region, and 3) Northland Regional Strategic Plan.
11. Act as the ACSM Regional Chapter Committee Representative which includes:
 - a. Represent the Northland Chapter at the Regional Chapter Meetings that are called.

- b. Provide regular written reports to the executive board on national ACSM Regional Chapter's meetings and activities.
- c. Attend ACSM Huddle sessions and provide communication to the Executive Committee and Chapter Board regarding information presented.

12. Maintain membership with good standing within ACSM and the Northland Chapter of ACSM.

Compensation: The chapter process for Executive Director compensation includes documented notes/minutes with respect to any deliberations and board vote on decisions regarding the compensation agreement. The chapter provides the Executive Director with benefits related to their involvement in National ACSM. The chapter will provide the following benefits:

- 1. Payment of National Membership Dues
- 2. Payment of Regional Chapter Dues
- 3. Payment for
 - a. Travel, lodging, and meals to the ACSM Annual Meeting,
 - b. Travel, lodging, and meals to the Annual Chapter Meeting, and
 - c. Travel and lodging to other Chapter Board meeting/s.
 - d. Expenses for any of these will be chargeable to the Chapter Credit card. (Total expenditure for expenses in these three areas is limited to no more than \$3000 per year (January 1 — December 31) for each year's appointment. The Executive Director may elect to receive a cash stipend for an amount equal to but not exceeding the difference between expenses incurred and the \$3000 limit for each year of the appointment. Any cash stipend exceeding a total of \$599 in a calendar year will be included in the annual tax information report sent to the National ACSM.)
- 4. The chapter provides complimentary registration to the Northland Annual Chapter Meeting.

Resignation:

- 1. Provide written communication to the Executive Committee one year in advance of resignation date.

President-Elect

Term: 1 year; the following year as President, and the following year as Past-President. The term will begin at the conclusion of the Annual Chapter Meeting in the year following the election.

Description: The President-Elect is responsible for supporting the Executive Director, President, and Past-President and planning the Annual Chapter Meeting (the year after the term begins). It is required that the President-Elect have previous NLACSM service.

Duties:

- 1. The primary responsibility is to plan the Annual Chapter Meeting (the year after the term begins) in consultation with the Executive Director. Planning includes determining the meeting location, dates, and all content in alignment with the NLACSM strategic plan.
 - a. Meeting location and dates are expected to be determined in the months between elections and the President-Elect term beginning.
- 2. Attend all board meetings and chapter conferences.
- 3. The President-Elect, during the absence of the President, shall assume the duties of the President pro tempore.
- 4. In collaboration with the President and Past-President, select a winner of the President's Cup Award. The selected winner will represent the Northland Chapter at the ACSM Annual Meeting for the national President's Cup Award.
- 5. Maintain membership with good standing within ACSM and the Northland Chapter of ACSM.

6. Attend ACSM Huddle sessions and provide communication to the Executive Committee and Chapter Board regarding information presented.
7. Perform such other duties as assigned by the President.

Compensation During Term:

1. The chapter pays for 1-2 nights lodging at regional meeting/s based on proximity of location and travel distance to meeting/s.
2. The chapter provides complimentary registration to the Northland Annual Chapter Meeting.

Resignation:

1. Provide written communication to the President and Executive Director 3 months in advance of resignation date.

President

Term: 1 year; the following year as Past-President. The term will begin at the conclusion of the Annual Chapter Meeting after serving as President-Elect.

Description: The President is responsible for ensuring that the Chapter operates in accordance with procedures described in the American College of Sports Medicine Regional Chapter's Constitution and Bylaws. The President is also responsible for calling, organizing, and conducting all board meetings during their presidential year.

Duties:

1. Responsible for moving the chapter in alignment with the NLACSM strategic plan and daily management of the chapter's goals. Such responsibilities include:
 - a. Call and schedule all board meetings for the year based on the goals and strategic plan for that year. A suggested course of action includes monthly virtual meetings with the chapter board.
 - b. Set the agenda for all chapter board meetings.
 - c. Contact the Student Representative prior to board meetings to teach how to take minutes at a meeting.
 - i. The Student Rep will then submit meeting minutes within one week of the meeting to the President for review and approval.
 - ii. The President will review/revise the meeting minutes provided by the Student Representative and post for all members.
2. Attend all board meetings and chapter conferences.
3. Fill all vacant positions on the board by appointment with the approval of the other chapter board (simple majority vote from a quorum of the board). The appointees must meet all the requirements and will serve the duration of the normal term of the position.
4. Appoint members of any standing committees and shall from time to time appoint such other committees as may be necessary to carry on the activities of the Chapter. The President shall 1) name the chair of each committee, 2) direct the activities of each committee, and 3) be an ex-officio member of each committee.
5. In collaboration with the President-Elect and Past-President, will select a winner of the President's Cup Award. The selected winner will represent the Northland Chapter at the ACSM Annual Meeting for the national President's Cup Award.
6. Participates as a judge for the Student Quiz Bowl.
7. Attend ACSM Huddle sessions and provide communication to the Executive Committee and Chapter Board regarding information presented.
8. Perform such other duties as are assigned by the Executive Director.

9. Maintain membership with good standing within ACSM and the Northland Chapter of ACSM.

Compensation During Term:

1. The chapter pays for 1-2 nights lodging at regional meeting/s based on proximity of location and travel distance to meeting/s.
2. The chapter provides complimentary registration to the Northland Annual Chapter Meeting.

Resignation:

1. Provide written communication to the Executive Director 6 months in advance of resignation date.

Past-President

Term: 1 year, the term will begin at the conclusion of the Annual Chapter Meeting after serving as President.

Description: The Past-President is responsible for supporting the Executive Director, current President, and President-Elect.

Duties:

1. Attend all board meetings and Chapter conferences.
2. In collaboration with the Executive Director, onboard all newly elected persons by reviewing with each elected official the 1) Roles and Responsibilities of elected position, 2) Constitution and Bylaws of the Northland Chapter, and 3) Northland Chapter's Strategic Plan.
3. In collaboration with the President-Elect and Past-President, will select a winner of the President's Cup Award. The selected winner will represent the Northland Chapter at the ACSM Annual Meeting for the national President's Cup Award.
4. Perform such other duties as are assigned to him/her by the Executive Director.
5. Maintain membership with good standing within ACSM and the Northland Chapter of ACSM.
6. Organize and execute the annual Student Quiz Bowl (with the assistance of members of the Advisory Committee). The Past-President must provide written communication at least 1 month prior to the chapter conference date to the President and host-site coordinator regarding logistical needs (i.e., microphone/s, projector, internet connection, chairs set up in groups of three for X number of teams). The Executive Director will provide clickers, whiteboards, dry-erase markers, and dry-erasers for the Student Quiz Bowl.
7. Attend ACSM Huddle sessions and provide communication to the Executive Committee and Chapter Board regarding information presented.

Compensation:

1. The chapter pays for 1-2 nights lodging at regional meeting/s based on proximity of location and travel distance to meeting/s.
2. The chapter provides complimentary registration to the Northland Annual Chapter Meeting.

Resignation:

1. Provide written communication to the President and Executive Director 3 months in advance of resignation date.

State and At-Large Representatives

Term: 2 years. Representatives from North Dakota and Nebraska will be elected in odd numbered years while those from Minnesota and South Dakota will be elected in even numbered years. The At-Large Representative will be elected in even numbered years. The elected representative's term begins at the conclusion of the Annual Chapter Meeting in the year following the election. Term is limited to two consecutive elected terms unless the seat remains vacant. Vacancies will be appointed by the President.

If any Representative is appointed to fill in for a departing board member (e.g., appointed to fill President-Elect's position), term is limited to the end of the departing board member's term.

Description: Represents their respective state (ND, SD, NE, MN) to the Chapter and Executive Board. Disseminates information from the board to state members, professionals, and potential affiliates.

Duties During Term:

1. Attend all board meetings and chapter conferences.
2. Actively participate in other committees as designated by the Executive Director or President, President-Elect, or Past-President.
 - a. Examples may include, but are not limited to:
 - i. Provide support to the President as they plan the chapter conference/s.
 - ii. Provide support, as needed, to the host site at the chapter conference/s, such as speaker moderators, registration assistance, etc.
 - iii. Gather information/data from respective state members prior to and/or following strategic planning meetings.
 - iv. Develop and write quiz-bowl questions.
 - v. Review abstracts submitted for chapter conference/s.
3. Represent the interests of professional and student members in the respective geographical areas of the Northland Chapter.
4. Provide leadership for Chapter members with the aim to promote the advancement of sports medicine and exercise science in each geographical area.
5. Communicate regional information to and solicit input from the membership.
6. Update and maintain a regional list of all colleges/universities and their faculty within the state with a kinesiology/exercise science program as a cost-effective method to establish regular communication with the membership.
7. Promote Northland ACSM meetings to colleges/universities and professionals within respective states.
8. Develop relationships and recruit "faculty and professional champions" to promote NLACSM within each state.
9. Maintain membership with good standing within ACSM and the Northland Chapter of ACSM.

Compensation:

1. The chapter pays for 1-2 nights lodging at regional meeting/s based on proximity of location and travel distance to meeting/s.
2. The chapter provides complimentary registration to the Northland Annual Chapter Meeting.

Resignation:

1. Provide written communication to the President and Executive Director 3 months in advance of resignation date.

Representative to ACSM's National Student Affairs Committee

Term: The Representative to the ACSM Student Affairs committee shall be elected for a term that includes two consecutive national ACSM annual meetings. The student (undergraduate or graduate) must be enrolled at least half-time at the time of election and can fulfill an elected term after graduation. National and Northland regional ACSM memberships are required.

Description: Represents the interests of undergraduate and graduate students in the Northland Chapter ACSM.

Duties:

1. Attend all board meetings and chapter conferences.

2. Provide leadership with the aim to promote the advancement of sports medicine and exercise science for the student population of the Northland Chapter.
3. Communicate regional information to and solicit input from student members.
4. Record and archive meeting minutes for all board meetings. Meeting minutes should be submitted to the President within one week of the meeting for approval.
5. Maintain the chapter's social media accounts.
6. Onboard incoming student representative.
7. Develop and write a newsletter three times per year (February, June, and October) that is intended for regional student members highlighting informational items and student opportunities within ACSM and Northland ACSM.
8. Maintain membership with good standing within ACSM and the Northland Chapter of ACSM.
9. While in attendance at the national ACSM meeting, the student is highly encouraged to attend the following sessions:
 - a. Joseph B. Wolffe Memorial Lecture
 - b. D.B. Dill Historical Lecture
 - c. Josephine L. Rathbone Memorial Breakfast
 - d. Northland region ACSM social
 - e. Sessions specifically geared toward students

Compensation:

1. The Chapter pays for travel, lodging, and the IRS allotted per diem for the annual ACSM meeting. It is expected that the Student Representative volunteer at the annual meeting and thus 50% of registration fees will be waived through that program.
2. The chapter pays for 1-2 nights lodging at regional meeting/s based on proximity of location and travel distance to meeting/s.
3. The chapter provides complimentary registration to the Northland Annual Chapter Meeting.

Resignation:

1. Provide written communication to the President and Executive Director 1 year in advance of resignation date.

Research and Activities Director

Term: 2 years, term begins at the conclusion of the Annual Chapter meeting in the year following the election. The Research and Activities Director will be elected in odd years. Term is limited to two consecutive elected terms unless the seat remains vacant. Vacancies will be appointed by the President. If an individual is appointed to fill in for a departing board member (e.g., appointed by President-Elect to fill their position), term is limited to the end of the departing board member's term.

Description: Organizes and manages all research-based activities and presentations within the chapter. This position will provide regular communication and updates regarding research activities for the chapter conference/s to the board.

Duties:

1. Attend all board meetings and chapter conferences.
2. Submit requests for abstracts and research proposals prior to chapter conference/s.
3. Organize review process of all abstracts prior to acceptance to the chapter conference/s, including a standardized scoring rubric (with the assistance of members of the Ad Hoc Committee). Disseminates abstracts and rubrics to designated reviewers.
4. Organize poster and oral presentation sessions in coordination with the President-Elect.

5. Organize judging and award dissemination for posters and research using a standardized scoring rubric during the chapter conference/s.
6. Perform any other duties as recommended and approved by the Executive Director and/or President.
7. Maintain membership with good standing within ACSM and the Northland Chapter of ACSM.

Compensation:

1. The chapter pays for 1-2 nights lodging at regional meeting/s based on proximity of location and travel distance to meeting/s.
2. The chapter provides complimentary registration to the Northland Annual Chapter Meeting.

Resignation:

1. Provide written communication to the President and Executive Director 6 months in advance of the resignation date.

Ad Hoc Committee

Term: 1 year with no limit on the number of terms served. Term begins at the beginning of the month with a rolling start date. To serve on this committee, you must submit your name and a brief statement describing why you want to be involved to the Research Activities Director. The board will assess your statement and with a majority vote from a quorum of the chapter board you will be appointed.

Description: Assist the board, chapter, and chapter constituents with carrying out the mission and goals of Northland ACSM. Service is primarily centered around the Annual Chapter Meeting; however, other opportunities may arise throughout the year. This committee is a good avenue for involvement within the chapter. This committee will report to the Research Activities Director.

Compensation:

1. None.

Resignation:

2. Provide written communication to the Research Activities Director and Executive Director 2 months in advance of the resignation date.

Duties: The duties are fluid in nature and will change based on the needs of the chapter but may include:

- Assist the chapter board members in ad hoc tasks.
- Peer-review abstract submissions.
- Write and submit Quiz Bowl questions.
- Assist with logistical factors at the Annual Chapter Meeting (e.g., setting up Quiz Bowl team chairs, helping at registration table, etc.).
- Develop social media posts.
- Proctor a Quiz Bowl team.
- Assist with registration table and/or graduate school/vendor fair.