



## **Professional Board Staff (PBSN) Charter**

The Professional Board Staff Network (PBSN), under the aegis of the Association of Community College Trustees (ACCT), will provide individuals at community colleges who support governing boards and/or presidents/CEOs with a focus on continued development and enhancement of professional skills, sharing expertise and best practices, keeping abreast of new developments, and becoming more proficient at rendering service to governing boards and/or presidents/CEOs.

### **MISSION**

The Professional Board Staff Network provides a national level resource for those who support governing boards and/or presidents/CEOs of community colleges.

### **GOALS**

To promote valuable opportunities for those who support governing boards and/or presidents/CEOs, the Professional Board Staff Network will:

1. Provide ongoing professional development;
2. Provide networking and interactive discussion for the growth of interpersonal relationships among national peers and colleagues;
3. Provide national leadership opportunities as an officer of PBSN;
4. Develop and present programs at the annual ACCT Congress; and
5. Facilitate communication through the ACCT website and Trustee Quarterly, the PBSN listserv, social media, and publications.

# Professional Board Staff (PBSN) Bylaws

## ORGANIZATIONAL STRUCTURE

### PBSN Membership

Staff who support governing boards and/or presidents/CEOs of member institutions of ACCT are considered members of the Professional Board Staff Network.

PBSN members will have the opportunity to vote on the Professional Board Staff Network bylaws, officers, and other organizational business during the PBSN business meeting held at the annual ACCT Congress and any special meetings called by the PBSN Executive Committee.

### PBSN Executive Committee

President  
Immediate Past President  
Vice President  
Secretary  
Communications Coordinator  
Members-at-Large (5)

**Northeast Region:** Connecticut, Delaware, District of Columbia, Maine, Massachusetts, Maryland, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, New Brunswick, Newfoundland, Nova Scotia, Prince Edward Island, and Quebec.

**Southern Region:** Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, West Virginia, Virginia, Puerto Rico, and Virgin Islands.

**Central Region:** Indiana, Illinois, Iowa, Kentucky, Michigan, Minnesota, Missouri, Ohio, Wisconsin, and Ontario.

**Western Region:** Colorado, Kansas, Montana, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, Texas, Wyoming, Alberta, Manitoba, Northwest Territory, Nunavut Territory, and Saskatchewan.

**Pacific Region:** Alaska, Arizona, California, Hawaii, Idaho, Nevada, Oregon, Utah, Washington, American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, British Columbia, and Yukon Territory.

Election of officers will be held during the PBSN business meeting at the annual ACCT Congress. PBSN Officers, elected from the membership at large, will serve one-year terms. Annually, the following officer positions will be filled by advancement:

- President to Immediate Past President
- Vice President to President
- Secretary to Vice President

In the event the position of Secretary becomes vacant during the year, the Member-at-Large designee will advance to Secretary.

The Secretary, Communications Coordinator, Member-at-Large, and any vacant Executive positions will be elected at the annual ACCT Leadership Congress from active PBSN members. An active member is defined as one who has attended or participated in a minimum of one PBSN business meeting or workshop within the last two years. A Member-at-Large designee will be appointed by election from the elected Member-at-Large positions.

In the event the PBSN is not able to meet in person at the ACCT Leadership Congress, the officers elected will continue in current roles for one (1) additional year. Serving a maximum of two (2) years. After the one-year extension, if needed, the election of officers will be held virtually through electronic means.

An ACCT staff member will serve as liaison to the PBSN Executive Committee.

### **PBSN Executive Committee Duties and Responsibilities**

The duties and functions of the PBSN Executive Committee will consist of, but not be limited to:

- Guiding the affairs of the organization;
- Coordinating proposals and presentations for annual ACCT Congress forums;
- Planning the Meet & Greet, Workshops and Business Meeting at the annual ACCT Congress;
- Reviewing and recommending revisions to PBSN bylaws for membership approval; and
- Other initiatives deemed appropriate for further advancement of the PBSN.

### **Duties and Functions of PBSN Officers**

#### **President**

- Provides leadership set forth by the mission and goals of PBSN bylaws;
- Prepares the President's Message for the ACCT Trustee Quarterly;
- Represents PBSN publicly;
- Serves as liaison to ACCT;
- Coordinates the work of PBSN;
- Chairs one of the planning subcommittees for the annual ACCT Congress (*Feb – Sept*); and
- College Host of the Annual Meet & Greet

## **Immediate Past President**

- Serves as Advisor to the PBSN President and other members of the Executive Committee as needed;
- Serves on the planning committee for the ACCT Congress (*Feb – Sept*)

## **Vice President**

- Prepares Vice President's message for the ACCT Trustee Quarterly;
- Manages and monitors any updates needed for the PBSN Bylaws;
- Represents PBSN publicly; serves as President in the absence of the President;
- Serves as liaison to ACCT; in the absence of the President;
- Chairs one of the planning subcommittees for the ACCT Congress (*Feb – Sept*); and
- Responsibility for the plaque of departing President

## **Secretary**

- Keeps minutes and records of PBSN meetings;
- Manages and serves as point of contact for PBSN Sponsor Program; and
- Chairs one of the planning subcommittees for the ACCT Congress (*Feb – Sept*)

## **Communications Coordinator**

- Writes content for both print and Web;
- Plans and implements a communications strategy for annual meetings;
- Monitors social media;
- Makes sure that all materials meet the PBSN brand identity; and
- Serves on the planning committee for the ACCT Congress (*Feb – Sept*)

## **Members-At-Large (5)**

- Serves as PBSN regional representative;
- Periodic outreach to their regional colleges;
- Serves on the planning committee for the ACCT Congress (*Feb – Sept*)

Note: Within the member-at-large representation, one representative will be elected at the PBSN annual business meeting to fill the vacancy of Secretary upon the resignation of any of the Executive Committee's officers. The remaining officers will advance, with the exception of the Immediate Past President.

Adopted: October 1994

Revised: September 27, 2002; Revised October 13, 2006; October 14, 2011, October 26, 2018, October 18, 2019, September 10, 2020, October 2, 2020, October 15, 2021