

2025-2026 CUPA-HR New Jersey Board of Directors
Position Descriptions

Board of Directors - Expectations

1. The New Jersey CUPA-HR Chapter Board of Directors comprises the Executive Committee and At-Large (AL) members. At-Large board members may serve with a specialized focus (membership, sponsorship, events, etc)
 - a) Executive Committee
 - President
 - President-Elect
 - Past President
 - Treasurer
 - Secretary
2. Position Terms (Years of Service)
 - a) 3-year commitments (1 year in each position): President-Elect, President, and Past-President
 - b) 2-year commitments (2 year in position): Treasurer and Secretary
 - c) 1-year commitment: At-Large
3. Board positions that become vacant during the year can be replaced by a Board appointment outside of the regular membership elections process.
4. Candidates interested in Board positions are asked to read the individual position descriptions for information on responsibilities as well as estimated time commitments, and then to refer to the elections process details.
5. The Board Professional Development and Strategic Planning Day is held every July as part of the orientation process for new Board members. Exiting Board members are asked to attend as a part of transitioning roles.
6. Board members may continue to serve additional terms with the expectation they are committed to board activities for the year of their term. Board Members must be able to attend at least 75% of board meetings and events. Approved leaves of absence are exempted from this rule. If unable to attend, board members are expected to send a report-out for their position to the president in advance.

Board Values:

- Accountability
- Honesty & Integrity
- Respect
- Teamwork & Collaboration
- Fun
- Empathy and Empathetic Leadership
- Clear and Transparent Communication

Positions:

- President
- Past-President

- President-Elect
- Treasurer
- Secretary
- Director of Communications
- Director of Engagement & Outreach
- At Large – Event Coordinator
- At Large – Sponsor Relations

President (Karen Muller, 7/01/2025 - 6/30/2026)

- Duties
 - Liaison with national - chapter events, annual financial reporting, etc
 - Attend Association Leadership Program (ALP) (sponsored by National) and National's Annual conference (sponsored by the Chapter, depending on budget)
 - Provides overall leadership and direction to the Board
 - Oversee chapter finances in collaboration with Treasurer
 - Develops monthly agenda and facilitates monthly board meetings
 - Lead efforts to develop and deliver local programs/events
 - Understand and communicate national policy/bylaws to Board of Directors
 - Establish local policy to ensure adherence and continuity
 - Serve as a resource to Board of Directors
 - Convene applicable Executive Committee meetings as needed
 - Review and implement recommendations to continuously improve and enhance current chapter processes and documentation
 - Serve as signatory on chapter bank account

- Qualifications
 - Must be currently employed from a national CUPA-HR member institution
 - Must have served at least one year on a CUPA-HR board
 - Served as president-elect in prior year

- Time Commitment
 - On average 8-10 hours/month
 - Second year of a three year term

Past-President (Lisa Lyle, 7/01/2025 - 6/30/2025)

- Duties
 - Advise President and President-Elect
 - Attend National's Annual or Spring Conference (sponsored by the Chapter, depending on budget)
 - Manage annual Board of Directors election process
 - Co-lead events, facilitate discussions
 - Backfill as needed for vacant positions
 - Ensure chapter continuity
 - Provide recommendations to continuously improve and enhance current chapter processes and documentation
 - Lead for Regional Excellence Award submissions when eligible

- Qualifications
 - Must be from a national CUPA-HR member institution
 - Must have served at least one year on a CUPA-HR board
 - Served as president in prior year

- Time Commitment
 - On average 7-10 hours/month
 - Third year of a three year term

President-Elect (Brianna Ortega, 7/1/2025 - 6/30/2026)

- Duties
 - Assumes duties in absence of President
 - Attend ALP (in absence of President)
 - Attend National's Annual or Spring Conference (sponsored by the Chapter, depending on budget)
 - Assist Past-President with election process
 - Collaborate with President, provide input before and after meetings
 - Co-lead/support events
 - Understand policy/bylaws to maintain continuity
 - Provide recommendations to continuously improve and enhance current chapter processes and documentation
 - Serve as signatory on chapter bank account

- Qualifications
 - Must be from a national CUPA member institution
 - Must be in a role within Higher Education human resources
 - Must have served at least one year on the CUPA-HR board in another position.

- Time Commitment
 - On average 7-10 hours per month
 - First year of three year term

Treasurer (Lorretta O'Connor, 7/01/2025 - 6/30/2026)

Position Overview: The Treasurer managing the financial operations of the chapter in adherence to national and local chapter by-laws. This position plays a key role in the chapter's financial sustainability, including making vendor payments, depositing sponsorships, maintaining documentation on payments and deposits, reconciling financial records, fostering relationships with sponsors, and preparing annual financial reports.

Key Responsibilities:

- **Maintain Financial Records:** Manages the chapter's financial transactions, ensuring all payments and sponsorship payments are accurately recorded and up-to-date. Designated representative on chapter bank account with check writing authority.
- **Sponsor Engagement:** Actively engage with current sponsors and develop relationships with potential new sponsors to secure funding and support for chapter activities and events.
- **Update Annual Chapter Prospectus:** In collaboration with the Chapter Board, ensure the annual chapter prospectus is current and accurately reflects financial goals, sponsorship opportunities, and other relevant financial details.
- **Financial Reporting:** Prepare and submit an annual financial report to the board, ensuring that the report provides a clear and accurate reflection of the chapter's financial health.
- **Compliance:** Assist with compliance efforts to ensure the chapter remains in compliance with all financial regulations and reporting requirements, in accordance with CUPA-HR and Chapter by-laws.

Qualifications:

- Strong organizational skills and attention to detail.
- Excellent communication skills, particularly in engaging with sponsors and stakeholders.
- Previous experience in financial management or accounting (preferred, but not required).
- Ability to maintain confidentiality and handle sensitive financial information.
- Comfortable with basic financial software or spreadsheets (e.g., Excel, QuickBooks).
- A passion for supporting the mission of the chapter and helping it thrive financially.
- Must be from a national CUPA member institution.
- Must be in a role within Higher Education human resources
- General accounting experience needed
- Preferred experience managing non-profit organization budgets

Time Commitment

- Two-year term
- On average 3-5 hours/month

Treasurer-Elect (Open)

Position Overview: The Treasurer-Elect is responsible for assisting the Treasurer in managing the financial operations of the chapter, ensuring transparency, accountability, and the effective stewardship of resources. This position plays a key role in the chapter's financial sustainability, including maintaining financial records, fostering relationships with sponsors, and preparing annual reports.

Key Responsibilities under direction of Treasurer:

- **Maintain Financial Records:** Assist with overseeing the chapter's financial transactions, ensuring all payments and sponsorships are accurately recorded and up-to-date. Designated representative on chapter bank account with check writing privileges.
- **Sponsor Engagement:** Actively engage with current sponsors and develop relationships with potential new sponsors to secure funding and support for chapter activities and events.
- **Update Annual Chapter Prospectus:** With the Treasurer, ensure the annual chapter prospectus is current and accurately reflects financial goals, sponsorship opportunities, and other relevant financial details.
- **Financial Reporting:** Assist Treasurer in preparing and submitting an annual financial report to the board, ensuring that the report provides a clear and accurate reflection of the chapter's financial health.
- **Budget Oversight:** Work with the Treasurer and chapter leadership to develop and maintain a balanced budget, tracking all income and expenses.
- **Compliance:** Assist with compliance efforts to ensure the chapter remains in compliance with all financial regulations and reporting requirements.

Qualifications:

- Strong organizational skills and attention to detail.
- Excellent communication skills, particularly in engaging with sponsors and stakeholders.
- Previous experience in financial management or accounting (preferred, but not required).
- Ability to maintain confidentiality and handle sensitive financial information.
- Comfortable with basic financial software or spreadsheets (e.g., Excel, QuickBooks).
- A passion for supporting the mission of the chapter and helping it thrive financially.
- Must be from a national CUPA member institution.
- Must be in a role within Higher Education human resources
- General accounting experience needed
- Preferred experience managing non-profit organization budgets

Secretary (Charity Averette, 7/1/2024 - 6/30/2026)

General Description:

- Duties
 - Schedule monthly Board meetings
 - solicit agenda items from board members one week in advance of the meeting.
 - send out a finalized agenda two days prior to the meeting.
 - Take meeting minutes
 - Records and transcribes meeting minutes during monthly Board meetings, ensuring timely distribution to members.
 - Distributes the meeting agenda and relevant supplementary materials to Board members in advance of each meeting.
 - Ensures accurate and detailed meeting minutes are produced and shared with the Board within one week following each meeting.
 - Presents finalized minutes to the Board for approval at the next meeting.
 - Designs and distributes conference surveys, providing summary data to each Board member for review and discussion.
 - Schedules ad-hoc meetings
 - Track and maintain Board roster information, update with National annually and as changes occur.
 - Maintains database of Board of Directors member information
 - Maintains Google Drive for Chapter.
 - Maintain and share account passwords with new board members for Gmail, Eventbrite, SurveyMonkey and other services.
 - Continuously improve and enhance maintenance of board records and onboarding of new members.
 - Provides support and assistance to fellow Board members as needed.
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- Qualifications
 - Must be from a national CUPA member institution
 - Must be in a role within Higher Education human resources
- Time Commitment
 - Two-year term
 - On average 5-7 hours/month

Director of Communications (Open)

General Description: Plan and develop annual all day-conference content

Duties

- Serve as website administrator
 - Design website to market and promote the chapter to potential members and sponsors.
 - Ensure website is up to date with current information
 - Post events, vacant board positions, approved chapter minutes, local career opportunities and other information
 - Post slides and recordings of events
 - Respond to inquiries submitted through website
 - Manage look and feel of website within National's standards
 - Provide recommendations to continuously improve and enhance chapter website processes and documentation
- Manage social media strategy
 - Create and manage Chapter social media - post events, jobs, and other member engagement (LinkedIn only)
- Assist Board of Directors with developing email communications to members and timelines for distribution.
- Send to National chapter notices for distribution, including events, Board of Directors elections and other communications to members.
- Assists Event Coordinator with event/program planning.
- Assists with communications to promote Chapter events and State-specific networking opportunities.
- Serves as contact with CUPA national to fully utilize various methods of communication (e.g., email blasts, Chapter listserv).

Qualifications

- Must be from a national CUPA member institution
- Must be in a role within Higher Education human resources
- Preferred experience with website maintenance and social media interaction

Time Commitment

- Two-year term
- On average 5-7 hours/month

Director of Engagement & Outreach (Nicole Klein, 7/1/2024 - 6/30/2026)

Duties

- Welcome new constituents and continue ongoing engagement during the year
 - request monthly report from National of new members
- Connect with local constituents to encourage participation in events
- Maintain and update CHRO database provided by National
- Draft engagement and outreach communications
- Work with Director of Communications to ensure chapter website is updated with Chapter member institution information
- Create outreach strategy for non-member institutions
- Understand and communicate difference between no-cost Chapter structure versus National CUPA membership fees
- Management, recruitment, and engagement of Champion Program
- Partner with At Large - Event Coordinator - create meaningful volunteer experience at in- person events
- Provide names of frequent/engaged volunteers to Past-President to create a pipeline for election purposes
- Provide recommendations to continuously improve and enhance volunteer recruitment processes and documentation
- Provide recommendations to continuously improve and enhance membership outreach processes and documentation

Qualifications

- Must be from a national CUPA member institution
- Must be in a role within Higher Education human resources
- Preferred experience with engagement and outreach in a non-profit arena

Time Commitment

- Two-year commitment
- On average 5-7 hours/month

At Large - Sponsor Relations (Open)

- Duties
 - Strategize/develop value proposition for attracting, engaging and retaining sponsors
 - Identify metrics to provide to sponsors
 - Serve as main point of contact for existing sponsors
 - Research and identify potential new sponsors. Connect with potential sponsors and discuss the value of sponsorship.
 - Manage sponsor benefits database - including length of sponsorship, levels, payment history and contact information.
 - Understand and communicate sponsor tiers.
 - Ensure sponsor commitments are paid in a timely manner
 - Check-in monthly with sponsors to provide updates and address questions
 - Work with At-Large- Event Logistics and At Large- All Day Conference - Content Manager to coordinate sponsor engagement during events
 - Welcome/introduce sponsors at events
 - Provide event attendee information to sponsors in a timely manner
 - Continuously improve and enhance current sponsor relations processes and documentation
- Qualifications
 - Must be from a national CUPA member institution
 - Must be in a role within Higher Education human resources
 - Preferred experience with engaging with companies to solicit sponsorships
- Time Commitment
 - One-year term
 - On average 5-7 hours/month

At Large - Event Coordinator (Open)

General description: Manage planning and day of event logistics for in-person and virtual events.

- Duties
 - Oversee logistics of events
 - Onsite events - Identify venues. Identify and manage needs and services for events - technology, food/drinks, transportation, lodging, Negotiate contracts within budget. Manage on-site chapter signage and marketing materials.
 - Virtual Events - manage logistics of virtual events
 - Research venues/platforms and vendors
 - Ensure completion of HRCI credit submission
 - Determine number of volunteers needed for events, collaborate with AL-Membership Outreach for volunteer tasks

- Day of events
 - Assign tasks to Board of Directors as needed
 - On site - manage check-in and name tag distribution
 - Virtual events - verify attendance with zoom attendance roster
- Post Event:
 - Send post event follow up emails - survey, slides, videos, HRCI information
- Continuously improve and enhance current event logistics and documentation
- Qualifications
 - Must be from a national CUPA member institution
 - Must be in a role within Higher Education human resources
 - Preferred experience planning large and small scale events
- Time Commitment
 - One-year term
 - On average 5-7 hours/month