

Association of Governing Boards of Universities and Colleges (AGB)
Washington, DC

Executive Assistant to President and Board Liaison

Responsibilities:

The Executive Assistant and Board Liaison supports the President/CEO and AGB Board of Directors. This position is a high-energy, make-it-happen, proactive bridge builder that seamlessly works with all cross-functional team members and empowers the president and CEO to maximize efficiency and effectiveness with all stakeholders. Further, this position is responsible for coordinating all Board activities spanning board meetings, committee meetings, board communications, electronic board book preparation, drafting board minutes, as well as administrative support to Board members as warranted.

Duties:

- Serve as point of contact for the President's office among external and internal stakeholders.
- Develops and maintains highly effective and efficient relationships with all internal and external stakeholders to support the President's agenda and priorities.
- Manage the President's calendar, address book and presidentsoffice@agb.org and president@agb.org email accounts.
- Make logistical arrangements for meetings when necessary.
- Manage travel and accommodation arrangements, event registrations, and prepare a travel itinerary – if needed.
- Ensure that the President has required background materials for all scheduled meetings.
- Review the President's incoming mail, and distribute as appropriate.
- Prepare routine correspondence, including annual appointment and contract letters, on behalf of the President for signature, and edit and proofread all materials.
- Draft follow up communications after each meeting.
- Develop composition matrix for AGB's board.
- Maintain an efficient filing system.
- Reconcile business travel expenses.
- Use a high degree of judgment and independent decision-making in responding to external stakeholder requests.
- Assist in developing materials for the President's presentations to internal and external audiences.

Board Support

- Provide administrative support to the Board chair and board members in preparation for AGB Board meetings, and assistance with registrations and hotel reservations when attending AGB events such as AGB's National Conference on Trusteeship, Foundation Leadership Forum, and Board Professionals Conference.

- Coordinate with appropriate staff members to prepare agendas, materials, program, and logistics for board and committee meetings. Secure venue and contracts for meals, meeting rooms, AV, set up and accommodations.
- Coordinate and prepare materials for New Director Orientation.
- Work with members of the leadership team to schedule calls with committee chairs to prepare for committee meetings.
- Upload meeting materials into electronic board book.
- Prepare minutes for all board meetings and secure board secretary acceptance of the minutes.
- Maintain up-to-date profile of board members, including committee composition.
- Maintain AGB Board member policy files.
- Ensure board members receive new publications.
- Research/provide meeting dates for two-year periods, as needed.
- Distribute Conflict of Interest Statement annually and collect required signatures.
- Distribute AGB Statement of Director Responsibilities annually and collect required signatures.
- Work with chair of Compensation Committee regarding president's assessment to
 - Ensure all assessment forms are current for the fiscal year
 - Distribute necessary material to committee members for scheduled meetings
 - Ensure all conference call meetings are scheduled in a timely manner

Required Skills and Competencies:

Professional, flexible attitude, good listener, collaborative, and approachable.

QUALIFICATIONS

- 7-10 years' experience working with senior leadership and Board members.
- Knowledge of the higher education sector and issues.
- Highly organized, detail oriented, and consummate professional.
- Strong communication skills, both written and verbal.
- Exemplary time management skills.
- Proficient with Microsoft Office suite of applications.
- Ability to remain calm and flexible in a fast-paced environment.
- Must be able to meet deadlines with competing priorities.
- Availability for limited travel.

Please note this position description does not cover or contain a full list of duties or responsibilities that are required of the incumbent in this role. Duties, responsibilities and activities may change at any time with or without notice.

AGB is an equal opportunity employer and qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national

origin, disability status, protected veteran status, or any other characteristic protected by law.

To apply: *External applicants should email letter of interest that includes your experience relative to the position, and your salary requirements, along with resume to employment@agb.org.
No phone calls, please.*

AGB offers a competitive salary along with benefits that include medical and dental insurance, generous PTO, retirement plan, telework options, and many others.