

## **Associate Member Volunteer to the Regional Conference Planning Committee (RCPC)**

**Supervision received:** Regional Conference Program Chairperson

**Description:** The Associate Member Volunteer to the RCPC will serve a two year term; the first year as the Associate Member Liaison and the second as the Associate Member Project Coordinator.

**General Responsibilities:** Serves as a liaison between the Associate Members and the Regional Conference Program Committee.

### **Specific Responsibilities:**

- Maintains a thorough knowledge and understanding of, and ensures adherence to NACA policies and procedures, as well as other applicable laws and regulations.
- Maintains proper records according to regional and national policies.
- Assists with the recruitment efforts during the conference of potential school and associate members.
- Attends all regularly scheduled regional meetings. Participates in discussions related to associate member issues.
- Coordinates and runs the Associate Member Orientation at the regional conference.
- Submits at least one educational program proposal for the regional conference by the deadline and/or presents an ed session at the regional conference.
- Integrates NACA goals, initiatives, and relevant strategic plan objectives in all aspects of position responsibilities.
- Follows NACA's *Non-Discrimination, Diversity Advancement and Affirmative Action Principles* to recommend others to fill available positions in the NACA leadership and takes the necessary steps to achieve a diverse Association both through the recruitment of volunteers and suggesting to the Board of Directors new or modified programs and services for the Association's members.
- Adheres to minimum guidelines for regional conferences.
- The Associate Member Project Coordinator may have additional duties as needed and determined each year.

**Term of Service:** Terms of service for both the Associate Member Liaison and the Associate Member Projects Coordinator will be January 1 of the year following the Fall regional conference at which selected through December 31 of the same year. (For Northern Plains, term will be from May 1 following the Spring regional conference at which selected through April 30)

### **Qualifications:**

- Must have a minimum of two years experience in NACA; at least one year as an associate member.
- Must have attended at least one regional conference and one National Convention or two regional conferences as an associate member prior to submission of application.
- Must be national associate members in good standing with the Association. This membership must be maintained throughout their term on the Regional Conference Program Committee.

### **Selection Process:**

- Nominations for open positions will be accepted during the respective regional conferences beginning the first day of the event through the end of the first Campus Activities Marketplace on the second day of the conference.
- Nominations can be self-nomination, nomination from associate members present at the event or from RCPC members.
- Nominees will be contacted by one of the Associate Members to the Board of Directors that is attending the conference who will confirm if the nominee accepts the nomination.

- Candidates will provide a written statement to be included on a ballot.
- Ballot will be developed by that Associate Member to the Board of Directors and distributed to associate member firms in attendance at the event and each member of the RCPC during the first Marketplace on the last day of the event.
- Each associate member firm attending will receive one vote per open position.
- All RCPC members will receive one vote per open position.
- Ballots will be collected until the end of the conference dinner on the third day of the event.
- Voting results will be announced during the final Marketplace on the third day of the event.
- Appointment will be conditional on the receipt of a letter indicating support from the associate member's supervisor. (Note: Support is defined as financial as well as time out of the office, etc.)

The Associate Liaison will be an elected position as described above and will serve a 2 year term. Year one will be in the liaison role and will automatically be appointed to the Associate Member Project Coordinator in their second year.

In the event of a vacancy or lack of nominees that require an appointment to be made by the Chair of the Board for the Associate Member Project Coordinator prospective nominees must have had one or more of the following volunteer experiences with NACA: regional associate member representative to a Regional Leadership Team or Regional Conference Program Committee.