



**Advancing Campus Activities  
in Higher Education**

## **Apply now for the NACA Board of Directors!**

The Board of Directors is a dedicated group of staff, students, and associates who provide leadership to the NACA and are responsible for the overall strategic direction, effectiveness, and financial stability of the Association. Members of the Board of Directors are selected through an application and election process and interested individuals with a commitment to the future of the Association are strongly encouraged to apply.

The Board of Directors may meet four times per year (a retreat in mid-May, and meetings in July, December, and February) and also conducts business by phone and electronic means between meetings. The primary commitment of Board members is to maintain an awareness of the needs and interests of the membership and represent their views during Board discussions on strategic direction, approval of the Association Strategic Plan, and approval of the annual budget.

### **Qualifications**

Members of the Board of Directors should have proven abilities of volunteer program management, co-curricular awareness and experience, and sound judgment, as well as understanding and appreciation of NACA activities. Members should be articulate, provide evidence of leadership skills and capabilities, and demonstrate personal skills such as integrity, enthusiasm, communication skills, critical thinking, decision-making and follow-through. Members of the Board must have approval from and support of their institution prior to applying for the position (note: support is defined as financial as well as time out of the office, etc.), and must maintain NACA membership during their term.

Please note that a member of the NACA Board of Directors may not hold other recognized volunteer leadership positions within NACA during their tenure on the Board. Board members may be assigned to positions, committees or teams by virtue of their Board position.

Additional minimum qualifications include:

Staff:

- a minimum of five years of professional work experience, preferably at the management level;
- a knowledge of the Association, its structure and the campus activities profession;
- full-time employment by a NACA member institution;
- involvement with NACA, preferably through service on a conference or convention program committee, standing committee, or other regional/national leadership position.
- attendance at three or more NACA events (regional conferences, National Convention, or institutes);

Student:

- a minimum of one year of experience in an active programming position (preferably two years);
- involvement with NACA, preferably through service on a Regional Conference Program Committee or other volunteer leadership position;
- attendance at one or more regional conferences or a National Convention;
- good academic standing at a NACA member institution;
- students who were previously full-time staff members in the campus activities field are not eligible for the student category.

**Associate:**

- a minimum of five years of professional work experience, including at least two years with a NACA member firm;
- a knowledge of the Association, its structure, the entertainment industry and the campus activities profession;
- full-time employment by a NACA member firm;
- involvement with NACA, preferably through service on a conference or convention program committee, standing committee, or other regional/national leadership position;
- attendance at one or more regional conferences in the previous three years and two or more national conventions.

**Selection Criteria:**

In determining which candidates should be interviewed and/or forwarded to the ballot (or in the case of associates, recommended for confirmation by the Board), the Board Application Review Committee will consider a variety of elements including, but not limited to, the following:

- the ability of the candidate to demonstrate a clear understanding of the role of NACA as well as the role of campus activities within education, and to clearly articulate their perceptions of the effectiveness of each;
- the candidate's quality, length and timing of prior service to the Association;
- the candidate's personal skills and strengths including integrity, enthusiasm, commitment, communications skills, critical thinking, and decision-making;
- the candidate's knowledge and understanding of NACA, its structure, goals, purpose, current issues, and future direction, which must be clearly demonstrated during the candidate interview;
- evidence of the candidate's leadership skills and capabilities;
- evidence of the candidate's positive interpersonal skills.

In addition, the Board Application Review Committee is charged with developing as diverse a ballot as possible.

**Selection Process:**

- Application materials submitted by January 8, 2010.
- Applications reviewed by the Board Application Review Committee to select interview candidates.
- Interviews conducted during the NACA National Convention (candidates must attend) to select finalists to appear on the ballot (staff and students) or to select finalists for Board approval (associates).
- Associate representatives are approved by the Board of Directors.
- Staff/Student ballots mailed to member schools; one vote from each institution.
- Election results announced by early April.

For questions about serving as a member of the NACA Board of Directors, or about the application process, contact the chair of the Board Application Review Committee, Regina Young Hyatt, ryhyatt@admin.usf.edu.