

Associate Member Projects Coordinator

Supervision received: Regional Conference Program Chairperson

Supervision exercised: Associate Member Liaison

General Responsibilities: Serves as a liaison between the Associate Members and 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.
- Runs the Associate Member Town Hall meeting at the regional conference.
- 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.
- Integrates NACA goals, initiatives, and relevant strategic plan objectives in all aspects of position responsibilities.
- Follows NACA's *Non-Discrimination, Diversity Advancement and Affirmative Actions 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.

Term of Service: September 15 of the current year through December 15 of the next year.

(For Northern Plains, March 15 of the current year through May 30 of the next year)

May not serve more than two consecutive terms.

Qualifications:

- Must have worked with a NACA member company or be a self-represented NACA Member for at least two years;
- Must have attended one or more regional conference(s) within the three years prior to submission of application. Must have attended two National Conventions.
- 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.

Nominee 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