

Business Networks Coordinator

Supervision received from: Regional Conference Program Chair

Supervision Exercised: Showcase Selection Coordinator, Regional Block Booking Coordinator, Showcase Production Coordinator, CAMP Coordinator

General Responsibilities: The Business Networks Coordinator oversees Associate Member relationships and business practices and facilitates communication of these between the region and the NACA Office.

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.
- Integrates NACA goals, initiatives, and relevant strategic plan objectives in all aspects of position responsibilities.
- Assists with the recruitment efforts during the conference of potential school and associate members.
- Submits at least one educational program proposal for the regional conference by the deadline.
- Attends all regularly scheduled regional meetings.
- 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 Office: 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)

Qualifications:

- The Business Networks Coordinator must be a full time professional staff member at an NACA member institution (note: if the volunteer changes jobs during the position's term, the new school must also be an NACA member and provide a statement of support. The NACA Office, Chair of the Board, National Volunteer Development Coordinator must be informed of this change and the letter of support must be received at the NACA Office within 30 days of hiring.)

The Business Networks Coordinator 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.)