

Regional Block Booking Coordinator

Supervision received: Business Networks Coordinator

Supervision exercised: Onsite Block Booking volunteers, Graduate Intern for Block Booking

General Responsibilities: The Regional Block Booking Coordinator facilitates the Block Booking process for member schools in the region.

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.
- Coordinates the Block Booking Center in the Campus Activities Marketplace at the regional conference and at other regional activities where appropriate.
- Presides at regional Block Booking meetings at the regional conference, the National Convention and other regional and/or national activities, where appropriate.
- Recruits, trains in use of current Block Booking software, and supervises volunteers to assist in the Block Booking process at the regional conference, the National Convention and other regional and/or national activities, where appropriate.
- Maintains proper records according to regional and national policies.
- Attends the regional conference and National Convention.
- Attends all regularly scheduled regional and national meetings.
- 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)

Qualifications:

- The Regional Block Booking 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 Regional Block Booking 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.).