



National Business & Connections Team (NB&CT) General Member

Assists the National Business Connections chair in ideating, designing, and facilitating Business & Connections programs at NACA events as needed.

Key Competencies: Networking and Business Relationships, Strategic Planning

Specific Responsibilities:

- Promote the use of and educate members on business tools NACA provides (e.g. NACA 24/7).
- Encourage and facilitate the planning of in-person local experiences.
 - *This includes meeting with potential hosts to plan the schedule, make connections with members/volunteers nearby, and follow up for post-event feedback.*
 - *Attendance is encouraged but not mandatory.*
- Foster positive in person experiences that maximize value and engagement among schools and associate members.
- Maintain a thorough knowledge, understanding, and adherence to NACA Policies and Procedures.
- Engage with the Campus Activities community with tools such as NACA Connect and social media accounts to encourage participation in Association events, involvement in volunteer opportunities, recruitment of new members, and retaining members.
- Additional responsibilities as assigned and agreed upon with NACA office staff liaison.

Qualifications/Expectations:

- Attends NACA conferences and NACA Live, as needed.
- Experience with business connection efforts in the last 3-5 years.
- Must be a full-time professional staff member at an NACA member institution.
- You are encouraged to speak with a supervisor about professional opportunities presented by volunteering with NACA, such as professional and personal growth, and possible financial support.
- If the volunteer changes jobs during the position's term, the NACA Volunteer Development Specialist must be informed of this change within two weeks.
 - *The new school must also be a NACA member. If not a member school, the school must join as a member within 30 days of hiring.*

Association Support:

- Will receive registration waiver, hotel rooms, travel, meals and/or per diem for NACA Live and regional NACA conferences as appropriate when providing on-site support.
- Access to NACA Google Drives
- NACA Office Liaison

Term of Service/Time Commitment: Two Years, May 1 – April 30

- Approximately two hours a month, including meetings and independent planning/organization
 - *Time commitment is flexible and often dependent upon active projects.*

Competencies:

- Relationship Development

- Networking and Business Relationships
- Professional Development
- Recruitment and Retention
- Policy Knowledge Development and Management
- Training
- Volunteer and Staff Management
- Supervising
- Strategic Planning
- Event Support
- Intentionality in Student Learning
- Cultivating a Sense of Belonging
- Fiscal Management
- Experiential Leadership Learning