



Chair of the Diversity Advisory Group

The Diversity Advisory Group (DAG) helps to advance the mission of NACA by supporting the values embodied in the NACA® Diversity Statement. The DAG chair oversees the Diversity Advisory Group, supports its initiatives, and ensures that all activities are aligned with its charge, which is to guide diversity, equity, and inclusion (DEI) initiatives for the association; to assist with the integration of DEI practices throughout the Association; and to engage in special initiatives that promote advisor development.

Specific Responsibilities:

- Works with Director of Education and Research, the Board of Directors Liaison, and the Chair-Elect to develop meeting agendas that advance the mission of DAG and NACA.
- Facilitates DAG meetings.
- Works with the Director of Education and Research and the Coordinator of Volunteer Leadership Services to fill open volunteer positions for DAG within the guidelines established by the National Volunteer Development Team.
- Works with the Director of Education and Research to identify projects/tasks for each year in alignment with the DAG Charge and NACA's mission/vision.
- Manages the work of the group by designating sub-committees and small work groups to achieve key tasks.
- Represents DAG at NACA events and meetings as available. (Note: While there are benefits related to on-site participation during live events, NACA recognizes it is not always financially feasible for its members.) Integrates and supports principles of diversity, equity, and inclusion.
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- Maintains a thorough knowledge and understanding of, and ensures adherence to, NACA Policies and Procedures.
- Assures that NACA goals, initiatives and relevant strategic plan objectives are integrated with event and program initiatives and position responsibilities.
- Follows NACA's Non-Discrimination, Diversity Advancement and Affirmative Action 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.
- Communicates the Association's mission and values to current and potential members to actively promote recruitment and retention.
- Additional responsibilities as assigned and agreed upon with volunteer supervisor and/or NACA office staff liaison.

Qualifications/Expectations:

- Applicants must be a full-time professional staff member at an NACA member institution with a minimum of 5 years of experience, preferably in diversity, equity, inclusion, and accessibility-related areas.
- Applicants must demonstrate the ability to lead team efforts either through previous NACA or other higher education volunteer leadership roles or through their work on campus.
- Applicants must have participated in a NACA signature diversity programs, services, positions, and/or activities (e.g., Leadership Fellows Program, Inclusivity Coordinator, diversity activities during regional conferences, etc.) for a minimum of two years.
- Applicants should have participated in a minimum of two conferences/workshops/trainings geared specifically toward diversity and inclusion (e.g., NCORE, NCBI Training, SJTI, diversity workshops, ally workshops, etc.).
- Applicants must have general knowledge of trends and issues related to diversity and inclusion in the context of student affairs.
- Applicants must articulate a passion for diversity and inclusion as expressed in the NACA® Diversity Statement.
- Supports NACA programs through attendance whenever possible.
- Must be a full-time professional staff member at an NACA member institution
- Must have approval from and support of their institution (note: support is defined as financial as well as time out of the office, etc.)

- If the volunteer changes jobs during the position's term, the new school must also be a NACA member and provide a statement of support. The NACA Coordinator of Volunteer Leadership Services must be informed of this change within two weeks and the new letter of support must be received at the NACA Office within 30 days of selection. If not a member school, the school must join as a member within 30 days of transition.

Association Support:

The Diversity Advisory Group will receive the following support from the Director of Education and Research and the Association:

- Schedule conference calls and meetings for the group.
- Actively participate in meetings, being sure to communicate forthcoming strategic initiatives coming out of Education and Research at the national office.
- Communicate regional conference and convention needs and requests to appropriate volunteers and office staff (i.e., meeting rooms, education session slots, AV needs, etc.).
- NACA Connect
- Zoom
- NACA Google Drives

Term of Service/Time Commitment:

- Two-year term, May 1 to April 30 the following year
- One hour per week for meetings and an additional 2-3 hours per month for special projects

NACA Office Liaison:

- Director of Education and Research

Competencies:

- Relationship Development
- Training
- Strategic Planning
- Recruitment and Retention
- Policy Knowledge Development and Management
- Networking and Business Relationships
- Event Support
- Intentionality in Student Learning
- Professional Development
- Volunteer and Staff Management