



### **Associate Advisory Group Facilitator**

*The Associate Advisory Group (AAG) Facilitator leads the volunteer team in supporting NACA's mission and vision. The facilitator coaches AAG members on collaborating with fellow Association volunteers and the NACA Office to enhance the associate member experience.*

**Key Competencies:** Supervising, Networking and Business Relationships, Professional Development

#### **Specific Responsibilities:**

- Develops agenda for and leads Associate Advisory Group meetings, managing the workflow of small groups and group projects.
  - Ensures group projects adhere to the group charge and NACA's mission/vision.
- Attends and helps facilitate Associate Chats and/or other networking sessions, with support from the NACA office and AAG general members.
- Ensures business components of events are as successful as possible, facilitates orientations and networking sessions where needed, adhering to Association policies.
- Identifies volunteers within the Associate Advisory Group and general members that may need extra support, help or coaching.
- Identifies and creates educational resources, including presenting educational sessions or webinars as needed.
- Facilitates associate member meetings at NACA events where scheduled, designating another AAG member if unavailable.
- Serves as a resource for members and leadership at NACA events, encouraging general membership retention efforts.
- Works with the NACA office staff liaison to the Associate Advisory Group on associate member concerns, serving as a resource for board members and office staff as needed.
- Participates in monthly calls with the NACA Office to prepare for monthly calls with the entire Associate Advisory Group.
- Assures that the Association's mission and vision are reflected in the associate member experience by helping create an inclusive, hospitable environment where all associates feel welcome and connected.
- Additional responsibilities as assigned and agreed upon with volunteer supervisor and/or NACA office staff liaison.

#### **Qualifications/Expectations:**

- Attends at least one NACA conference and NACA Live each year of the appointed term.
  - *Must have attended at least one (1) conference within the last two years, though more is preferred.*
- Supports NACA programs through attendance whenever possible.
- Must have worked with a National Associate company/firm or have been a self-represented National Associate Member for at least two years prior to their appointment.
- Must be national associate member in good standing with the Association.
- 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.

- Any vacancy by a facilitator occurring in the Associate Advisory Group will be filled by appointment by the Chair of the Board. The appointment will serve for the remainder of the position's term.

**Association Support:**

- Access to NACA Google Drives
- NACA Office Liaison: Executive Director

**Term of Service/Time Commitment:** Two years, May 1-April 30

- *Approximately one hour a week, 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
- Event Support
- Recruitment and Retention
- Supervising