NACA
NATIONAL ASSOCIATION FOR CAMPUS ACTIVITIES

NACA Board of Directors General Member

The Board of Directors is the governing body of the Association, and all authority within the Association is delegated by it. Members of the Board are responsible for the overall strategic direction, effectiveness, and financial stability of the Association.

Specific Responsibilities:

- Maintains an awareness of the needs and interests of the membership and represents their views during the Board's discussions of the Association's strategic direction.
- Establishes and reviews goals for the Association through the strategic plan process.
- Provides sufficient documentation to update the Board on events or matters within specific areas of responsibility as charged by the Chair or through election to an officer position.
- Approves the annual budget.
- Supports the Association's membership recruitment and retention efforts
- Elects officers to the Board of Directors.
- Evaluates the Executive Director.
- Reviews various written updates from the Board and Office to stay current with decisions regarding day-to-day governance issues; proactively calls the Chair or the Executive Director to discuss if questions arise; serves as a resource for other volunteers regarding decisions of the Board.
- Attends all Board meetings.
- Represents the Board of Directors as appropriate to membership and other organizations.
- May serve as a member of or chair a Board standing committee or research and recommendation team.
- Is available to travel as requested by the Chair of the Board/Executive Director.
- Participates in Board effectiveness assessment annually.
- Undertakes any additional duties set forth in the Association Bylaws, or by the Chair of the Board.
- Integrates and supports principles of diversity, equity, and inclusion.
- 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 conference 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.

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Core Competencies

- **Leadership Competence-Vision and Strategic Direction**
  - Future focus -ability to develop, articulate, and implement a strategic direction/vision
  - Able to provide both strategic and innovative thought leadership
  - Demonstrates strategic thinking and an ability to analyze issues in making decisions that support NACA's overarching mission
  - Demonstrates a capacity for innovative thinking
  - Work collaboratively with others
- **Governance/Board Role & Responsibilities**
  - Can articulate the difference between volunteer and board member responsibilities
  - Communicates the ability to separate oneself and personal experiences from Association decision making
  - Demonstrates an ability to think globally about the Association and not solely rely on individual experiences
  - Presents themselves with integrity
  - Provides examples of making informed decisions that impact a community
  - Ability to be team oriented
  - Understands the role of a Board of Directors and time commitment
  - Recognition and respect of board confidentiality
- **Cultural Competence and Diversity**
  - Aware and can speak to NACA's Commitment to Diversity, Equity and Inclusion Statement, competencies, the Association's work toward its fulfillment
  - Can engage people different from one's self
  - Understands the value of diversity and inclusion in the context of NACA
  - Demonstrates emotional intelligence
- **Financial Literacy & Stewardship**
  - Experience of financial oversight and budgeting
  - Ability to make financial decisions for the overall and long-term health of the Association
  - Demonstrates an understanding of the financial resources and considerations that impact a national association
- **Engage Membership-Outreach and Communication**
  - High relational competency
  - Ability to convey the value of the Association to stakeholders
  - Can develop positive working relationships
  - Ability to speak publicly on behalf of the Board and Association's mission and vision
  - Demonstrates a knowledge of the Association's membership and volunteer experience
- **Knowledge of Higher Education, NACA, and Campus Activities**
  - Demonstrates a global understanding of higher education and the external and internal environment that impact the Association and student life
  - Able to reference and articulate trends in campus activities and their impact to higher education
  - Participates in campus-based committees beyond student life
  - Understanding of the role NACA plays supporting the profession
  - Engaged in professional development beyond campus activities

- Leadership commitment and involvement in NACA

Qualifications (as outlined in Article IV of the Bylaws):

- Part (50%) or full-time employment by a NACA member institution, or possess a transitional membership;
- Not hold a long-term volunteer position (6 months or longer) or conflicting commitment role in another peer or higher education association; Board members who are interested in shorter term volunteer roles in peer or higher education associations (less than six months) must gain approval of the Chair.
- Not be active on an associate member's roster or payroll at time of service;
- A minimum of seven years of professional, full-time work experience, preferably at the management level;
- A minimum of seven years of volunteer service in higher education, three of which must be with NACA.
- Attendance at three or more live or virtual NACA events (conferences, NACA Live, or institutes);

Application Questions

- Personal Information: Email; Phone Number; Institution; Experience Level
- Biography (100 words or less)
- Written Responses (150 words or less each)
  - *Please note an emerging trend in higher education and campus engagement that you believe will most influence NACA's work in the next 3–5 years. How should the Board position NACA to respond based on this trend?*
  - *How do you approach working through discussions with multiple viewpoints to reach shared goals?*
  - *NACA's future relies on financial, organizational, and community sustainability. What perspectives, experiences, or strengths would you bring to conversations about the long-term health?*
- Number of years as a NACA member
- How many years of volunteer experience do you have?
- How many years have you been volunteering with NACA, specifically?
- How many live or virtual NACA events have you attended?
- Attachments: Resume; NACA Involvement List; Headshot
- Institutional Support
  - *Appointment to one of these positions requires support from your institution. This support includes time during work hours to participate in planning calls and projects. By checking this box, I confirm that I have spoken with my supervisor about my intention to apply for this volunteer role with NACA and have received support from my institution to serve as a volunteer.*
- Conflict of interest
  - *A conflict of interest may exist when your personal interests compete with NACA's interests. For example, you may have a competing interest motivated by your family or some affiliated organization. You shall not use your volunteer position (or information obtained through your volunteer position) in any way that conflicts with the interests of NACA and/or NACA's affiliates.*

Application Review, Interview, & Ballot Determination

- *Initial Review*: Prior to candidate interviews, the Immediate Past Chair/Treasurer, current Board member committee representative, and Executive Director shall meet to verify candidates meet the minimum expectations for candidates. If there are any concerns regarding candidate qualifications, candidates will have the opportunity to clarify with the Immediate Past Chair/Treasurer prior to determination if they can continue with the Nominating Committee process.
- *Nominating Committee Review & Interview:* Applications will be reviewed by the Nominating Committee and identify those who will advance to an interview. The Committee is not required to interview all applicants. For example, those candidates who do not meet minimum qualifications as listed below will not be granted an interview. Applicants and candidates will be notified of their status by the Immediate Past Chair.
- *Ballot Determination:* In determining which candidates should be advanced to the ballot, the Nominating Committee will utilize a **rubric** based on board member core competencies and consider a variety of elements including, but not limited to, the following:
    - The ability of the candidate, during their interview, to demonstrate a clear understanding of the role of NACA as well as the role of campus activities within education, and to clearly articulate their perceptions of the effectiveness of each;
    - The candidate's quality, length and timing of prior service to the Association;
    - The candidate's personal skills and strengths including integrity, enthusiasm, commitment, communications skills, critical thinking, and decision-making;
    - The candidate's knowledge and understanding of NACA, its structure, goals, purpose, current issues, and future direction, which must be clearly demonstrated during the candidate interview;
    - Evidence of the candidate's leadership skills and capabilities;
    - Evidence of the candidate's positive interpersonal skills; and,
    - Evidence of the candidate's meeting the minimum qualifications.
- All decisions by the Nominating Committee are final and are not appealable by Board candidates.

Candidate Presentations & Campaigning

- Candidates advanced to the ballot will be invited to make a presentation for the membership. Information about the day, time, and presentation topic will be determined by the Immediate Past Chair. Presentations may be recorded.
- Campaigning may begin upon the completion of the Candidate Presentations and must end at the conclusion of the voting period. All candidates are expected, but not required, to attend NACA Live to engage with the membership about their candidacy.
- Candidates are encouraged to campaign in a manner desired by each candidate. Candidates are expected to use professionalism in all communications, to promote the election as a whole, and to campaign positively for themselves as opposed to negatively against their competitors.
- The Board of Directors reserves the right to remove any candidate from the ballot if communication is anything but respectful to other candidates. There will be no official campaigning to endorse the candidate for the Board of Directors by the NACA leadership.

Association Support:

- NACA Office will provide more information regarding association support.
- NACA Office Liaison: NACA Executive Director

Term of Service/Time Commitment: Three years, May-April

- Board members may run for two consecutive terms on the Board, but with the understanding that they must follow the same application procedures as other potential candidates.

Supervision Received: Chair of the Board of Directors