



### **Associate Advisory Group General Member**

*Associate Advisory Group (AAG) General Members collaborate with Association volunteers and the NACA Office to enhance the associate member experience.*

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

#### **Specific Responsibilities:**

- Works in small groups, as directed, to complete projects in alignment with the group charge and NACA's mission/vision.
- Serve as liaison on various volunteer committees/teams as needed.
- Attends and helps facilitate Associate Chats and/or other networking sessions, with support from the NACA office.
- Identifies and creates educational resources, including presenting educational sessions or webinars.
- Ensures business components of events are as successful as possible, facilitates orientations and networking sessions where needed, adhering to Association policies.
- Serves as a resource for members and leadership at NACA events, encouraging general membership retention efforts.
- 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 staff.

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

- Attends monthly AAG conference calls.
- Supports NACA programs through attendance whenever possible.
- Must have attended at least one (1) conference within the last two years, though more is preferred.
- Preferred: Two years of NACA National membership, either with a company or self-representation.
- 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 company must also be a NACA member. If not a member, the company must join as a member within 30 days of hiring.

#### **Association Support:**

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

**Term of Service/Time Commitment:** Two-year term, May 1 – April 30

#### **Competencies:**

- Relationship Development
- Networking and Business Relationships
- Professional Development
- Event Support

- Recruitment and Retention