



### **Conference Team Associate Liaison**

*The Conference Team Associate Liaison will serve as a bridge between Conference Teams and associate members. They are responsible for assisting teams with brainstorming networking and business connection initiatives.*

**Key Competencies:** Networking and Business Relationships

#### **Specific Responsibilities:**

- Serve as resource to NACA Conference Teams and liaison between a conference team and associate members.
  - Attends monthly conference team meetings and actively participate in discussion.
  - Assist the team with brainstorming/facilitating networking and/or business connection initiatives.
  - Prepare NACA associate members to make the most of their conference experience through webinars, blogs, or other resources.
- Participate in meetings with fellow Conference Team Associate Liaisons, as scheduled.
  - Provide updates on relevant team decisions, developments, and struggles.
  - Ensure consistency among initiatives, as possible.
- Build and maintain professional relationships with team members, developing an understanding of their needs, expectations, and concerns while advocating for the interests of associate attendees.
- Stay informed about industry trends, regulations, and best practices.
  - Share relevant knowledge and insights with team members.
- Serve as an onsite resource for associate members, encouraging general membership retention efforts.
- Assure 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:**

- Attend monthly conference team calls and group liaison calls, as scheduled.
- Supports NACA programs through attendance whenever possible.
- Preferred: One year of NACA membership, either with a company or self-representation.
- Must be an 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 Team Google Drives
- NACA Office Liaison:

**Term of Service/Time Commitment:** 7 months, term dates dependent upon conference dates.

- *Approximately one hour a week, including meetings and independent planning/organization*
- *Time commitment increases leading up to the conference & is often dependent upon team initiatives.*

#### **Competencies:**

- Relationship Development
- Networking and Business Relationships
- Event Support