



Vice President for Membership

Three-year term

Responsibilities

1. The Vice President for Membership maintains and, through various activities, increases the membership of International ACAC;
2. Coordinates and implements membership drives;
3. Serves as a liaison with and promotes membership in NACAC;
4. Annually produces the membership directory and other membership information;
5. Works with the Vice President for Technology and Communications to ensure member records are accessible on the International ACAC website;
6. Communicates with each member institution and individual members regarding their membership status;
7. Reports membership activity to the Executive Board and the general membership;
8. Monitors the web-based membership database for accuracy;
9. Works closely with the VP for Technology and Communications to enhance the positive image of International ACAC and to make members more visible;
10. Develops, maintains, and implements membership policies and procedures;
11. Manages the processing and review of new member applications in accordance with NACAC Bylaws, International ACAC Bylaws, the NACAC Statement of Principles of Good Practice, and International ACAC membership policies;
12. The Vice President for Membership serves as chairperson of the Membership Committee; and
13. Serves as a voting member of the Executive Board.

Required Knowledge/Skills: The International ACAC member records are stored on our website and all changes are made online. The VP for Membership periodically downloads data and should have a good background in the use of Excel. As new members join International ACAC via the online system, the VP for Membership reviews their applications and either approves or rejects their request for membership.

The VP for Membership is charged with finding way of increasing our membership, especially the membership of overseas secondary counselors. Ideas about how to reach out to these members and to market International ACAC would be especially helpful.

Time Commitment: NACAC Conference (7 days), International ACAC Conference (7 days), planning and preparation time and time spent on weekly maintenance or reviewing membership applications or concerns (3-8 hours per week).