



NACA Live Chair

In coordination with the National Office, NACA Live Chair leads the efforts of the NACA Live Team to plan and execute initiatives for the national convention that are intended to create networking opportunities for members, enhance membership growth and engagement, and cultivate a space for conducting business.

Key Competencies: Supervising, Event Support, Cultivating a Sense of Belonging

Specific Responsibilities:

☞ Pre-Event

- In conjunction with office staff, selects a diverse and representative team, assisting in the solicitation of additional volunteers as necessary.
- Responsible for every aspect of managing the planning and execution of initiatives, including managing the workflow of team leaders to meet deadlines, creating team schedules and delegating tasks.
- Schedules and facilitates regularly scheduled meetings, including creation and upkeep of agenda.
- Works with the NACA Office and NACA Live Team Members to brainstorm initiatives aimed at fostering attendee engagement, business connections, and a diverse educational experience.
- Communicates logistical and volunteer needs for convention initiatives to the NACA Office.
- Reviews educational program proposals and is strongly encouraged to submit one.
- Manages implementation of all NACA Live Team initiatives, with support from the NACA Office and additional volunteers as needed.
- Leads the NACA Live Team to engage with all attendees and bring NACA's mission and vision to life.
- Serves as primary program ambassador leading up to the event and while onsite, including, but not limited to, posting about Association events and services on personal social media platforms and NACA Connect communities to drive awareness and encourage member engagement.
- Assures that the Association's Mission, Vision, and Statement on Diversity are reflected in the attendee experience by helping create an inclusive, hospitable environment where all attendees feel welcome.
- Maintains regular communication between NACA Office staff and team members, integrating liaison team members as necessary.
 - Serves as project manager and primary contact to national team liaisons, ensuring liaison initiatives are staffed and completed.
- Additional responsibilities as assigned and agreed upon with the NACA office staff liaison.

● On-site Responsibilities:

- Leads and facilitates on-site meetings to ensure the team is up to date on the schedule, initiatives, and any additional information as well as build team morale.
- Identifies and assigns team members to assist in the facilitation of initiatives as necessary.
- Leads the team to engage with attendees and bring NACA's mission and vision to life.
- Manages implementation of all team initiatives.
- Act as a role model for the team by participating in the following:
 - Staff registration table, along with NACA office staff.

- Marketplace Grand Opening Welcome, focusing on high energy excitement to promote interaction between attendees.
- Assures that the Association's Mission, Vision, and Statement on Diversity are reflected in the attendee experience by helping create an inclusive, hospitable environment where all attendees feel welcome.
- Leaders (defined as Chair, Coordinator, or Facilitator) may be periodically asked to provide reports to the Board of Directors. Reports will include updates from their team towards the group charge and/or strategic plan.
- Additional responsibilities as assigned and agreed upon with NACA staff liaison.

Qualifications/Expectations:

- Attends NACA® Live for the duration of the event.
- Part-time (50%) or full-time employment by a NACA member institution.
- You are encouraged to speak with a supervisor about professional opportunities presented by volunteering with NACA, such as professional and personal growth, and possible financial support.
- 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.*

Association Support:

- Access to NACA Google Drives
- NACA Office Liaison: Experience and Events Director

Term of Service/Time Commitment: April 1 – March 15 of the following year

- Approximately two hours a week, including meetings and independent planning/organization
 - *Time commitment is flexible and often dependent upon team-planned initiatives.*

Supervision Exercised: NACA Live Team Members

Competencies:

- Relationship Development
- Volunteer and Staff Management
- Networking and Business Relationships
- Event Support
- Intentionality in Student Learning
- Professional Development
- Cultivating a Sense of Belonging