



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 the 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.

Qualifications/Expectations:

- Minimum five years of volunteer service, three of which must be within higher education.



- Members of the Board of Directors should have proven abilities of volunteer program management, co-curricular awareness and experience, and sound judgment, as well as understanding and appreciation of NACA activities.
- Members should be articulate, provide evidence of leadership skills and capabilities, and demonstrate personal skills such as integrity, enthusiasm, communication skills, critical thinking, decision-making and follow-through.
- Must be a 50% or full-time professional staff member at an NACA member institution
- Members of the Board must have approval from and support of their institution prior to applying for the position (note: support is defined as financial as well as time out of the office, etc.), and must maintain NACA membership during their term.
- If the volunteer changes jobs during the position's term, the new school must also be a NACA member and provide a statement of support. The NACA Executive Director must be informed of this change within two weeks and the new letter of support must be received at the NACA Office within 30 days of selection. If not a member school, the school must join as a member within 30 days of transition.

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