



### **National Business Connections Team (NBCT) Coordinator**

*The National Business Connections Coordinator serves as the chief volunteer coordinating the business process at the national level in conjunction with the NACA Office and ensures ongoing communication among Assistant National Business Connections Coordinators and regional volunteers.*

**Key Competencies:** Supervising, Networking and Business Relationships, Strategic Planning

#### **Specific Responsibilities:**

- Supervises efforts of the team and regional volunteers in all business aspects.
- Schedules and facilitates meetings, including creation and upkeep of agenda.
- In conjunction with the NACA Office and team, prepare and facilitate training for event volunteers.
- Provides input into the ongoing development and maintenance of the national online business system to the designated NACA Office staff member.
- Maintains documentation and records of business progress to generate reports, illustrate annual progress, and provide statistical evidence
- Works with the NACA Office to recommend related policies.
- Provides on-site business support for NACA events by:
  - Overseeing business to ensure consistency from event to event
  - Coordinating logistical arrangements for computer services and volunteer staffing.
  - Staff the business central.
- Maintains a thorough knowledge, understanding, and adherence to NACA Policies and Procedures.
- 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.
- Communicates the Association's mission and values to current and potential members to actively promote recruitment and retention.
- 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 office staff liaison.

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

- Attends NACA conferences and NACA Live, supporting additional programs when possible.
- Must have served as National Business Connections Assistant Coordinator in the last 3-5 years.
- Must be a full-time professional staff member at an 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:**

- Will receive registration waiver, hotel rooms, travel, meals and/or per diem for NACA events when providing on-site support.
- Access to NACA Google Drives
- NACA Office Liaisons: Chief Operations Officer

**Term of Service/Time Commitment:** Two years, May 1 – April 30

- Approximately one hour a week, including meetings and independent planning/organization
  - *Time commitment is flexible and often dependent upon active projects.*

**Supervision Exercised:** National Business Connections Team Assistant Coordinators

**Competencies:**

- Relationship Development
- Networking and Business Relationships
- Professional Development
- Recruitment and Retention
- Policy Knowledge Development and Management
- Training
- Volunteer and Staff Management
- Supervising
- Strategic Planning
- Event Support
- Intentionality in Student Learning
- Cultivating a Sense of Belonging
- Fiscal Management
- Experiential Leadership Learning