

A. REGIONAL CONFERENCE PROGRAM COMMITTEE

Composition:

The Regional Conference Program Committee consists of seven committee chair positions and 15 committee positions. Only these 22 positions are budgeted to attend the winter meeting (summer for NPL). Attendance is required for the duration of the Regional Conference by all 22 members of this committee as well as the five Regional Graduate Interns. The seven committee chair positions plus the Regional Conference Program Chairperson-Elect make up the selection committee for the next committee.

Committee chairpersons include:

1. [Regional Conference Program Chairperson](#)
2. [Education and Professional Development Coordinator](#)
 - a. [Professional Development Programs Coordinator](#)
 - b. [Graduate Intern Coordinator](#)
 - c. [Diversity Initiatives Coordinator](#)
3. [Volunteer Development Coordinator](#)
 - a. [Volunteer Center Coordinator](#)
4. [Conference Logistics Coordinator](#)
 - a. [Communications Coordinator](#)
 - b. [Conference Treasurer](#)
 - c. [Registration Coordinator](#)
 - d. [Special Events Coordinator](#)
5. [Business Networks Coordinator](#)
 - a. [Showcase Selection Coordinator](#)
 - b. [Regional Co-op Buying Coordinator](#)
 - c. [Showcase Production Coordinator](#)
 - d. [Campus Activities Marketplace Coordinator](#)
6. [Associate Member Projects Coordinator](#)
 - a. [Associate Member Liaison](#)
7. [Student Projects Coordinator](#)
 - a. [Foundation Fundraiser Coordinator](#)
 - b. [School Swap Coordinator](#)

Committee positions are detailed under each committee chairperson's description. All committee chairpersons and members are required to submit at least one educational session proposal (except showcase production coordinator) by the June deadline (November for NPL).

Additional Volunteer Roles

[Educational Session Selection Committee](#)
[Showcase Selection Committee](#)
[Graduate Interns](#)

Beyond these roles listed above, a request to recognize additional volunteer positions must be submitted through the form on the NACA website. Approval of additional positions will be made in coordination with the National Volunteer Development Coordinator, Vice Chair for Regions and Chair of the Board of Directors.

Approval of selected candidates for all regional positions must be made through the NACA Office by the National Volunteer Development Coordinator, Vice Chair for Regions and Chair of the Board of Directors.

Learning Outcomes for Volunteers

Upon completion of the experience, an NACA volunteer will be able to:

- apply and enhance cooperative team work skills
- recruit, develop and utilize a network of staff and student volunteers across the region/country
- understand, experience, and appreciate the value of long distance communication in organizing events
- demonstrate sound volunteer management skills (for those supervising volunteers)
- apply and enhance organization and time management skills
- practice and enhance large scale event planning and critical evaluation skills
- conduct and analyze a program needs assessment
- demonstrate a working knowledge and application of NACA operating policies and procedures

1. Regional Conference Program Chairperson

Supervision received: Vice Chair for Regions/NACA Board of Directors

Supervision exercised:

- Education and Professional Development Coordinator
- Volunteer Development Coordinator
- Conference Logistics Coordinator
- Business Networks Coordinator
- Associate Member Projects Coordinator
- Student Projects Coordinator
- Regional Conference Program Chairperson - Elect

General Responsibilities: The Regional Conference Program Chairperson serves as the senior officer within the region and is responsible to the Board of Directors for every aspect of managing the planning and execution of the regional conference.

Specific Responsibilities:

- Maintains a thorough knowledge and understanding of, and ensures adherence to, NACA Policies and Procedures, the NACA Budget Processes for Regions, the Associate Member Regional Conferences Guide, minimum guidelines for regional conferences as well as other applicable laws and regulations.
- Facilitates communication between RCPC and the NACA Board of Directors. Assures that volunteers are up to date on association issues and assures that Board of Directors representatives are familiar with regional challenges and successes.
- Coordinates regional conference meetings according to established guidelines. Presides over regularly scheduled conference planning meetings.
- Determines featured speakers to invite to the conference in conjunction with the Education and Professional Development Coordinator, Professional Development Programs Coordinator and the NACA Office staff.
- In conjunction with the Association Treasurer and members of the program committee, participates in budget development process on behalf of the region and assists in managing the conference budget.
- In conjunction with the Volunteer Development Coordinator, ensures diverse and effective volunteer recruitment within the region.
- Works in partnership with the Volunteer Development Coordinator and National Volunteer Development Coordinator to assure timely, thorough and effective training of regional volunteers.
- Submits at least one educational program proposal for the regional conference by the deadline.
- 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 Actions 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.

Term of Service: September 15 of the current year through December 15 of the next year (For the Elect, deadline would be June 1 to apply with July 1 being the start of their term of service)

Qualifications:

- The Regional Conference Program Chairperson must be a full time professional staff member at an NACA member institution (note: if the volunteer changes jobs during the position's term, the new school must also be an NACA member and provide a statement of support. The NACA Office, Chair of the Board, National Volunteer Development Coordinator must be informed of this change and the letter of support must be received at the NACA Office within 30 days of hiring.)
- The Regional Conference Program Chairperson 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.)

[\[Return to Position Index\]](#)

2. Education and Professional Development Coordinator

Supervision received: Regional Conference Program Chairperson

Supervision exercised: Professional Development Programs Coordinator, Graduate Intern Coordinator and Diversity Initiatives Coordinator

General Responsibilities: The Education and Professional Development Coordinator coordinates educational programs, student development, and professional development at regional events and facilitates communication between the region and the NACA Office.

Specific Responsibilities:

- Maintains a thorough knowledge and understanding of, and ensures adherence to NACA policies and procedures, as well as other applicable laws and regulations.
- Supervises the solicitation, selection, and evaluation of educational programs at the regional conference.
- Ensures the diversity of educational programs presented in the region.
- Communicates with the NACA Office on matters relating to educational programming at the regional conference.
- Chair the Educational Session Selection Committee.
- Coordinates the Graduate School Fair.
- Selects featured speakers to the regional conference in conjunction with the Regional Conference Program Chairperson, the Professional Development Programs Coordinator and NACA Office staff.
- Submits at least one educational program proposal for the regional conference by the deadline.
- Integrates NACA goals, initiatives, and relevant strategic plan objectives in all aspects of position responsibilities.
- Attends all regularly scheduled regional meetings
- Follows NACA's *Non-Discrimination, Diversity Advancement and Affirmative Actions 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.
- Adheres to minimum guidelines for regional conferences.

Term of Service: September 15 of the current year through December 15 of the next year

Qualifications:

- The Education and Professional Development Coordinator must be a full time professional staff member at an NACA member institution (note: if the volunteer changes jobs during the position's term, the new school must also be an NACA member and provide a statement of support. The NACA Office, Chair of the Board, National Volunteer Development Coordinator must be informed of this change and the letter of support must be received at the NACA Office within 30 days of hiring.)
- A letter indicating institutional support for the volunteer application is required prior to applying for the position (note: support is defined as financial as well as time out of the office, etc.) [\[Return to Position Index\]](#)

2a. Professional Development Programs Coordinator

Supervision received: Education and Professional Development Coordinator

Supervision exercised: Graduate Intern for Educational Programs

General Responsibilities: The Professional Development Programs Coordinator assures consistent quality in programming for professional staff attending the regional conference.

Specific Responsibilities:

- Maintains a thorough knowledge and understanding of, and ensures adherence to NACA policies and procedures, as well as other applicable laws and regulations.
- Coordinate planning and implementation of Professional Development Luncheon
- Receives active communication from NACA office staff regarding results of any needs assessment indicating trends, themes and topics of relevance for professional development planning.
- Arranges volunteer hosts for featured speakers who will contact them in advance of the conference to discuss specifics relating to the audience for presentations and answer any questions about the conference as a whole.
- In advance of the conference and in conjunction with NACA Office staff, plan itinerary for featured speakers and share itinerary information with featured speakers. When appropriate, plan hosts for featured speakers as well as meal outings, check in assistance, or other necessary steps to present a courteous and professional image for NACA.
- Submits at least one educational program proposal for the regional conference by the deadline.
- Integrates NACA goals, initiatives, and relevant strategic plan objectives in all aspects of position responsibilities.
- Attends all regularly scheduled regional meetings.
- Follows NACA's *Non-Discrimination, Diversity Advancement and Affirmative Actions 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.
- Adheres to minimum guidelines for regional conferences.

Term of Service: September 15 of the current year through December 15 of the next year

Qualifications:

- The Professional Development Programs Coordinator must be a full time professional staff member at an NACA member institution (note: if the volunteer changes jobs during the position's term, the new school must also be an NACA member and provide a statement of support. The NACA Office, Chair of the Board, National Volunteer Development Coordinator must be informed of this change and the letter of support must be received at the NACA Office within 30 days of hiring.)
- A letter indicating institutional support for the volunteer application is required prior to applying for the position (note: support is defined as financial as well as time out of the office, etc.) [\[Return to Position Index\]](#)

2b. Graduate Intern Coordinator

Supervision received: Education and Professional Development Coordinator

Supervision exercised: Graduate Interns

General Responsibilities: The Graduate Intern Coordinator manages recruitment, selection and educational program for selected graduate interns for the regional conference.

Specific Responsibilities:

- Maintains a thorough knowledge and understanding of, and ensures adherence to NACA policies and procedures, as well as other applicable laws and regulations.
- Review learning outcomes for the graduate intern program and provide input to the Education and Professional Development Coordinator into the revision of the outcomes for the current year.
- Develop recruitment strategies for interns that represent a diverse cross-section of NACA graduate student members through collaboration with NACA Office staff and the Education and Professional Development Coordinator.
- Through collaboration with the conference program committee, develop itinerary and assignments for graduate interns.
- Establish expectations for volunteer supervisors in their work with assigned interns.
- Facilitate onsite meetings with graduate interns and coordinate involvement of guest speakers for events specific to the intern program.
- Assist the graduate interns with the development and delivery of at least one educational session.
- Coordinate assessment of program goals and learning outcomes. Report results back to the Educational and Professional Development Coordinator for reporting purposes.
- Submits at least one educational program proposal for the regional conference by the deadline.
- Integrates NACA goals, initiatives, and relevant strategic plan objectives in all aspects of position responsibilities.
- Attends all regularly scheduled regional meetings.
- Follows NACA's *Non-Discrimination, Diversity Advancement and Affirmative Actions 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.
- Adheres to minimum guidelines for regional conferences.

Term of Service: September 15 of the current year through December 15 of the next year

Qualifications:

- The Graduate Intern Coordinator must be a full time professional staff member at an NACA member institution (note: if the volunteer changes jobs during the position's term, the new school must also be an NACA member and provide a statement of support. The NACA Office, Chair of the Board, National Volunteer Development Coordinator must be informed of this change and the letter of support must be received at the NACA Office within 30 days of hiring.)
- A letter indicating institutional support for the volunteer application is required prior to applying for the position (note: support is defined as financial as well as time out of the office, etc.) [\[Return to Position Index\]](#)

2c. Diversity Initiatives Coordinator

Supervision received: Education and Professional Development Coordinator

Supervision exercised: Onsite volunteers

General Responsibilities:

The Diversity Initiatives Coordinator is responsible for assuring quality educational initiatives around issues of diversity that advance the NACA Statement of Diversity.

Specific Responsibilities:

- Maintains a thorough knowledge and understanding of, and ensures adherence to NACA policies and procedures, as well as other applicable laws and regulations.
- Create and implement programs and activities that educate and promote different forms of diversity.
- Work with the Program Conference Committee to ensure that diversity is addressed throughout the conference.
- Assist with recruiting presenters for educational sessions addressing issues of diversity.
- Submits at least one educational program proposal for the regional conference by the deadline.
- Integrates NACA goals, initiatives, and relevant strategic plan objectives in all aspects of position responsibilities.
- Attends all regularly scheduled regional meetings.
- Follows NACA's *Non-Discrimination, Diversity Advancement and Affirmative Actions 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.
- Adheres to minimum guidelines for regional conferences.

Term of Service: September 15 of the current year through December 15 of the next year

Qualifications:

- The Diversity Initiatives Coordinator must be a full time professional staff member at an NACA member institution (note: if the volunteer changes jobs during the position's term, the new school must also be an NACA member and provide a statement of support. The NACA Office, Chair of the Board, National Volunteer Development Coordinator must be informed of this change and the letter of support must be received at the NACA Office within 30 days of hiring.)
- A letter indicating institutional support for the volunteer application is required prior to applying for the position (note: support is defined as financial as well as time out of the office, etc.) [\[Return to Position Index\]](#)

3. Volunteer Development Coordinator

Supervision received: Regional Conference Program Chairperson and National Volunteer Development Coordinator

Supervision exercised: Volunteer Center Coordinator

General Responsibilities: The Regional Volunteer Development Coordinator manages the recruitment, selection, training, and retention efforts of the association for regional volunteers.

Specific Responsibilities:

- Coordinates selection process for the new Regional Conference Program Committee.
- Forwards all recommended appointments and volunteer status changes to the NACA Office, Chair of the Board, National Volunteer Development Coordinator and Vice Chair for Regions.
- Maintains a thorough knowledge and understanding of, and ensures adherence to NACA policies and procedures, as well as other applicable laws and regulations.
- Working in conjunction with the NACA Office and the National Volunteer Development Coordinator, implements a volunteer recruitment and tracking program within the region.
- Develops continuing volunteer training programs in cooperation with the NACA Office and National Volunteer Development Coordinator, as directed by the Board of Directors.
- Develops and implements a regional volunteer recognition program, including all awards.
- Recruits and coordinates volunteers at the regional conference, and recommends volunteers for the regional conference committee.
- Provides information on potential volunteers upon request to the Chair of the Board, National Volunteer Development Coordinator and the NACA Office.
- Forwards award winners to the NACA Office for publication on the NACA website.
- Submits at least one educational program proposal for the regional conference by the deadline.
- Integrates NACA goals, initiatives, and relevant strategic plan objectives in all aspects of position responsibilities.
- Attends all regularly scheduled regional meetings.
- Follows NACA's *Non-Discrimination, Diversity Advancement and Affirmative Actions 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.
- Adheres to minimum guidelines for regional conferences.

Term of Service: September 15 of the current year through December 15 of the next year

Qualifications:

- The Volunteer Development Coordinator must be a full time professional staff member at an NACA member institution (note: if the volunteer changes jobs during the position's term, the new school must also be an NACA member and provide a statement of support. The NACA Office, Chair of the Board, National Volunteer Development Coordinator must be informed of this change and the letter of support must be received at the NACA Office within 30 days of hiring.)
- A letter indicating institutional support for the volunteer application is required prior to applying for the position (note: support is defined as financial as well as time out of the office, etc.) [\[Return to Position Index\]](#)

3a. Volunteer Center Coordinator

Supervision received: Regional Volunteer Development Coordinator

Supervision exercised: Onsite volunteers, Graduate Intern for Volunteer Center

General Responsibilities: The Volunteer Center Coordinator is responsible for recruiting onsite conference volunteers and coordinating their assignments and their recognition.

Specific Responsibilities:

- Maintains a thorough knowledge and understanding of, and ensures adherence to NACA policies and procedures, as well as other applicable laws and regulations.
- Work with members of the RCPC to organize a comprehensive grid of volunteer needs including times, locations, volunteer supervisors, and descriptions of duties.
- Forwards grid of volunteers to the NACA Office for review to determine any conflicts and gaps in relation to facility contractual needs.
- Coordinate staffing of volunteer center area and resources located at this central point of conference information.
- Develop recognition efforts for onsite volunteers.
- Anticipate potential volunteer shortages or difficulties.
- Submits at least one educational program proposal for the regional conference by the deadline.
- Integrates NACA goals, initiatives, and relevant strategic plan objectives in all aspects of position responsibilities.
- Attends all regularly scheduled regional meetings.
- Follows NACA's *Non-Discrimination, Diversity Advancement and Affirmative Actions 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.
- Adheres to minimum guidelines for regional conferences.

Term of Service: September 15 of the current year through December 15 of the next year

Qualifications:

- The Volunteer Center Coordinator must be a full time professional staff member at an NACA member institution (note: if the volunteer changes jobs during the position's term, the new school must also be an NACA member and provide a statement of support. The NACA Office, Chair of the Board, National Volunteer Development Coordinator must be informed of this change and the letter of support must be received at the NACA Office within 30 days of hiring.)
- A letter indicating institutional support for the volunteer application is required prior to applying for the position (note: support is defined as financial as well as time out of the office, etc.) [\[Return to Position Index\]](#)

4. Conference Logistics Coordinator

Supervision received: Regional Conference Program Chairperson

Supervision exercised: Communications Coordinator, Conference Treasurer, Registration Coordinator, Special Events Coordinator

General Responsibilities: The Conference Logistics Coordinator oversees registration and finances at regional events and facilitates communication of these events between the region and the NACA Office.

Specific Responsibilities:

- Maintains a thorough knowledge and understanding of, and ensures adherence to NACA policies and procedures, as well as other applicable laws and regulations.
- Submits at least one educational program proposal for the regional conference by the deadline.
- Integrates NACA goals, initiatives, and relevant strategic plan objectives in all aspects of position responsibilities.
- Attends all regularly scheduled regional meetings.
- Follows NACA's *Non-Discrimination, Diversity Advancement and Affirmative Actions 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.
- Adheres to minimum guidelines for regional conferences.

Term of Service: September 15 of the current year through December 15 of the next year

Qualifications:

- The Conference Logistics Coordinator must be a full time professional staff member at an NACA member institution (note: if the volunteer changes jobs during the position's term, the new school must also be an NACA member and provide a statement of support. The NACA Office, Chair of the Board, National Volunteer Development Coordinator must be informed of this change and the letter of support must be received at the NACA Office within 30 days of hiring.)
- A letter indicating institutional support for the volunteer application is required prior to applying for the position (note: support is defined as financial as well as time out of the office, etc.) [\[Return to Position Index\]](#)

4a. Communications Coordinator

Supervision received: Conference Logistics Coordinator

General Responsibilities: The Regional Communications Coordinator coordinates the production and distribution of conference marketing materials.

Specific Responsibilities:

- Maintains a thorough knowledge and understanding of, and ensures adherence to NACA policies and procedures, as well as other applicable laws and regulations.
- Coordinates with the NACA Office Staff graphic designer to produce the pre-conference information, save the date postcard, regional conference program, conference logo and other printed materials promoting the conference; coordinates review of these materials with the NACA Office prior to publication.
- Coordinates and produces signage for the event.
- Works with graphic designer to adhere to the budget for various publications.
- Adheres to deadlines for all regional publications and solicits contributions from the RCPC, national leadership and NACA Office as needed.
- Adheres to the budget for various publications as outlined in the budget approved by the Board of Directors.
- Provides information, as requested, for national publications
- Provides consistent application of standards outlined in the NACA *Stylebook* to the regional conference publications
- Provides information for the NACA Web site to the NACA Office within the appropriate timelines;
- Records, edits, and distributes minutes from all meetings; provides to the Vice Chair for Regions and the NACA Office.
- Updates and maintains regional records, history and photographs.
- Attends all regularly scheduled regional meetings.
- Submits at least one educational program proposal for the regional conference by the deadline.
- Integrates NACA goals, initiatives, and relevant strategic plan objectives in all aspects of position responsibilities.
- Follows NACA's *Non-Discrimination, Diversity Advancement and Affirmative Actions 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.
- Adheres to minimum guidelines for regional conferences.

Term of Office: September 15 of the current year through December 15 of the next year

Qualifications:

- The Communications Coordinator must be a full time professional staff member at an NACA member institution (note: if the volunteer changes jobs during the position's term, the new school must also be an NACA member and provide a statement of support. The NACA Office, Chair of the Board, National Volunteer Development Coordinator must be informed of this change and the letter of support must be received at the NACA Office within 30 days of hiring.)
- The Communications Coordinator 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.). [\[Return to Position Index\]](#)

4b. Conference Treasurer

Supervision received: Conference Logistics Coordinator and Association Treasurer

General Responsibilities: The Conference Treasurer is responsible for sound fiscal management of the conference budget and financial procedures onsite.

Specific Responsibilities:

- Maintains a thorough knowledge and understanding of, and ensures adherence to NACA policies and procedures, including, but not limited to, applicable portions of *P&P*, the *NACA Budget Processes for Regions* manual, and the *Associate Member Regional Conferences Guide*, as well as other applicable laws and regulations.
- Verifies and assigns line item numbers to all accounts payable as processed by the NACA Office.
- Recruits additional volunteers to assist at registration in order to provide coverage for all hours of operation.
- Supervises/coordinates the collection of any monies onsite, ensures the proper reporting of those monies and is responsible for submitting those monies to the NACA Office immediately upon the conclusion of each activity.
- Informs and educates regional leadership on financial policies and procedures.
- Coordinates the purchasing of supplies needed onsite.
- Submits at least one educational program proposal for the regional conference by the deadline.
- Attends all regularly scheduled regional meetings.
- Integrates NACA goals, initiatives, and relevant strategic plan objectives in all aspects of position responsibilities.
- Follows NACA's *Non-Discrimination, Diversity Advancement and Affirmative Actions 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.
- Adheres to minimum guidelines for regional conferences.

Term of Office: September 15 of the current year through December 15 of the next year

Qualifications:

- The Conference Treasurer must be a full time professional staff member at an NACA member institution (note: if the volunteer changes jobs during the position's term, the new school must also be an NACA member and provide a statement of support. The NACA Office, Chair of the Board, National Volunteer Development Coordinator must be informed of this change and the letter of support must be received at the NACA Office within 30 days of hiring.)
- The Conference Treasurer 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.) [\[Return to Position Index\]](#)

4c. Registration Coordinator

Supervision received: Conference Logistics Coordinator

General Responsibilities: Coordinates onsite registration at regional events.

Specific Responsibilities:

- Maintains a thorough knowledge and understanding of, and ensures adherence to NACA policies and procedures, as well as other applicable laws and regulations.
- Coordinates with the NACA Office Staff onsite registration, including use of registration software, printing of nametags, and distribution of conference materials.
- Recruits additional volunteers to assist at registration in order to provide coverage for all hours of operation.
- Coordinates the collection of registration fees with the Conference Treasurer.
- Attends all regularly scheduled regional meetings.
- Submits at least one educational program proposal for the regional conference by the deadline.
- Integrates NACA goals, initiatives, and relevant strategic plan objectives in all aspects of position responsibilities.
- Follows NACA's *Non-Discrimination, Diversity Advancement and Affirmative Actions 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.
- Adheres to minimum guidelines for regional conferences.

Term of Office: September 15 of the current year through December 15 of the next year

Qualifications:

- The Registration Coordinator must be a full time professional staff member at an NACA member institution (note: if the volunteer changes jobs during the position's term, the new school must also be an NACA member and provide a statement of support. The NACA Office, Chair of the Board, National Volunteer Development Coordinator must be informed of this change and the letter of support must be received at the NACA Office within 30 days of hiring.)
- The Registration Coordinator 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.) [\[Return to Position Index\]](#)

4d. Special Events Coordinator

Supervision received: Conference Logistics Coordinator

Supervision exercised: Onsite Special Events volunteers

General Responsibilities: Coordinates the decorations, table centerpieces and other regional conference events.

Specific Responsibilities:

- Maintains a thorough knowledge and understanding of, and ensures adherence to NACA policies and procedures, as well as other applicable laws and regulations.
- Attends all regularly scheduled regional meetings.
- Integrates NACA goals, initiatives, and relevant strategic plan objectives in all aspects of position responsibilities.
- Submits at least one educational program proposal for the regional conference by the deadline.
- Follows NACA's *Non-Discrimination, Diversity Advancement and Affirmative Actions 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.
- Adheres to minimum guidelines for regional conferences.

Term of Service: September 15 of the current year through December 15 of the next year

Qualifications:

- The Special Events Coordinator must be a full time professional staff member at an NACA member institution (note: if the volunteer changes jobs during the position's term, the new school must also be an NACA member and provide a statement of support. The NACA Office, Chair of the Board, National Volunteer Development Coordinator must be informed of this change and the letter of support must be received at the NACA Office within 30 days of hiring.)
- The Special Events Coordinator 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.). [\[Return to Position Index\]](#)

5. Business Networks Coordinator

Supervision received from: Regional Conference Program Chair

Supervision Exercised: Showcase Selection Coordinator, Regional Block Booking Coordinator, Showcase Production Coordinator, CAMP Coordinator

General Responsibilities: The Business Networks Coordinator oversees Associate Member relationships and business practices and facilitates communication of these between the region and the NACA Office.

Specific Responsibilities:

- Maintains a thorough knowledge and understanding of, and ensures adherence to NACA policies and procedures, as well as other applicable laws and regulations.
- Integrates NACA goals, initiatives, and relevant strategic plan objectives in all aspects of position responsibilities.
- Assists with the recruitment efforts during the conference of potential school and associate members.
- Submits at least one educational program proposal for the regional conference by the deadline.
- Attends all regularly scheduled regional meetings.
- Follows NACA's *Non-Discrimination, Diversity Advancement and Affirmative Actions 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.
- Adheres to minimum guidelines for regional conferences.

Term of Office: September 15 of the current year through December 15 of the next year

Qualifications:

- The Business Networks Coordinator must be a full time professional staff member at an NACA member institution (note: if the volunteer changes jobs during the position's term, the new school must also be an NACA member and provide a statement of support. The NACA Office, Chair of the Board, National Volunteer Development Coordinator must be informed of this change and the letter of support must be received at the NACA Office within 30 days of hiring.)
- The Business Networks Coordinator 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.) [\[Return to Position Index\]](#)

5a. Showcase Selection Coordinator

Supervision received: Business Networks Coordinator

Supervision exercised: Showcase Selection Committee

General Responsibilities: The Regional Showcase Selection Chair facilitates all aspects of the regional showcase selection meeting process.

Specific Responsibilities:

- Forwards recommendations on Showcase Selection Committee appointment for approval to the Business Networks Coordinator, Volunteer Development Coordinator and Regional Conference Program Chairperson.
- Accepts showcase application materials from NACA associate members.
- Confirms payment of appropriate fees with NACA Office (ex: membership, CAMP, etc.) within the time frame specified per policy.
- Forwards any payments received to NACA Office.
- Completes opening and cataloging of application materials no less than two weeks prior to beginning of selection committee meeting, utilizing checklist provided by NACA Office.
- In conjunction with NACA Office, contacts applicants as necessary to confirm materials submitted and received and follow up as needed regarding missing materials and/or payments.
- Prepares materials for review by showcase selection committee members.
- Coordinates and supervises the showcase selection process for regional events as per printed policy.
- Votes only in case of a tie.
- Completes showcase selection process and forwards results to NACA Office within the time frame specified per policy.
- Forwards all technical specifications information to Showcase Production Coordinator
- Forwards all showcase applications with pricing information to the Communications Coordinator
- Forwards notification of results to all agencies for acts not selected within the time frame specified per policy.
- Integrates NACA goals, initiatives, and relevant Strategic Plan objectives in all aspects of position responsibilities.
- Follows NACA's Non-Discrimination, Diversity Advancement and Affirmative Actions 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 the development of programs and services for the Association's members.
- Maintains a thorough knowledge and understanding of, and ensures adherence to, NACA policies and procedures as well as other applicable laws and regulations.
- Submits at least one educational program proposal for the regional conference by the deadline.
- Integrates NACA goals, initiatives, and relevant strategic plan objectives in all aspects of position responsibilities.
- Attends all regularly scheduled regional meetings.
- Adheres to minimum guidelines for regional conferences.

Term of Service: September 15 of the current year through December 15 of the next year

Qualifications:

- The Showcase Selection Chairperson must be a full time professional staff member at an NACA member institution (note: if the volunteer changes jobs during the position's term, the new school must also be an NACA member and provide a statement of support. The NACA Office, Chair of the Board, National Volunteer Development Coordinator must be informed of this change and the letter of support must be received at the NACA Office within 30 days of hiring.)
- The Showcase Selection Coordinator 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.).
- The Showcase Selection Coordinator must have served on a regional conference showcase selection committee at least one time.
- This person must not be a current or former employee or intern of an NACA associate member firm or agency, or plan to be employed by or be an intern for an NACA associate member firm or agency within the next NACA fiscal year. [\[Return to Position Index\]](#)

5b. Regional Block Booking Coordinator

Supervision received: Business Networks Coordinator

Supervision exercised: Onsite Block Booking volunteers, Graduate Intern for Block Booking

General Responsibilities: The Regional Block Booking Coordinator facilitates the Block Booking process for member schools in the region.

Specific Responsibilities:

- Maintains a thorough knowledge and understanding of, and ensures adherence to NACA policies and procedures, as well as other applicable laws and regulations.
- Coordinates the Block Booking Center in the Campus Activities Marketplace at the regional conference and at other regional activities where appropriate.
- Presides at regional Block Booking meetings at the regional conference, the National Convention and other regional and/or national activities, where appropriate.
- Recruits, trains in use of current Block Booking software, and supervises volunteers to assist in the Block Booking process at the regional conference, the National Convention and other regional and/or national activities, where appropriate.
- Maintains proper records according to regional and national policies.
- Attends the regional conference and National Convention.
- Attends all regularly scheduled regional and national meetings.
- Submits at least one educational program proposal for the regional conference by the deadline.
- Integrates NACA goals, initiatives, and relevant strategic plan objectives in all aspects of position responsibilities.
- Follows NACA's *Non-Discrimination, Diversity Advancement and Affirmative Actions 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.
- Adheres to minimum guidelines for regional conferences.

Term of Service: September 15 of the current year through December 15 of the next year

Qualifications:

- The Regional Block Booking Coordinator must be a full time professional staff member at an NACA member institution (note: if the volunteer changes jobs during the position's term, the new school must also be an NACA member and provide a statement of support. The NACA Office, Chair of the Board, National Volunteer Development Coordinator must be informed of this change and the letter of support must be received at the NACA Office within 30 days of hiring.)
- The Regional Block Booking Coordinator 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.). [\[Return to Position Index\]](#)

5c. Showcase Production Coordinator

Supervision received: Business Networks Coordinator

Supervision given: Stage Crew volunteers, Assistants as appointed by the region

General Responsibilities: The Regional Showcase Production Coordinator facilitates all aspects of the presentation of showcases at the regional conference.

Specific Responsibilities:

- Serves as non-voting member of showcase selection committee or appoints appropriate and qualified designee.
- Schedules acts in each of the showcase categories and forwards necessary information to NACA Office per established timelines.
- Schedules load-in, load-out, sound checks and performances per standard production schedule provided by the NACA Office and communicates these schedules to the office for timely dissemination of standard NACA Showcase Letters of Intent to respective associate members.
- Selects and supervises the volunteer stage crew for the conference in collaboration with the contracted sound and light company.
- Coordinates and supervises the presentation of the showcases at regional events as per printed policy, recruiting additional volunteers to assist onsite as deemed necessary.
- Communicates special A/V and equipment needs (LCD projectors, pianos, etc.) to the designated meeting planner.
- Integrates NACA goals, initiatives, and relevant Strategic Plan objectives in all aspects of position responsibilities.
- Follows NACA's Non-Discrimination, Diversity Advancement and Affirmative Actions 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 the development of programs and services for the Association's members.
- Maintains a thorough knowledge and understanding of, and ensures adherence to, NACA policies and procedures as well as other applicable laws and regulations.
- Attends all regularly scheduled regional meetings.
- Adheres to minimum guidelines for regional conferences.

Term of Service: September 15 of the current year through December 15 of the next year

Qualifications:

- The Showcase Production Coordinator must be a full time professional staff member at an NACA member institution (note: if the volunteer changes jobs during the position's term, the new school must also be an NACA member and provide a statement of support. The NACA Office, Chair of the Board, National Volunteer Development Coordinator must be informed of this change and the letter of support must be received at the NACA Office within 30 days of hiring.)
- The Showcase Production Coordinator must not be a current or former employee or intern of an NACA associate member firm or agency, or plan to be employed by or be an intern for an NACA associate member firm or agency within the next NACA fiscal year.
- The Showcase Production Coordinator should be available during the week immediately following the showcase selection committee meeting to complete showcase production scheduling and communication to NACA Office.
- The Showcase Production Coordinator 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.). [\[Return to Position Index\]](#)

5d. Campus Activities Marketplace (CAMP) Coordinator

Supervision received: Business Networks Coordinator

Supervision exercised: Onsite CAMP Volunteers, Graduate Intern for CAMP

General Responsibilities: The CAMP Coordinator facilitates the implementation of all aspects Campus Activities Marketplace operation and policy enforcement.

Specific Responsibilities:

- Coordinates and supervises the operation of the Campus Activities Marketplace for regional events as per printed policy, recruiting additional volunteers to assist onsite as deemed necessary to assist with:
 - Monitoring exhibitor load-in and load out
 - Implementing opening and closing times during the conference schedule
 - Overseeing adherence to policies related to exhibiting, sightlines, noise levels, booth demonstrations and Marketplace Attractions
- Facilitates, with NACA Office, allocation of booth assignments per printed policy.
- Forwards appropriate information to NACA Office and exhibitors in a timely manner.
- Submits written post-conference report to NACA Office, highlighting instances of noise complaints, early load-out, non attendance or other policy violations
- Integrates NACA goals, initiatives, and relevant Strategic Plan objectives in all aspects of position responsibilities.
- Follows NACA's Non-Discrimination, Diversity Advancement and Affirmative Actions 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 the development of programs and services for the Association's members.
- Maintains a thorough knowledge and understanding of, and ensures adherence to, NACA policies and procedures as well as other applicable laws and regulations.
- Attends all regularly scheduled regional meetings.
- Submits at least one educational program proposal for the regional conference by the deadline.
- Adheres to minimum guidelines for regional conferences.

Term of Service: September 15 of the current year through December 15 of the next year

Qualifications:

- The CAMP Coordinator must be a full time professional staff member at an NACA member institution (note: if the volunteer changes jobs during the position's term, the new school must also be an NACA member and provide a statement of support. The NACA Office, Chair of the Board, National Volunteer Development Coordinator must be informed of this change and the letter of support must be received at the NACA Office within 30 days of hiring.)
- The CAMP Coordinator must not be a current or former employee or intern of an NACA associate member firm or agency, or plan to be employed by or be an intern for an NACA associate member agency or firm within the next fiscal year.
- The CAMP Coordinator 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.). [\[Return to Position Index\]](#)

6. Associate Member Projects Coordinator

Supervision received: Regional Conference Program Chairperson

Supervision exercised: Associate Member Liaison

General Responsibilities: Serves as a liaison between the Associate Members and Regional Conference Program Committee.

Specific Responsibilities:

- Maintains a thorough knowledge and understanding of, and ensures adherence to NACA policies and procedures, as well as other applicable laws and regulations.
- Maintains proper records according to regional and national policies.
- Assists with the recruitment efforts during the conference of potential school and associate members.
- Attends all regularly scheduled regional meetings.
- Runs the Associate Member Town Hall meeting at the regional conference.
- Participates in discussions related to associate member issues.
- Coordinates and runs the Associate Member Orientation at the regional conference.
- Submits at least one educational program proposal for the regional conference by the deadline.
- Integrates NACA goals, initiatives, and relevant strategic plan objectives in all aspects of position responsibilities.
- Follows NACA's *Non-Discrimination, Diversity Advancement and Affirmative Actions 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.
- Adheres to minimum guidelines for regional conferences.

Term of Service: September 15 of the current year through December 15 of the next year. May not serve more than two consecutive terms.

Qualifications:

- Must have worked with a NACA member company or be a self-represented NACA Member for at least two years;
- Must have attended one or more regional conference(s) within the three years prior to submission of application. Must have attended two National Conventions.
- Must be national associate members in good standing with the Association. This membership must be maintained throughout their term on the Regional Conference Program Committee.
- Nominee must have had one or more of the following volunteer experiences with NACA: regional associate member representative to a Regional Leadership Team or Regional Conference Program Committee [\[Return to Position Index\]](#)

7. Student Projects Coordinator

Supervision received: Regional Conference Program Chairperson

Supervision exercised: Foundation Fundraiser Coordinator, School Swap Coordinator

General Responsibilities: The Regional Student Representative offers student views and perspective on decisions and planning for the regional conference and supervises a student committee assigned to special projects.

Specific Responsibilities:

- Maintains a thorough knowledge and understanding of, and ensures adherence to NACA policies and procedures, as well as other applicable laws and regulations.
- Functions as a liaison to student members of the NACA Board of Directors.
- Coordinates a student communication network to include regional student leadership and general student membership.
- Assists in Foundation fundraising at the National Convention and coordinating Foundation fundraising at respective regional conferences.
- Integrates NACA goals, initiatives, and relevant strategic plan objectives in all aspects of position responsibilities.
- Submits at least one educational program proposal for the regional conference by the deadline.
- Attends all regularly scheduled regional meetings.
- Follows NACA's *Non-Discrimination, Diversity Advancement and Affirmative Actions 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.
- Adheres to minimum guidelines for regional conferences.

Term of Service: September 15 of the current year through December 15 of the next year

Qualifications:

- The Student Projects Coordinator must be a full time professional staff member at an NACA member institution (note: if the volunteer changes jobs during the position's term, the new school must also be an NACA member and provide a statement of support. The NACA Office, Chair of the Board, National Volunteer Development Coordinator must be informed of this change and the letter of support must be received at the NACA Office within 30 days of hiring.)
- The Regional Student Representative 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.). [\[Return to Position Index\]](#)

7a. Foundation Fundraiser Coordinator

Supervision received: Student Projects Coordinator

General Responsibilities: The Foundation Fundraiser Coordinator develops, plans and implements initiatives designed to raise money for the NACA Foundation at the regional conference.

Specific Responsibilities:

- Maintains a thorough knowledge and understanding of, and ensures adherence to NACA policies and procedures, as well as other applicable laws and regulations.
- In conjunction with the Student Projects Coordinator, develops ideas for fundraising initiatives that are consistent with the conference schedule, available facilities, and available volunteer support.
- Through collaboration with the conference treasurer, assure that all financial transactions are completed with adherence to NACA Accounting Procedures.
- Following the conference, communicate results of fundraiser to regional conference attendees.
- Submits at least one educational program proposal for the regional conference by the deadline.
- Integrates NACA goals, initiatives, and relevant strategic plan objectives in all aspects of position responsibilities.
- Attends all regularly scheduled regional meetings.
- Follows NACA's *Non-Discrimination, Diversity Advancement and Affirmative Actions 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.
- Adheres to minimum guidelines for regional conferences.

Term of Service: September 15 of the current year through December 15 of the next year

Qualifications:

- The Foundation Fundraiser Coordinator must be a graduate or undergraduate student at an NACA member institution (note: if the volunteer changes institutions during the position's term, the new school must also be an NACA member and provide a statement of support. The NACA Office, Chair of the Board, National Volunteer Development Coordinator must be informed of this change and the letter of support must be received at the NACA Office within 30 days of starting at the new institution.)
- The volunteer 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.). [\[Return to Position Index\]](#)

7b. School Swap Coordinator

Supervision received: Student Projects Coordinator

General Responsibilities: The School Swap Coordinator recruits participants and arranges event plans.

Specific Responsibilities:

- Maintains a thorough knowledge and understanding of, and ensures adherence to NACA policies and procedures, as well as other applicable laws and regulations.
- Develop descriptions and registration materials for School Swap event for registration website. This includes determination of judging categories.
- Working within available budget, determine recognition awards.
- Coordinate the registration of schools participating upon arrival at the conference and coordinate any onsite registration.
- Recruit judges and communicate in advance of conference to secure their participation.
- Manage all aspects of event including setup, judging time, event, and breakdown.
- Integrates NACA goals, initiatives, and relevant strategic plan objectives in all aspects of position responsibilities.
- Submits at least one educational program proposal for the regional conference by the deadline.
- Attends all regularly scheduled regional meetings.
- Follows NACA's *Non-Discrimination, Diversity Advancement and Affirmative Actions 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.
- Adheres to minimum guidelines for regional conferences.

Term of Service: September 15 of the current year through December 15 of the next year

Qualifications:

- The School Swap Coordinator must be a graduate or undergraduate student at an NACA member institution (note: if the volunteer changes institutions during the position's term, the new school must also be an NACA member and provide a statement of support. The NACA Office, Chair of the Board, National Volunteer Development Coordinator must be informed of this change and the letter of support must be received at the NACA Office within 30 days of starting at the new institution.)
- The School Swap Coordinator 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.). [\[Return to Position Index\]](#)

Educational Session Selection Committee

Supervision received: Education and Professional Development Coordinator

General Responsibilities: The Educational Session Selection Committee reviews and selects the educational programs for the regional conference.

Specific Responsibilities:

- Assists with the solicitation, selection, and evaluation of educational programs at the regional conference.
- Ensures the diversity of educational programs presented in the region.
- Integrates NACA goals, initiatives, and relevant strategic plan objectives in all aspects of position responsibilities.
- Submits at least one educational program proposal for the regional conference by the deadline.
- Participates in all selection discussions.

Term of Service: April 1 through June 30

Qualifications:

- These volunteers must be a full time professional staff member or student at an NACA member institution (note: if the volunteer changes jobs during the position's term, the new school must also be an NACA member and provide a statement of support. The NACA Office, Chair of the Board, National Volunteer Development Coordinator must be informed of this change and the letter of support must be received at the NACA Office within 30 days of hiring.)
- Each member of the committee will have attended at least one NACA Regional Conference or National Convention.
- Associate members may not serve on the Educational Session Selection Committee, nor will they attend the selection committee meetings. Members of the committee must not be a current or former employee or intern of an NACA associate member firm or agency, or plan to be employed by or be an intern for an NACA associate member firm or agency within the next NACA fiscal year.

Composition:

- Four to seven school members are to be selected for the committee. An institution should not be represented more than once on this committee.
- Appointments to the Committee should be made with consideration to the various demographic characteristics of the NACA member schools within the region. These considerations should include, but are not limited to:
 - a. diversity, which is defined as ethnic identification/race, gender, disability, sexual orientation, age and religion
 - b. geographic location
 - c. size and type of institution
 - d. commuter vs resident student populations
 - e. awareness of current trends in campus activities [\[Return to Position Index\]](#)

Showcase Selection Committee

Supervision received: Showcase Selection Coordinator

General Responsibilities: The Showcase Selection Committee reviews and selects the showcases for the regional conference.

Specific Responsibilities:

- Assists with the solicitation, selection, and evaluation of educational programs at the regional conference.
- Ensures the diversity of educational programs presented in the region.
- Integrates NACA goals, initiatives, and relevant strategic plan objectives in all aspects of position responsibilities.
- Participates in all selection discussions.

Term of Service: May 1 through August 1

Qualifications:

- These volunteers must be a full time professional staff member or student at an NACA member institution (note: if the volunteer changes jobs during the position's term, the new school must also be an NACA member and provide a statement of support. The NACA Office, Chair of the Board, National Volunteer Development Coordinator must be informed of this change and the letter of support must be received at the NACA Office within 30 days of hiring.)
- A letter indicating institutional support for the volunteer application is required prior to applying for the position (note: support is defined as financial as well as time out of the office, etc.)
- Associate members may not serve on the Showcase Selection Committee, nor will they attend the showcase selection committee meeting.
- Members of the committee must not be a current or former employee or intern of an NACA associate member firm or agency, or plan to be employed by or be an intern for an NACA associate member firm or agency within the next NACA fiscal year.

Composition:

- Members of the committee must not be a current or former employee or intern of an NACA associate member firm or agency, or plan to be employed by or be an intern for an NACA associate member firm or agency within the next NACA fiscal year.
- Appointments to the Committee should be made with consideration to the various demographic characteristics of the NACA member schools within the region. These considerations should include, but are not limited to:
 - a. diversity, which is defined as ethnic identification/race, gender, disability, sexual orientation, age and religion
 - b. geographic location
 - c. size and type of institution
 - d. commuter vs resident student populations
 - e. awareness of current trends in campus activities
- At least 50% of the voting members shall be students. The minimum number of voting members will be eight.
- Other non-voting members of the committee shall include the Business Networks Coordinator, the Showcase Production Coordinator, and the Regional Conference Program Coordinator. These non-voting members will help facilitate the review and selection process, in roles determined by the Showcase Selection Coordinator. Other RCPC members may be called to replace any of the individuals outlined above if needed. [Return to Position Index](#)

Regional Graduate Interns

Supervision received: Graduate Intern Coordinator

General Responsibilities: The five Graduate Interns will individually provide support for the following areas: Block Booking, CAMP, Educational Sessions, Volunteer Center, and Graduate Program Fair

Specific Responsibilities:

- Assists with the solicitation, selection, and evaluation of educational programs at the regional conference.
- Ensures the diversity of educational programs presented in the region.
- Integrates NACA goals, initiatives, and relevant strategic plan objectives in all aspects of position responsibilities.
- Participates in all selection discussions.

Term of Service: January 15 to November 15. Application deadline will be December 1.

Qualifications:

- These volunteers must be a current graduate student either enrolled or working at an NACA member institution within the appropriate region (note: if the volunteer changes jobs during the position's term, the new school must also be an NACA member and provide a statement of support. The NACA Office, Chair of the Board, National Volunteer Development Coordinator must be informed of this change and the letter of support must be received at the NACA Office within 30 days of hiring.)
- A letter indicating institutional support for the volunteer application is required prior to applying for the position (note: support is defined as financial as well as time out of the office, etc.)
- Attendance is required for the duration of the Regional Conference. Interns will receive a comp registration and ticket to the Professional Development Luncheon Ticket.

Composition:

- Appointments should be made with consideration to the various demographic characteristics of the NACA member schools within the region. An institution should not be represented more than once among the group selected. These considerations should include, but are not limited to:
- diversity, which is defined as ethnic identification/race, gender, disability, sexual orientation, age and religion
- geographic location
- size and type of institution
- commuter vs resident student populations
- awareness of current trends in campus activities
- Selection should be made in conjunction with the Graduate Intern Coordinator, Educational and Professional Development Coordinator and Regional Conference Program Chairperson. [\[Return to Position Index\]](#)