

Iowa Association for College Admission Counseling

Roles and Responsibilities of Executive Board Members and Committees

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Contents

<i>Iowa ACAC Mission</i>	3
<i>Purpose of the Association</i>	3
<i>Brief History</i>	4
<i>Governance</i>	5
General Membership	5
<i>Executive Board</i>	5
<i>Elected Positions</i>	6
Presidential Succession	6
President-elect	6
<i>Responsibilities of the President-Elect</i>	6
<i>President-Elect Calendar</i>	6
President.....	7
Past President.....	8
Chief Delegate to the NACAC Assembly	9
Treasurer.....	9
Assembly Delegates.....	11
Admission Practices Chairperson	12
College Day/Night Chairperson	13
Conference Planning Chairperson.....	14
Membership Chairperson	17
Government Relations Chairperson.....	18
Inclusion, Access, and Success Chairperson	19
Professional Development Chairperson.....	19
Publications and Marketing Chairperson	20
Past-President Representative	21
Executive Assistant	21
Responsibilities of the Executive Assistant.....	21
Guidelines for Chairing a Committee	22
Guidelines for Serving on a Committee	23
Master Calendar of Events 2013-2014	24

Iowa ACAC Mission

The Iowa Association for College Admission Counseling (Iowa ACAC) is a non-profit organization consisting of admissions professionals, high school counselors, and educational organizations. Our association strives to place the student first in the college selection process, enabling them to make sound, informed decisions on their future. Ultimately, we counsel students, network among ourselves, and educate Iowa.

Purpose of the Association

The Iowa Association for College Admission Counseling is organized under the laws of the State of Iowa for the following purposes:

To establish and to maintain high professional standards in post secondary admissions guidance at secondary schools, two- and four-year colleges, universities, other postsecondary educational institutions, and related educational organizations and agencies.

To develop and to expand relationships between secondary schools, two- and four-year colleges, universities, other postsecondary educational institutions, and related educational organizations and agencies.

To assist in the development of effective programs of counseling and guidance which will aid students in selecting suitable two- or four-year colleges, universities, or other postsecondary educational institutions.

To develop professional competence and to meet the professional needs of individuals involved in admission procedures.

To serve students, parents, secondary schools, postsecondary educational institutions, and related educational organizations and agencies by considering the whole range of influences on a student's transition from secondary school to further education without regard to race, creed, gender, political affiliation, national origin or disability.

To promulgate and promote adherence to the Statement of Principles of Good Practice of the National Association for College Admission Counseling (NACAC).

To formulate and make recommendations to the National Association for College Admission Counseling, a nonprofit national association, of which the Iowa ACAC is a chartered affiliate, on the conduct and scope of its program.

Members of Iowa ACAC shall be committed to maintaining high professional standards according to the Statement of Good Principles of Good Practice (SPGP) promulgated by NACAC in postsecondary guidance, while helping students make successful transitions from secondary to postsecondary institutions. Members work together to provide students and their families with the information needed to make informed decisions about postsecondary education in Iowa and beyond.

Brief History

Iowa has long been a leader in education. In 1937, representatives from 19 Midwestern colleges, including three Iowa institutions, gathered in Illinois with the goal to provide students greater access to higher education. This visionary group founded the Association of College Admissions Counselors, which became the National Association for College Admission Counseling (NACAC) in 1995.

The Iowa Association of College Admission Counselors (Iowa ACAC) was founded in 1948, when several Iowa colleges brought the goal of serving students in the transition to postsecondary education down to a state and local level. Iowa ACAC is one of 23 state and regional affiliates of NACAC and plays an active role in promoting and providing equal access to higher education for all students, based on the ethics outlined in NACAC's [Statement of Principles of Good Practice \(SPGP\)](#).

In 1993, Iowa ACAC filed Articles of Incorporation organizing as a non-profit 501 (c) corporation. The organization legally changed its name in 1996 to Iowa Association for College Admission Counseling.

Iowa ACAC assists students, parents, and secondary school counselors in the college admissions process through many popular programs. Among them:

- The College Day/College Night program incorporates approximately 30 college fairs scheduled throughout the state, providing thousands of students and parents access to over 130 two-year and four-year public and private colleges, technical schools, military representatives, and not-for-profit college planning programs. Along with in-state educational organizations, over 60 colleges from around the country choose to meet Iowa students through the Iowa ACAC college fair program.
- The annual spring conference provides Association members time for professional development, networking, and information exchange during three days in May.
- Secondary school counselors are offered the opportunity to learn more about Iowa's educational environment through the R.I.D.E. (Rediscovering Iowa's Diverse Education) in June. This three-day bus tour is offered free so school counselors can learn more about the opportunities available to their students.

Iowa ACAC is proud of its partnerships with high school counselors, AEAs, and other professional organizations who work to assist Iowa students and maintain Iowa's reputation as a leader in education.

Governance

General Membership

Institutional representatives of voting member institutions each have one vote at the General Membership Meeting called annually at the Spring Iowa ACAC Conference. Members vote on a single slate of candidates, specified bylaws amendments, and have the opportunity to voice their opinions on issues affecting the association and the profession.

Executive Board

The Iowa ACAC Executive Board's primary purpose is to provide general direction and policies for the Association. The Iowa ACAC Executive Board is comprised of the following positions:

Elected

President
President-Elect (Elected)
Past President
Treasurer (Elected)
Assembly Delegates (Elected)

The President-Elect, President, Past President, and Treasurer form the Executive Officers of the Iowa ACAC through the Articles of Incorporation.

Appointed

Admissions Practices Chairperson
College Day/College Night Chairperson
Conference Planning Chairperson
Diversity, Equity, and Access Chairperson
Government Relations Chairperson
Membership Chairperson
Past Presidents' Council Representative
Professional Development Chairperson
Publications and Marketing Chairperson

All active Iowa ACAC members can be considered for an elected Executive Board position. Any member in good standing may self-nominate or nominate another member for consideration by the Committee. Care is taken to balance representation among various segments of the membership. Iowa ACAC members vote to fill the positions during the General Membership meeting at the annual Spring Conference.

Appointed positions are filled each spring, as terms end, or as needed. The President-Elect, at the recommendation of Chairpersons and Board members, makes appointments. They are most often selected from those who have served on the Chairperson's committee and are familiar with the processes.

Elected Positions

Presidential Succession

The President is elected as President-elect to a three-year term.

- Term year one - President-Elect
- Term year two - President
- Term year three - Past President

President-elect

The duties of the President-Elect, as defined by the Constitution, are as follows:

1. Assume the duties of the President upon the absence or inability of the President to serve.
2. Succeed to the position of President in the event the President cannot complete his/her term; serve the remainder of the vacating President's term, and then a full term as President.

Responsibilities of the President-Elect

- Serve as a member of the Executive Board and remain informed through close contact with the members.
- Serve as an officer of Iowa ACAC per Articles of Incorporation.
- Be an active member in good standing in NACAC and Iowa ACAC.
- Serve as a NACAC Assembly delegate.
- Assist the President in implementing the activities and goals of the Association.
- Serve as a member of the Finance Committee and assist in preparing the budget.
- Involvement in committees in any capacity deemed appropriate by the President.
- Identify Association members who might be appropriate selections for chairpersons.
- Attend winter and summer NACAC Leadership Institutes.
- Chairperson of the Bylaws Update Committee.
- Chairperson of the R.I.D.E. Committee
- Appoints new committee chairs to fill outgoing positions

RIDE Committee

The RIDE Committee consists of the president-elect (chair), one past-president (appointed by chair), one at large, and two or three high school counselors. The committee meets as needed throughout the planning process for the RIDE. The committee's duties include selecting which educational institutions to visit, planning the schedule--including overnight stops, securing the bus, marketing the RIDE to school counselors, and communicating with participants and host schools.

President-Elect Calendar

May: Iowa ACAC Annual Conference
General Membership meeting
Assume office

July: Attend Iowa ACAC Executive Board retreat
Attend NACAC Leadership Development Institute

September: Attend NACAC Conference
Attend Iowa ACAC affiliate meeting at NACAC
Iowa ACAC Executive Board meeting

	Chair the Bylaws Update Committee
December:	Iowa ACAC Executive Board meeting
February:	Iowa ACAC Executive Board meeting Visit the Hill program at the Iowa State Capitol
March:	Attend NACAC Leadership Development Institute
April:	Iowa ACAC Executive Board meeting Iowa ACAC budget preparation

President

The President shall be the principal elected officer of the Association and shall succeed to the office of Past-President after serving a term of one year.

The duties of the President, as defined by the Constitution, are as follows:

1. To call and preside at meetings of the Association and Executive Committee and Board.
2. To serve as the official spokesperson of the Association.
3. To appoint eligible persons to replace any vacancy that occurs on the Executive Committee during his/her term.
4. To appoint persons to serve on special committees, including ad-hoc committees, task forces, panels, and other bodies, subject to approval of the Executive Board.
5. To serve as an ex-officio member of all committees, except the Awards and Nominating Committee.

Responsibilities of the President

1. Executive Committee
 - a. Determine sites and times of Executive Board meetings.
 - b. Prepare and circulate agendas for all meetings.
 - c. Follow and support activities of Iowa ACAC committees through close contact with committee chairpersons.
2. Executive Assistant
 - a. Supervise activities.
 - b. Evaluate performance.
3. Leadership Development Institute
 - a. Plan for the annual summer Iowa ACAC Executive Board retreat.
 - b. Attend NACAC Leadership Development Institute.
4. General Membership Meetings
 - a. Prepare and circulate agendas for the meetings.
 - b. Submit a report to the membership at the annual Spring Conference meeting.
5. Financial Management
 - a. Participate with members of the Finance Committee to develop an Association budget.
6. Newsletter
 - a. Prepare and submit the President's column for each edition.
7. NACAC
 - a. Be aware of NACAC affairs.
 - b. Present Association concerns at State and Regional Presidents' meetings in winter and summer and as needed to NACAC officials.
 - c. Assist the Past-President in preparing July NACAC Annual Report.
 - d. Notify NACAC of Iowa ACAC officers, committee chairpersons and elected Assembly delegates.
 - e. Serve as a NACAC Assembly delegate.

Presidential Calendar

April:	Executive Board Meeting Iowa ACAC Budget Preparation
May:	Annual Conference General Membership meeting Assume office Committee Chairperson Appointments NACAC Report
July:	Organize and lead Executive Board retreat Attend NACAC Leadership Development Institute / President Council Meeting NACAC Annual Report
September:	Iowa ACAC Executive Board meeting Iowa ACAC Budget Preparation Attend NACAC Conference Lead Iowa ACAC affiliate meeting at NACAC Serve as a NACAC Assembly delegate
November:	Iowa ACAC/Iowa School Counselors Conference – luncheon presentation
December:	Iowa ACAC Executive Board meeting NACAC President Council grant applications due
February:	Iowa ACAC Executive Board meeting Visit the Hill program at the Iowa State Capitol
March:	NACAC President Council meeting
April:	Iowa ACAC Executive Board meeting
May:	Iowa ACAC Annual Conference Lead General Membership meeting Turn over gavel to President-Elect and assume the role of Past-President
July:	Assist President with NACAC reports

Past President

The duties of the Past-President, as defined by the Constitution, are as follows:

1. Chair the Nominating and Awards Committee.
2. Serve as the Chief Delegate to the NACAC Assembly.

Responsibilities of the Past-President:

1. Serve as one of the officers of the Executive Board.
2. Assist the President in planning for the coming year.
3. Transmittal of pertinent records, which will need the attention of the newly elected President, should take place promptly after the Annual Conference. There should be a briefing about important items of business, both for Iowa ACAC and NACAC, which are pending, unfinished or not previously completed by the Executive Committee.
4. Prepare the Iowa ACAC Annual Report, which is submitted to the NACAC National Office by July.
5. Assist the President in planning and conducting the annual Executive Board retreat.
6. Update and revise the Iowa ACAC Roles and Responsibilities Manual with assistance of the Executive Assistant.
7. Serve as chair of the Nominations and Awards Committee and solicit nominations for open elected positions, as well as annual association awards, including Admissions Professional of the Year, High School Counselor of the Year and Rising Star.

Nominations and Awards Committee

The Nominations and Awards Committee, chaired by the Past President, seeks nominations beginning in February of a given year for the elected positions scheduled to complete their terms. The Committee also oversees the nominations and selection of the annual Admissions Professional of the Year, High School Counselor of the Year, and all NACAC awards and grants, including, but not limited to, Rising Star and Imagine Grant.

Chief Delegate to the NACAC Assembly

The Chief Delegate to the NACAC Assembly shall be the Iowa ACAC immediate Past-President.

Responsibilities of the Chief NACAC Delegate

- Keep all Delegates and President informed of NACAC issues and proposals.
- Confer with the Iowa ACAC Executive Committee when critical issues are debated at the national level.
- Inform Association membership of national issues and developments through the newsletter
- Ensure duties, responsibilities, terms of office (including time of the first and last Assembly) are given to each newly elected delegate prior to their first National Assembly.
- Ensure all delegates are informed of the time and place of the National Assembly meeting(s) at the NACAC conference.
- Attend Iowa ACAC Spring Conference and report to the general membership.
- Attend MIDWEST Conference to assist in representing Iowa ACAC and the Executive Board.
- Attend the NACAC Conferences, when possible, to assist in representing Iowa ACAC and the Executive Board.
- Contribute material for the quarterly Iowa ACAC Scenes newsletter.
- Prepare and submit an annual assembly budget to the Treasure and Executive Board.
- Attend all Iowa ACAC Executive Board meetings.
- Support other Iowa ACAC committees, working closely with them as necessary, suggested, or requested.
- Other duties as assigned by the Executive Board or Iowa ACAC President.

Treasurer

The Treasurer of Iowa ACAC is first elected as Treasurer-elect to a three-year term. The Treasurer maintains the official financial records of the Association and provides quarterly reports on the financial condition of the Association at each Executive Board meeting. The term succession is as follows:

- Term year one (Treasurer-Elect): Maintain financial records of Iowa ACAC bank statements, checkbook, and budget reports; prepare proposed budget for annual Iowa ACAC business meeting. Serve as a member of Iowa ACAC Finance Committee.
- Term year two (Treasurer): Continue the above assigned duties, as well as serving as chairperson of the Iowa ACAC Finance Committee; handle tax and insurance preparation.

- Term year three (Treasurer): Serve as chair of the Iowa ACAC Finance Committee; coordinate training of Treasurer-elect and new Executive board members at annual Planning Retreat.

Responsibilities of the Treasurer

- Serve as one of the officers of the Executive Board.
- Serve as chairperson of the Finance Committee.
- Prepare the budget proposal following the budget year of January 1 – December 31.
- Maintain a solvent account and pay expenses of the Association when:
 - Approved as a budget item
 - Approved by the Executive Board
- Follow the Expense Payment Procedure:
 - Write checks for bills, recording them in the checkbook. The nature of the purchase should be noted as well as the account to which it should be charged.
 - Expenditures in excess of the approved committee budget must have the approval of the Executive Board.
 - After paying the bill, file the receipt so a financial report can be made at each meeting of the Executive Board.
- Keep an expenditure log for the Standing and Ad Hoc Committee budgets involved. Prepare a report presented at the Annual Conference to detail the activities of each committee.
- Arrange for CPA assistance on official financial needs as well as to arrange for an annual audit.
- File required tax and other government forms.
- Pass on complete records to the Treasurer-Elect including:
 - Budget proposed and approved
 - Ledger
 - Vouchers and receipts
 - Financial statements, including year-end statement
 - Correspondence and other materials relating to the financial affairs of the organization
- Report on audit
- Prepare financial statements for presentation at General Membership and Executive Committee meeting.
- File information needed to maintain tax-exempt status with appropriate federal and state agencies as required.
- Attend Iowa ACAC Spring Conference and report on budget to the general membership.
- Attend MIDWEST and NACAC Conferences, when possible, to assist in representing Iowa ACAC and the Executive Board.
- Contribute material for the quarterly Iowa ACAC Scenes newsletter.
- Attend all Iowa ACAC Executive Board meetings.
- Support other Iowa ACAC committees, working closely with them as necessary, suggested, or requested.
- Other duties as assigned by the Executive Board or Iowa ACAC President.

Finance Committee

The Iowa ACAC Finance Committee consists of President, President-elect, Past President, Treasurer, Treasurer-elect, and one Executive Board member at large. The committee recommends finance policies for the consideration of revenue generation for the Association.

Assembly Delegates

Assembly delegates are elected by Iowa ACAC members who are also NACAC voting members. The number of elected delegates is based on proportional representation according to the number of NACAC voting members from the Iowa ACAC region. NACAC Assembly delegates are elected for three-year terms. The president and past president serve as delegates and the president-elect serves as an alternate delegate.

Delegate Conference Registration

NACAC supports the Assembly participation for each elected Assembly delegate with complimentary national conference registration.

Responsibilities of Assembly Delegates

The Assembly delegate responsibilities include acting upon amendments to the NACAC Bylaws, carrying out special assignments delegated to the Assembly by the voting membership, and electing members of the NACAC Board of Directors. The Assembly reports to the NACAC membership after each annual meeting. Delegates must:

- Be elected by the NACAC members in Iowa ACAC.
- Be active members in good standing in NACAC and Iowa ACAC.
- Attend the National Conference.
- Attend assembly and NACAC candidate sessions at the National Conference
- Attend the annual membership meeting at the National Conference
- Participate in Iowa ACAC delegate training.
- Represent the interest of NACAC membership, the association, and the profession.
- Work under the direction of their chief delegate.
- Become knowledgeable about NACAC's mission, governance structure, *Statement of Principles of Good Practice*, budget, bylaws, election processes, programs, and public policy initiatives.
- Keep informed about current issues facing the Association and the profession.
- Receive, review, respond, and convey information to their constituents in a timely manner, such as NACAC Board of Director reports, committee reports, budget, proposed motions, and Assembly agenda topics.
- Assist in the identification and cultivation of candidates for national leadership positions such as the Board of Directors and committees.
- Frame issues originating from Iowa ACAC members for Assembly consideration.
- NACAC provides an electronic communication list for all NACAC delegates to exchange information about relevant Assembly issues and business. In addition, several months before the Assembly, NACAC creates an Assembly Information Web page on its web site to provide delegates with information needed to prepare for the upcoming Assembly meeting. Delegates should use both of these tools.
- Assembly meetings are held annually at the National Conference.

Appointed Positions

Admission Practices Chairperson

Term - Three Years

The Admission Practices (AP) Chairperson oversees the process to support and defend the ethical treatment of students in the college selection process.

Responsibilities of the Admission Practices Chairperson

- Maintain committee budget and adhere to guidelines of the Finance & Budget Policies and Procedures
- Interpret the NACAC Statement of Principles of Good Practice (SPGP).
- Respond to questions concerning the professional ethics and standards of conduct of admission professionals and secondary school members.
- Ensure members serve students responsibly by safeguarding their rights, and their access to and within postsecondary education.
- Educate membership about ethical issues.
- Coordinate the New Professional Mentor Program.
- Raise the level of consciousness of the membership by periodically publishing portions of the SPGP and commentary in the Iowa ACAC newsletter.
- Report to the general membership at the annual Spring Conference.
- Review annually the SPGP and the monitoring system.
- Oversee mediation of allegations of SPGP infractions.
- Notify NACAC Admission Practices Chairperson of infractions and the resolution.
- Follow the NACAC procedures for handling cases of infractions.
- Attend Iowa ACAC Spring Conference and report to the general membership.
- Attend MIDWEST Conference to assist in representing Iowa ACAC and the Executive Board.
- Attend the NACAC Conferences, when possible, to assist in representing Iowa ACAC and the Executive Board.
- Contribute material for the quarterly Iowa ACAC Scenes newsletter.
- Prepare and submitting an annual budget to the Treasure and Executive Board.
- Attend all Iowa ACAC Executive Board meetings.
- Support other Iowa ACAC committees, working closely with them as necessary, suggested, or requested.
- Identify a potential successor during the second year of the chair's appointment and recommend their successor by a specific date during that second year.
- Other duties as assigned by the Executive Board or Iowa ACAC President.

Responsibilities of the Admission Practices Committee

Work with the Chairperson to mediate allegations of SPGP infractions and work toward positive resolutions. Members of the subcommittee to review allegations include:

- AP Committee Chairperson
- Iowa ACAC President, President-elect, and past-President
- The National Association (NACAC) AP committee member liaison.
- Attend all committee meetings either in person or by conference call.

College Day/Night Chairperson

Term - Three years

Iowa ACAC sponsors a series of college fairs in Iowa. The College Day/Night Chairperson, along with the committee and Executive Assistant, oversees the development and distribution of the calendar of IACAC-sponsored and endorsed programs held throughout the fall and spring recruitment periods. With the assistance of volunteer site coordinators, these programs bring together prospective students, parents, secondary school counselors, representatives from colleges and universities, and other postsecondary institutions. These programs aid the prospective students in their educational transition from high school and their college search process.

Responsibilities of the College Day/Night Chairperson

- Coordinate the development of the annual college fair calendar and provide participating colleges with a planning tool for the fall and spring travel seasons. This includes making scheduling recommendations to college fair coordinators, processing college fair scheduling forms, and constructing the schedule in an attempt to increase the efficiency in which colleges, universities, and other institutions can participate in these programs.
- Assist in the development of registration, college fair contract processing, and promotional communications to colleges and regional high schools, as appropriate.
- Work closely with the Iowa ACAC Executive Assistant during the college fair registration process and enforce the appropriate deadlines and monetary responsibilities of contractors.
- Maintain committee budget and adhere to guidelines of the Finance & Budget Policies and Procedures
- Oversee and approve the proposed individual college fair budgets prior to submission to the Executive Board and the Treasurer.
- Develop new Iowa ACAC college fair sites, as needed.
- Oversight of College Fair Automation program.
- Assist in the development of the college fair guidelines, seek approval of those guidelines from Iowa ACAC Executive Board, and articulate approved guidelines to the college fair coordinators and the Iowa ACAC membership.
- To enforce the Iowa ACAC college fair guidelines at the college fairs and handle alleged infractions of college fair rules.
- If necessary, work with the Admissions Practices Committee to notify appropriate parties of college fair infractions with the intent to eliminate future incidents.
- Coordinate pre-fair communications and materials.
- Oversee the Iowa ACAC college fairs and evaluations. Provide feedback to college fair coordinators in an attempt to enhance the effectiveness of college fairs for students, coordinators, and participants.
- Act as a liaison between the college fair coordinators and the Executive Board.
- Monitor committee expenses in relation to the committee budget.
- Attend Iowa ACAC Spring Conference and report to the general membership.
- Attend MIDWest Conference to assist in representing Iowa ACAC and the Executive Board.
- Attend the NACAC Conferences, when possible, to assist in representing Iowa ACAC and the Executive Board.
- Contribute material for the quarterly Iowa ACAC Scenes newsletter.
- Prepare and submitting an annual budget to the Treasure and Executive Board.

- Identify a potential successor during the second year of the chair's appointment and recommend their successor by a specific date during that second year.
- Attend all Iowa ACAC Executive Board meetings.
- Support other Iowa ACAC committees, working closely with them as necessary, suggested, or requested.
- Other duties as assigned by the Executive Board or Iowa ACAC President.

Responsibilities of College Day/Night Committee

The College Fair Committee is comprised of the Day/Night Chairperson and representatives from postsecondary institutions across Iowa.

- Collaborate with the on-site coordinators for the various fairs.
- Assist in monitoring fairs to ensure the following of participation guidelines.
- Attend committee meetings in person or by conference call.

Conference Planning Chairperson

Term- Three years

The Iowa ACAC annual Spring Conference is typically held in May (during the odd years). A MIDWest Conference (IA, MN, WI, Dakotas) is held in May every other year (even years), with each state rotating as host site. The Iowa ACAC Conference Planning Chair oversees the Conference Planning Committee for the Iowa Conference and represents Iowa ACAC in the planning of the MIDWest Conference.

Responsibilities of the Conference Planning Chairperson

- Manage budget for Iowa ACAC Spring Conference . and adhere to guidelines of the Finance & Budget Policies and Procedures
- Lead bid and selection process for conference site. Stay in contact with chosen site.
- Secure signatures of the chairperson and past-president on all contracts and provide a copy to the Iowa ACAC Executive Assistant.
- Coordinate the four planning meetings through the year
- Keep schedule moving through the year.
- Coordinate the activities of all subcommittees.
- Track conference expenses.
- Print session evaluation forms.
- Work to post information to the Iowa ACAC Web site/Facebook/listserv in a timely fashion.
- Attend Iowa ACAC Spring Conference and report to the general membership.
- Attend MIDWEST Conference to assist in representing Iowa ACAC and the Executive Board.
- Attend the NACAC Conferences, when possible, to assist in representing Iowa ACAC and the Executive Board.
- Contribute material for the quarterly Iowa ACAC Scenes newsletter.
- Prepare and submit an annual budget to the Treasure and Executive Board.
- Attend all Iowa ACAC Executive Board meetings.
- Support other Iowa ACAC committees, working closely with them as necessary, suggested, or requested.
- Identify a potential successor during the second year of the chair's appointment and recommend their successor by a specific date during that second year.
- Other duties as assigned by the Executive Board or Iowa ACAC President.

Responsibilities of the Conference Planning Committee

- The Conference Planning Committee consists of the Conference Planning Chairperson, Past President, and a wide range of Iowa ACAC members from across the state—typically no more than 16 people. Each person has a specific responsibility in the development, coordination, and implementation of the annual Spring Conference. Committee members are to attend all committee meetings either in person or by conference call.

Programming-Two people

Coordinate the session programming, including review of evaluations from previous annual conferences for program recommendations; issuing a call for session proposals to the membership; brainstorming with committee members for possible session topics.

- Select sessions and solicit presenters for key topics to ensure balance for secondary and postsecondary members and expertise levels.
- Communicate with program presenters outlining expectations for professional development.
- Ensure offering of continuing education requirements for Licensed Professional Counselors, if applicable.
- Submit final Annual Conference program schedule, as well as session details, to the Conference Chairperson and Publications/Printing Chairperson, noting session details, time, location, and equipment needs.
- Work to post information to the Iowa ACAC Web site/Facebook/listserv in a timely fashion.

Registration - Two people

Typically, one person handles the web site communications and the other will print/design badges. It helps if the two people are close geographically, although not required.

- Prepare and conduct pre-registration.
- Register those involved with NACAC.
- Handle all invoicing and receipt distribution for participants, as well as exhibitors and sponsors.
- Design, print badges, and place ribbons.
- Staff the registration area.
- Handle special requests when dealing with food and other accommodations.
- Work to post information to the Iowa ACAC Web site/Facebook/listserv in a timely fashion.

Publications-Two people

- Identify designer(s) for conference logo, program booklet, and program signage.
- Provide advance publicity.
- Work with Conference Planning Chairperson to prepare articles for the newsletter to inform the membership about the conference and to encourage participation.
- Ensure all communications coordinate with logo and theme of Conference.
- Coordinate conference signage.
- Timely completion of conference program booklet.

Exhibitors and Sponsors/Sponsoring Business Partners – Two-Four People

- Make initial contact with prospective exhibitors and sponsors.
- Follow-up in email and by phone to solidify exhibitor and sponsor agreements.

- Coordinate with Conference Coordinator for all physical arrangements and equipment needs, i.e., location, tables, chairs, signs, trashcans, electricity, Internet, hotel rooms, etc.
- Coordinate with Registration Chairperson on exhibitor and sponsor registration and payment.
- Correspond with exhibitors concerning rules, regulations, procedures and established exhibitor hours.
- Coordinate with Publicity/Printing Chairperson for exhibitor/sponsor recognition in newsletter.
- Provide final instruction within one month before conference.

Raffle—Two-Four people

- Work with local arrangements person to determine raffle recipient
- Solicit items for raffle
- Communicate via listserv for school donations (shirts/cups/pens, etc.)
- Coordinate sending letters soliciting business donations from geographic locations around the state.
- Sell raffle tickets at conference benefiting local organization. The planning committee selects that organization.
- Have tickets/money exchanged and help hand out prizes.
- Work to post information to the Iowa ACAC Web site/Facebook/listserv in a timely fashion.

Social—Two-Four People

- Help plan main social for conference.
- Assess venues for social.
- Food/beverage ideas.
- Arrange pre-conference idea, if needed.
- Identify site and make all arrangements for a golf tournament the morning of the opening day of the conference
- Coordinate first-time attendee orientation and welcome social.
- Work to post information to the Iowa ACAC Web site/Facebook/listserv in a timely fashion.

Keynote Speaker/NACAC Contact—one person

- Arrange NACAC folks who may speak at conference (if needed).
- Coordinate NACAC folks transportation to and from conference (if needed).
- Contact keynote speaker and be their main contact for conference.
- Work with Registration to ensure their rate/information is accurate.
- Check with hotel and make reservations for NACAC and keynote guests.
- Provide contact information for NACAC/keynote at least two weeks before event.
- Introduce NACAC folks/Keynote speaker at conference (if needed).

Local Arrangements—one person

- **Preferably a committee person from the geographical area of the scheduled conference.**
- Create a binder for various food locations (left on registration table).
- Be go-to person for Conference Chairperson in the event they cannot sign documents/contracts, etc.
- Encourage local guidance counselors to attend conference

- Be available during conference to run errands should the need arise.
- Contact Visitors Bureau to help provide local information for registration packets (have available at hotel when making registration packets).
- Assist with other committees as needed (typically raffle, social, registration)

Membership Chairperson

Term - Three Years

The primary role of the Iowa ACAC Membership Chairperson is to develop and maintain all membership recruitment and retention efforts. The chair targets individuals, organization, and agencies dedicated to students' access to postsecondary education and the transition process.

Responsibilities of the Membership Chairperson

- Maintain a committee budget . and adhere to guidelines of the Finance & Budget Policies and Procedures
- Coordinate and implement annual membership drive.
- Actively pursue of new members and renewal of current members.
- Collaborate with the Publications and Marketing Committee, and Executive Assistant, to maintain a comprehensive communication flow to membership, including electronic communication and collateral materials.
- Monitor membership records.
- Collaborate with the Iowa ACAC Executive Assistant regarding membership records and data.
- Presence at ACU.
- Update and maintain Iowa High School Counselor Contact Directory.
- Contribute to Scenes.
- Field phone calls and e-mail inquiries regarding Membership questions or concerns.
- Chair the membership committee and lead a minimum of three meetings per year. Meetings can be on site or by conference call.
- Represent Iowa ACAC at the annual Iowa School Counselors Association (ISCA) Conference at the Iowa ACAC exhibit table to promote membership in Iowa ACAC.
- Correspond with all new and returning members within two weeks of receiving their membership application.
- Attend Iowa ACAC Spring Conference and report on the membership status.
- Attend MIDWEST Conference to assist in representing Iowa ACAC and the Executive Board.
- Attend the NACAC Conferences, when possible, to assist in representing Iowa ACAC and the Executive Board.
- Contribute material for the quarterly Iowa ACAC Scenes newsletter.
- Prepare and submitting an annual budget to the Treasure and Executive Board.
- Attend all Iowa ACAC Executive Board meetings.
- Support other Iowa ACAC committees, working closely with them as necessary, suggested, or requested.
- Identify a potential successor during the second year of the chair's appointment and recommend their successor by a specific date during that second year.
- Other duties as assigned by the Executive Board or Iowa ACAC President.

Responsibilities of Membership Committee

The Membership Chairperson selects Iowa ACAC Membership Committee members based on expressed interest and through recommendations made by Board members.

- Attend Membership Committee meetings either in person or by conference call.

- Work aggressively within the member's region to promote Iowa ACAC membership benefits.
- Work with the chairperson to attract and increase new and returning members to Iowa ACAC.
- Advise the membership chairperson on issues and concerns.
- Contact new and returning members, as assigned by the membership chairperson.
- Assist with the creative aspect of promotional marketing materials for the Membership Committee.
- Other duties as assigned by the membership chairperson.

Government Relations Chairperson

Term - Three years

The Government Relations Chairperson is a link between Iowa ACAC and NACAC, keeping state association members apprised of NACAC advocacy efforts and national issues affecting college admissions. Likewise, the Chairperson informs NACAC of policy developments within Iowa and leads Association advocacy efforts regarding state and national issues.

Responsibilities of the Government Relations Chairperson

- Maintain a committee budget and adhere to guidelines of the Finance & Budget Policies and Procedures
- Submit articles for the SCENES Newsletter, as requested or necessary.
- Keep legislators advised of organizational stance on issues.
- Gather a committee with other Iowa ACAC representation and involvement with other allied professional associations, including the Iowa Department of Education, Iowa Association of Student Financial Aid Administrators (IASFAA), and ISCA.
- Stay informed of policy developments in Iowa.
- Lead Iowa ACAC public policy efforts.
- Presence at ACU (coordinate with PD)
- Promote SPGP (coordinate with AP)
- Recruit members to the Government Relations committee.
- Organize at least one Government Relations or policy activity at the annual Spring Conference.
- Organize an Iowa ACAC advocacy network.
- Keep the Iowa ACAC Executive Board informed on policy issues.
- Participate in NACAC advocacy efforts year round, at the Legislative Conference, National Conference, and on all “access alerts” or other calls to action.
- Pass along national news and information from NACAC to Iowa ACAC Executive Board and members.
- Advise the national committee and NACAC staff on state issues, collaborating with NACAC to take action on issues, as needed, and share “best practices” with NACAC staff.
- Pass Iowa education-related news and emerging issues onto NACAC staff; share with colleagues on government relations e-list (to join e-list, contact NACAC staff at legislative@nacac.com).
- Communicate quarterly with the NACAC Government Relations liaison.
- Attend NACAC legislative conference.
- Attend NACAC national conference.
- Make contact with a state or federal lawmaker at least once outside of the legislative conference.

- Attend Iowa ACAC Spring Conference and report to the general membership.
- Attend MIDWEST Conference to assist in representing Iowa ACAC and the Executive Board.
- Attend the NACAC Conferences, when possible, to assist in representing Iowa ACAC and the Executive Board.
- Contribute material for the quarterly Iowa ACAC Scenes newsletter.
- Prepare and submitting an annual budget to the Treasure and Executive Board.
- Identify a potential successor during the second year of the chair's appointment and recommend their successor by a specific date during that second year.
- Attend all Iowa ACAC Executive Board meetings.
- Support other Iowa ACAC committees, working closely with them as necessary, suggested, or requested.
- Other duties as assigned by the Executive Board or Iowa ACAC President.

Responsibilities of Government Relations Committee

The Government Relations Chairperson selects Iowa ACAC Government Relations Committee members based on expressed interest and through recommendations made by Board members. The committee typically includes representation from other professional education-related associations, including the Iowa Department of Education, IASFAA, and ISCA.

- Attend all committee meetings either in person or by conference call.
- Monitor legislative issues at the state and national level and communicate pertinent information with Iowa ACAC members.
- Prepare and identify representatives to attend the NACAC Legislative Conference.
- Coordinate the efforts of the membership to respond to issues.
- Serve as an information source about the high school to college transition for legislators.
- Assist in organizing the annual Iowa ACAC/ISCA Visit the Hill program.
- Manage budget and adhere to guidelines of the Finance & Budget Policies and Procedures

Inclusion, Access, and Success Chairperson

Term - Three Years

The role and duties of the Inclusion, Access, and Success Chairperson are in development by the new committee and chairperson.

- Identify a potential successor during the second year of the chair's appointment and recommend their successor by a specific date during that second year.
- Manage budget and adhere to guidelines of the Finance & Budget Policies and Procedures
- Build and maintain relationships with key educational partners within the state to identify needs of underrepresented populations in order to better serve them
- Develop and promote programs that educate underrepresented students regarding their post-secondary options
- Maintain effective and ongoing communications with Inclusion, Access, and Success counterparts at other affiliates.

Professional Development Chairperson

Term - Three Years

The Professional Development Chairperson oversees the development and implementation of programs or forums for the professional growth and development of Iowa ACAC members.

Responsibilities of the Professional Development Chairperson

- Maintain committee budget and adhere to guidelines of the Finance & Budget Policies and Procedures.
- Coordinate appropriate events with the President-Elect and maintain communication with the President-Elect.
- Coordinate all aspects of Admissions Counselor University (ACU) Workshop.
- Participate and help to coordinate the Fall ISCA/Iowa ACAC Workshop in conjunction with the Iowa School Counselor Association team.
- Promotion of events through appropriate venues.
- Select and maintain committee members.
- Attend Iowa ACAC Spring Conference and report to the general membership.
- Attend MIDWEST Conference to assist in representing Iowa ACAC and the Executive Board.
- Attend the NACAC Conferences, when possible, to assist in representing Iowa ACAC and the Executive Board.

Responsibilities of the Professional Development Committee

- Attend all committee meetings either in person or by conference call.
- Work with the Chairperson to determine appropriate programming through which to deliver learning activities to members of Iowa ACAC.
- Address the needs and interest of secondary counselors and college admissions professionals through the programming.
- Be sensitive to the locations of events to ensure all members have access to the events.
- Coordinate programs and forums by securing locations, obtaining speakers for sessions, managing logistics (i.e. food, parking, information packets, etc.), and communicate to guests about events and programming.
- Promote participation in Iowa ACAC and encourage involvement.
- Identify a potential successor during the second year of the chair's appointment and recommend their successor by a specific date during that second year.
- Invite public high school counselors to apply for grant funds to attend the state or regional ACAC affiliate meetings, the NACAC National Conference or NACAC Critical Components program.

Publications and Marketing Chairperson

Term - Three Years

The Publications and Marketing Chairperson oversees the development of the quarterly Scenes newsletter and assists with other forms of communication within the association.

Responsibilities of the Publications and Marketing Chairperson

- Solicit updates and articles from members, via the listserv, for use in Scenes newsletter.
- Maintain committee budget and adhere to guidelines of the Finance & Budget Policies and Procedures
- Compile and edit quarterly newsletter to the membership. Arrange for design and printing. Topics include:
 - President's column
 - Notice of upcoming events
 - Summary of past events
 - Professional development topics
 - Other timely topics
 - Photos

- Assist with Spring Conference publicity.
- Assist other committees with publication needs.
- Solicit photographs from membership of Association events and maintain photo archive.
- Assist with updating the Association website.
- Attend Iowa ACAC Spring Conference and report to the general membership.
- Attend MIDWEST Conference to assist in representing Iowa ACAC and the Executive Board.
- Attend the NACAC Conferences, when possible, to assist in representing Iowa ACAC and the Executive Board.
- Identify a potential successor during the second year of the chair's appointment and recommend their successor by a specific date during that second year.

Past Presidents Council Representative

Term – 3 years

The Past Presidents Council provides the Executive Board and the Association with the ability to pursue areas of interest and common endeavors to strategically advance the mission of Iowa ACAC and to improve the effectiveness of the Association's work. From time to time, and as directed by the Executive Board, the Past Presidents Council will adopt an issue for further study and report to the Executive Board its findings. Meeting venues may involve face-to-face, conference call, Skype, etc., and the Council's schedule likely will be determined by the will of the group, but issue and project development is expected to be regular and on going. The Council will elect its own chair and the chair will represent the Council on the Executive Board.

Executive Assistant

The Executive Assistant is an independent contractor employed by the Executive Board to conduct the business of Iowa ACAC and to administer its headquarters office, in accordance with policies and procedures established by the Board. The Executive Assistant's employment or dismissal, and all matters related thereto, shall require a majority vote of the Officers. The Executive Assistant receives monthly compensation for services provided.

Responsibilities of the Executive Assistant

- Serve as an ex-officio, non-voting member of the Iowa ACAC Executive Board.
- Attend all meetings of the Board and the annual general membership meeting.
- Attend MIDWEST Conference, when possible, to assist in representing Iowa ACAC and the Executive Board.
- Attend the NACAC Conferences, when possible, to assist in representing Iowa ACAC and the Executive Board.
- Provide administrative support to the president and others as needed.
- Provide continuity of operations through annual leadership transitions.
- Assist Association's president in annual report preparation, as requested.
- Maintain official database of member records and information.
- Coordinate the receipt of membership applications & fees, and deposit checks.
- Provide current membership reports to the members of the Executive Committee on a quarterly basis.
- Coordinate receipt of college fair contracts, maintain tracking, coordinate follow-up and deposit checks.
- Maintain Iowa ACAC listserv and e-mail blast functions.
- Compile, produce, and distribute the Iowa ACAC Roles and Responsibilities Manual for the Executive Board.

- Maintain archival records, contracts, and other legal or official documents.
- Maintain historical records for 10 years past.
- Develop or update forms, as needed.
- Manage the Iowa ACAC website.
- Act as the clearinghouse and processor of electronic communication to the membership.
- Inventory of Iowa ACAC property and materials.
- Maintain a master calendar for the President and Executive Board.
- Other duties as assigned.

Guidelines for Chairing a Committee

The following are guidelines for all Association members chairing any Association committee. Iowa ACAC has a tradition of excellence in the leadership and management of all standing, advisory, and ad hoc committees. As a volunteer, you play a major role in making Iowa ACAC governance effective and productive.

Be Committed to Serve

Agreeing to be a committee chairperson means making a commitment to participate in the work of the committee. Chairpersons should prepare ideas in advance of the meetings, and actively participate in the meetings. Emergencies do arise, however, chairpersons are expected to attend all meetings, unless in the case of emergencies. If travel is a concern due to financial or time resources, or inclement weather, please arrange to attend via conference call. An Executive Board calendar follows this section, so members can work with their supervisors to plan accordingly.

Service is Year-Round

Service as a chairperson is a year-round commitment. Committee chairpersons work on projects throughout the year, review materials, offer opinions, or monitor professional concerns. Service extends beyond coming to a committee meeting.

Maintain Iowa ACAC Membership

Committee chairpersons must maintain their active membership throughout their three-year term of appointment. Executive committee members are also encouraged to be a member of NACAC.

Offer your Experience and Expertise

Committee chairpersons selected offer Iowa ACAC their experience and expertise. This will help development and shape future policies, practices, publications and general activities. We depend on you to share your ideas and implement them through your committee service.

Guidelines for Serving on a Committee

The following are guidelines for all Association members serving on any Association committee. We strive for excellence in the leadership and management of all standing, advisory, and ad hoc committees. As a volunteer, you play a major role in making Iowa ACAC's mission effective and productive.

Offer your Experience and Expertise

The Executive Board seeks committee members who are enthusiastic. A willingness to be involved, and learn through participation, helps develop and shape the future of Iowa ACAC. We depend on you to share your ideas and implement them through your committee service.

Be Committed to Serve

Agreeing to committee membership involves making a commitment to participate fully in committee work. Members may be asked to prepare ideas in advance of meetings, actively participate in the meetings, and be present at all meetings.

Service Will Be Year-Round

Committee members are often asked to work on projects throughout the year, review materials, offer opinions or monitor professional concerns. Service on a committee extends beyond coming to a committee meeting.

Maintain Iowa ACAC Membership

Committee members must maintain their active membership throughout their three-year term of appointment. All committee members are also encouraged to be a member of NACAC.

Master Calendar of Events 2016-2017

Month	Day	Event	Location
August	3	SAI Conference Booth	Des Moines, IA
August	8-9	Retreat	Altoona
Sept.	8	Executive Board Meeting	Iowa Central
Sept.-October	22-24	NACAC National Conference	Columbus
	22	Iowa ACAC General membership	Columbus
November	7-8	ISCA Conference	Altoona, IA Prairie Meadows Conference Center
	16-18	IASB Convention	Des Moines, IA
December	1	Imagine Grant Deadline	
	6	Executive Board Meeting	Mt. Mercy
February	7	Exec Board Meeting	Central College
March		Visit the Hill	Des Moines, IA
	4-5	LDI Meeting (President/P-E, GR))	Washington D.C.
April April	1	Access Scholarship Deadline	
	4	Executive Board Meeting	Simpson (?)
May	21-23	Spring Conference	Altoona
June		The RIDE	Northeast Iowa
	15	Rising Star Deadline	
July July	20-21	LDI Meeting (Presidents)	TBD
		ACU	Iowa City
September	14-16	NACAC	Boston