



NACA Live Chair

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

Specific Responsibilities:

- Assures that the Association's Mission and Vision are reflected in the attendee experience by helping create an inclusive, hospitable environment where all attendees feel welcome and connected. This includes attending NACA Live to set the tone for attendee engagement.
- In conjunction with the NVDT Liaison, selects a diverse and representative NACA Live Team.
- Works with the NACA Office and NACA Live Team Members to brainstorm new initiatives aimed at fostering attendee engagement and business.
- Leads the NACA Live Team to create a robust and diverse educational program that aligns with NACA competencies.
- Leads the NACA Live Team to engage with all attendees and bring NACA's mission and vision to life.
- Serves as primary program ambassador leading up to the event and while onsite, including regularly sharing Association messaging about the convention with peers, presiding with the Chair of the Board of Directors at NACA Live activities and functions, etc.
- Communicates logistical and volunteer needs for convention initiatives to the NACA Office.
- Assists in solicitation of onsite volunteers.
- Manages implementation of all NACA Live Team initiatives, with support from the NACA Office and additional volunteers as needed.
- Ensures NACA Live Team meets any deadlines provided by the NACA Office.
- Schedules and facilitates regularly scheduled NACA Live Team meetings, including creation and upkeep of agenda.
- Reviews educational program proposals for NACA Live.
- Strongly encouraged to submit at least one educational program proposal for NACA Live.
- Ensures the NACA Live Team abides by all association policies and procedures.
- Maintains regular communication between NACA Office staff and team volunteers.
- Additional responsibilities as assigned and agreed upon with volunteer supervisor and/or NACA office staff liaison.



Qualifications/Expectations:

- Supports NACA programs through attendance whenever possible.
- Attends NACA® Live.
- Part-time (50%) or full-time employment by a NACA member institution.
- Must have approval from and support of their institution (note: support is defined as financial as well as time out of the office, etc.).
- If the volunteer changes jobs during the position's term, the new school must also be a NACA member and provide a statement of support. The NACA Volunteer Development Manager must be informed of this change within two weeks and the new letter of support must be received at the NACA Office within 30 days of selection. If not a member school, the school must join as a member within 30 days of transition.

Association Support:

- NACA Connect
- Zoom
- NACA Google Drives

Term of Service/Time Commitment:

- March 15 – March 15 of the following year

Supervision Received:

- Board Liaison

Supervision Exercised:

- NACA Live Team Members

NACA Office Liaison:

- Experience and Events Director

Competencies:

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