



NACA Live Team Member

In coordination with the NACA Live Chair and the National Office, NACA Live Team Members 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.
- Works with the NACA Office to brainstorm new initiatives aimed at fostering attendee engagement and business.
- Serves as a program ambassador leading up to the event and while onsite, including regularly sharing Association messaging about the convention with peers.
- Communicates logistical and volunteer needs for convention initiatives to the NACA Live Chair.
- Assists in solicitation of onsite volunteers.
- Coordinates implementation of specific initiatives, with support from the NACA Office and additional volunteers as needed.
- Reviews educational program proposals for NACA Live.
- Strongly encouraged to submit at least one educational program proposal for NACA Live.
- Attends all regularly scheduled NACA Live meetings.
- 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:

- June 1 – March 15

Supervision Received:

- NACA® Live Chair

Supervision Exercised:

- N/A

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