



Associate Advisory Group Facilitator

The Associate Advisory Group (AAG) Facilitator leads the volunteer team in supporting NACA's mission and vision. The facilitator coaches AAG members on collaborating with fellow Association volunteers and the NACA Office to enhance the associate member experience.

Specific Responsibilities:

- Develops agenda for and leads Associate Advisory Group meetings.
- Manages workflow of AAG small groups and project list.
- Attends and helps facilitate Associate Chats and/or other networking sessions with the NACA office in conjunction with the AAG general members.
- Works with event committees to ensure that the business components of events are as successful as possible and to facilitate orientations and networking sessions where needed.
- Assures that the Association's mission and vision are reflected in the associate member experience by helping create an inclusive, hospitable environment where all associates feel welcome and connected.
- Assists with new associate member onboarding as needed, as well as general membership retention efforts.
- Identifies volunteers within the Associate Advisory Group and general members that may need extra support, help or coaching.
- Identifies and creates educational resources, including presenting educational sessions or webinars as needed.
- Facilitates associate member meetings at NACA events where scheduled. If not able to be in attendance, designates another person from the Associate Advisory Group.
- Serves as a resource for members and leadership at NACA events.
- Works with the NACA office staff liaison to the Associate Advisory Group on associate member concerns, serving as a resource for board members and office staff when needed.
- Reports to the board of directors meetings as needed
- Attends at least one NACA conference and NACA Live each year of the appointed term.
- Participates in monthly calls with the NACA Office to prepare for monthly calls with the entire Associate Advisory Group.
- 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.
- Must have worked with a National Associate company/firm or have been a self-represented National Associate Member for at least two years prior to their appointment.
- Must be national associate member in good standing with the Association.
- If the volunteer changes jobs during the position's term, the new company must also be a NACA member and provide a statement of support. The NACA Volunteer Development

Coordinator must be informed of this change within two weeks. If not a member, the company must join as a member within 30 days of transition.

Association Support:

- NACA Connect
- Zoom
- Google Drives

Term of Service/Time Commitment:

- Two-year term
- May 1-April 30
- Any vacancy by a facilitator occurring in the Associate Advisory Group will be filled by appointment by the Chair of the Board. The appointment will serve for the remainder of the position's term.

NACA Office Liaisons:

- Experience and Events Director

Competencies:

- Relationship Development
- Networking and Business Relationships
- Professional Development
- Event Support
- Recruitment and Retention

Skills Obtained:

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