



Associate Advisory Group General Member

Associate Advisory Group (AAG) General Members collaborate with Association volunteers and the NACA Office to enhance the associate member experience.

Specific Responsibilities:

- Serves as a liaison to one of the NACA Advisory Groups (Research and Scholarship Group, Educational Advisory Group, Live Event Action Group or Diversity Advisory Group), Regional Leadership Teams, or NACA Live Team as appointed, acting as a full member of those teams as appropriate.
- Attends and helps facilitate Associate Chats and/or other networking sessions with the NACA office in conjunction with the AAG general members.
- Assists with new associate member onboarding as needed, as well as general membership retention efforts.
- Identifies and creates educational resources, including presenting educational sessions or webinars as 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.
- 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.
- Serves as a resource for members and leadership at NACA events.
- Attends monthly AAG conference calls.
- 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
- NACA Google Drives

Term of Service/Time Commitment:

- Two-year term
- May 1 – April 30

NACA Office Liaisons:

- Experience and Events Director

Competencies:

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