



Chair-Elect of the Diversity Advisory Group

The Diversity Advisory Group (DAG) helps to advance the mission of NACA by supporting the values embodied in the NACA® Diversity Statement. The DAG Chair-Elect shadows the DAG Chair and assists the Diversity Advisory Group with its initiatives and ensures that all activities are aligned with its charge, which is to guide diversity, equity, and inclusion (DEI) initiatives for the association; to assist with the integration of DEI practices throughout the Association; and to engage in special initiatives that promote advisor development.

Specific Responsibilities:

- Assumes the responsibilities of the DAG Chair in their absence and upon the expiration of their term.
- Participates in DAG meetings, including team lead meetings with DAG Chair, Board of Directors Liaison, and NACA Office Liaison.
- Assists the DAG chair with projects and tasks as needed.
- Stays abreast of trends and issues in diversity, equity and inclusion (DEI) as they relate to campus activities and higher education.
- Provides support of signature diversity and inclusion initiatives (e.g., Leadership Fellows, Regional Leadership Team Inclusivity Coordinators, the Diversity, Equity & Inclusion Institute, etc.).
- Initiates and implements special DEI projects that enhance advisor development, such as trainings, workshops, and other similar activities.
- Develops DEI resources and tools that assist with advisor development.
- Reviews NACA policies that relate to diversity and inclusion and make recommendations to the Board of Directors and/or the Foundation Board of Trustees as needed.
- Participates in meetings during conferences, called meetings, and sub-committees and workgroups. (Note: While there are benefits related to on-site participation during live events, NACA recognizes it is not always financially feasible for its members.)
- Integrates and supports principles of diversity, equity, and inclusion.
- Maintains a thorough knowledge and understanding of, and ensures adherence to, NACA Policies and Procedures.
- Assures that NACA goals, initiatives and relevant strategic plan objectives are integrated with event and program initiatives and position responsibilities.
- Follows NACA's Non-Discrimination, Diversity Advancement and Affirmative Action Principles to recommend others to fill available positions in the NACA leadership and takes the necessary steps to achieve a diverse Association both through the recruitment of volunteers and suggesting to the Board of Directors new or modified programs and services for the Association's members.
- Communicates the Association's mission and values to current and potential members to actively promote recruitment and retention.
- Additional responsibilities as assigned and agreed upon with NACA office staff liaison.

Preferred Qualifications and Expectations:

- Applicants must be a full-time professional staff member at an NACA member institution with a minimum of 5 years of experience, preferably in diversity, equity, inclusion, and accessibility-related areas.

- Applicants must demonstrate the ability to lead team efforts either through previous NACA or other higher education volunteer leadership roles or through their work on campus.
- Applicants must have general knowledge of trends and issues related to diversity and inclusion in the context of student affairs.
- Applicants must articulate a passion for diversity and inclusion as expressed in the NACA® Diversity Statement.
- Supports NACA programs through attendance whenever possible.
- Must be a full-time professional staff member at an NACA member institution
- Must have approval from and support of their institution (note: support is defined as financial support to attend NACA events 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 Coordinator of Volunteer Leadership Services 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:

The Diversity Advisory Group will receive the following support from the Director of Education and Research and the Association:

- Schedule conference calls and meetings for the group.
- Actively participate in meetings, being sure to communicate forthcoming strategic initiatives coming out of Education and Research at the national office.
- Communicate regional conference and convention needs and requests to appropriate volunteers and office staff (i.e., meeting rooms, education session slots, AV needs, etc.).
- NACA Connect
- Zoom
- NACA Google Drives

Term of Service/Time Commitment:

- One-year term, May 1 to April 30
- Will then subsequently serve as DAG Chair for a two-year term thereafter
- One hour per week for meetings and an additional 2-3 hours per month for special projects

NACA Office Liaison:

- Director of Education and Research

Competencies:

- Relationship Development
- Training
- Strategic Planning
- Recruitment and Retention
- Policy Knowledge Development and Management
- Networking and Business Relationships
- Event Support
- Intentionality in Student Learning
- Professional Development
- Volunteer and Staff Management

Skills Obtained: