MEMBERSHIP & DATA COMMITTEE

Overview

The Membership & Data Committee has an operational role within the association and is responsible for managing the application and approval process for new members in the individual and organizational membership categories. The Membership & Data Committee is tasked with developing and upholding the policies and guidelines that dictate which individuals and organizations can and should be represented in International ACAC. The Membership & Data Committee may also work in conjunction with the Member Engagement Committee to support efforts in membership recruitment, retention, and engagement.

Responsibilities

Membership Applications
- Participate in the development and testing of new member forms
- ALL committee members must commit to assisting with the review, discussion, and approval of new member applications (Individual and Organizational Category)
- In collaboration with the Admissions Practices Committee, engage in a review and audit of existing membership

Membership Policy
- Contribute to discussions regarding the development of membership policies
- Provide research/reports on issues related to member policy (ex. dues comparisons, NACAC compliance, etc.)
- Anticipate the impact of changing trends on policy
- Review and audit current members to ensure compliance with the new membership policy

Database Management
- Data analysis of the membership population and providing trends and updates to the members

Level of Commitment
- Regular availability for discussion of membership applications via email or other forms of communication (WhatsApp) (2hr/month)
- Periodic assignment of committee projects (1-2 hr/month)

- Brainstorming meetings, virtually, or in-person at the annual conference (1.5 to 2 hours every 2 months)

Necessary Traits or Qualities
- Timely responses to communication
- A breadth of knowledge regarding the many players in the international admissions field
- A strong professional network
- Enthusiasm around issues of membership
- Creative energy to contribute to the goals of the committee
- Discretion and discernment
- Other (not needed for all members, but appreciated from some)
    - Data analysis skills
    - Strong writing skills
    - Foreign language fluency (Chinese, Hindi, Korean, Thai, Vietnamese, Spanish, Arabic, etc.)

Challenges and Growth Areas
- Staying ahead of trends within the industry and anticipating how they might shift or change membership
- Ensuring membership structure is reflective of the current geographic and professional landscape

Goals
- Annual update of policy and procedure
- Review and audit of current membership

Term Length
Three Years. Each person is an active member of the committee for three years, with the term beginning on July 1 of the first year and ending on July 31 of the third year.

Last Updated: January 2026