



## **Vice President for Admissions Practices**

3-year term

### **Responsibilities**

1. The Vice President for Admission Practices serves as chairperson of the Admissions Practices (AP) Committee. The AP Committee's responsibilities are
  - a. To educate admission and counseling professionals and their institutions regarding the nature of ethical standards as adopted and prompted by NACAC and International ACAC;
  - b. To promote awareness of ethical practices among students and their families.
2. Ensures the confidential nature of the work while reporting all appropriate actions of the Admission Practices Committee to the Executive Board;
3. Represents the Association in discussions and presentations of admission practices, ethical concerns, and challenges faced by members;
4. Assists in the preparation and presentation of professional development opportunities and materials for International ACAC members, admissions practices counterparts, other allied associations, and students as deemed appropriate;
5. Periodically notifies the general membership on trends or issues relating to admission practices;
6. Responds to questions relating to admission practices from the membership and media; and
7. Serves as a voting member of the Executive Board.

**Required Knowledge/Skills:** The Vice President for Admission Practices should have an interest in making certain that all International ACAC members maintain the highest professional standards.

*Time commitment: NACAC Board Retreat (3 days (plus travel). If a member is unable to attend the retreat due to extenuating and unforeseen circumstances, remote attendance will be made available. NACAC Conference attendance is optional); International ACAC Conference with Board Retreat (7 days (plus travel). Attendance at the International ACAC Conference is required); planning and preparation time (3-8 hours per week).*