



2026 Executive Board Application Agreement of Institutional Support

As a membership organization, International ACAC is governed by an Executive Board elected directly from its membership. We are a volunteer organization heavily dependent on the donated time of the Executive Board and Committee members.

All candidates running for the Board do so with the understanding that this is a volunteer position and must be willing to commit an average of 3-8 hours per week. There will be times of the year when this is less and times when much more support is required. Additionally, all Board members are required to assist in planning the International ACAC Annual Conference and are expected to attend for the entirety of the Board Retreat and Annual Conference unless provided a specific exception due to extenuating circumstances.

It is critical for Board members to be passionate about their profession, have a strong desire to contribute to the International ACAC community, and be willing and able to balance volunteer responsibilities with their other professional and personal duties.

It is equally important for candidates to have both the understanding and support of their supervisor and institution. In order to be eligible for a Board position, each candidate must agree to the conditions outlined below and demonstrate the support of their institution.

All of the obligations listed below will be paid for by International ACAC and/or NACAC, unless otherwise noted. The candidate's institution will need to support the time requirement and additional time away from the office.

All Executive Board Members Must:

1. Be a voting member of International ACAC.
2. Attend the International ACAC Annual Conference in July, which is typically held in North America. International ACAC will pay for conference registration, on-campus housing, and meals during the conference. (Please note that International ACAC does not provide transportation costs.)
3. Attend the bi-annual Executive Board meetings held before the International ACAC Annual Conference and NACAC annual conference. These meetings are in addition to the conferences and typically take 2-3 days. (Attendance at the NACAC annual

conference is optional.)

4. Attend virtual Executive Board meetings as scheduled throughout the year.
5. Acknowledge this is a three-year term commitment.

President-Elect Candidates ONLY:

In addition to the above, candidates running for President-Elect need to adhere to the following:

1. Acknowledge that the Presidential Team is a three-year term commitment: Year One as President-Elect, Year Two as President, and Year Three as Immediate Past President.
2. Be a voting member of NACAC (by July 1, if elected).
3. Attend the NACAC Leadership Engagement and Development (LEAD) meeting in July (typically 3 days, plus travel) and NACAC LEAD virtual meetings (every other month).
4. Attend the annual NACAC conference in September/October (exclusively in North America). International ACAC can assist with funding if needed to attend.*
5. Attend the International ACAC Leadership Team Retreat (3-4 days in February or March).
6. As President-Elect, attend one on-site visit for the annual conference (typically 2 days plus travel; either the first visit in August/September or the second in March/April). As President, attend at least one Regional Institute (typically one or two per year, 2-3 days each, plus travel.)

**International ACAC is committed to maintaining diversity on its Executive Board. Should financing travel to Executive Board meetings become a barrier to service, on occasion, International ACAC will supplement the institutional contribution. However, this only occurs when the institution clearly demonstrates that it does not have the financial resources to contribute towards the cost of attendance. Please contact Executive Director Margaret Andrade (MAndrade@InternationalACAC.org) with further questions.*

Candidate Name _____

Candidate Signature _____ **Date** _____

Supervisor Name _____

Supervisor Title _____

Supervisor Signature _____ **Date** _____

Email the completed agreement to MAndrade@InternationalACAC.org by February 5, 2026.