INTERNATIONAL ACAC

INTERNATIONAL ASSOCIATION FOR
COLLEGE ADMISSION COUNSELING

Pre-Conference Institute Director
Volunteer Position Description
Application Period: September 9-30, 2024

This position is a 3-year commitment. The Pre-Conference Institute Director is part of the Professional Development Committee and leads a small volunteer team made up of PD committee members. The term runs from **October 2024 through July 31, 2027**.

Ideal candidates for the Director role would be members who:

- Have experience organizing large events or training activities, both in logistics and content planning;
- Have strong team leadership skills and the ability to manage volunteers;
- Want to get more involved in International ACAC;
- Want to gain leadership experience and build their professional network;
- Want to contribute to developing meaningful and impactful professional development.

The Pre-Conference Institute Director leads a volunteer team of Pre-Conference subcommittee members to develop and implement the program content and schedule, recruit and select faculty, plan logistics, communicate with faculty and participants and attend and manage the event. The anticipated time commitment is **3-8 hours per week**.

The Pre-Conference Institute is held prior to the annual conference, typically from Sunday evening to Tuesday at Noon. The Director must be able to arrive early on Sunday and be on-site throughout the event for all three annual conferences that fall within the term (2025, 2026, and 2027).

The Director role requires a commitment of time and energy throughout the year, but the rewards are vast, and you will have the support of the International ACAC Vice President for Professional Development and International ACAC headquarters staff.

General Description of Responsibilities

I. <u>Terms of Service</u>

    A. Length of service is three (3) years.
    B. Must be available for monthly planning work and occasional meetings throughout the year, especially between February through the conference in July.
    C. Must have reliable access to the internet.
    D. Must have access to Google Drive, as most information is shared and worked on collaboratively in this format.
    E. Available to attend the International ACAC Annual Conference and travel to the conference location, arriving Sunday morning prior to the start of the Pre-Conference Institute on Monday.
    F. In the event that the International ACAC Executive Team and the Vice President for Professional Development find that the Director fails to satisfactorily fulfill all duties of the position, they may be terminated from the role.

II. <u>General Expectations/Responsibilities</u>

The duties of the position are not the sole responsibility of the Director. The Director is responsible for organizing and leading the Pre-Conference Subcommittee to carry out event planning and implementation, assigning tasks and overseeing completion, and maintaining quality control.

    A. Communicate with the Vice President for Professional Development and International ACAC headquarters (HQ) staff on a regular basis to coordinate planning and to provide updates. Provide the Vice President for Professional Development with the final session topics & agenda and selected faculty list.
    B. Manage the Pre-Conference shared Google Drive folder, including creating folders for the upcoming Pre-Conference, copying and updating documents into the folders, and managing permissions for folder access.
    C. Coordinate publicity with HQ and the Communications Committee
    D. Coordinate with HQ on all messaging to faculty and participants.
    E. Follow the annual planning calendar and ensure task deadlines are met, including these major milestones (final dates may be adjusted):
        1. By November 31, complete a review of the previous year's Pre-Conference and review/update the master plan for the

upcoming year. Organize the subcommittee and create specific assignments.

2. By end of November-early December, work with HQ to update and release the faculty application, participant application, and Pre-Conference Institute website.
3. By January 31, finalize session topics, goals, and which pre-recorded videos to reuse versus create. Review these with the VP for Professional Development.
4. By February 15, finalize the Pre-Conference schedule.
5. In February, conduct faculty selection. Send selection notifications no later than 1 March. Review the final faculty list with the VP for Professional Development before notification.
6. By March 31, assign faculty to sessions and notify them about assignments.
7. Organize and lead the following webinars:
    a) Faculty Orientation - *no later than 15 April*
    b) Participant Pre-Conference Kick-Off - *no later than 10 June*
8. By May 15, submit the preliminary detailed schedule to HQ for the event app (this may be amended based on HQ planning).
9. By May 15, submit the meeting room, food/beverage and AV plan to HQ.
10. By June 10, have the final program content, including all session descriptions, completed and submitted to HQ.

F. Attend and serve as the on-site supervisor for the Pre-Conference, arriving on Sunday.
G. Update and distribute
    1. A participant evaluation survey, and;
    2. A faculty evaluation survey.
H. Complete any event close out, working with the subcommittee and HQ.