



## **2025 Executive Board Application Agreement of Institutional Support**

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

All candidates running for election to the Board do so with the understanding that this is a volunteer position; however, they must be willing to commit an average of 3- 8 hours per week. There will be times of the year when this is much less and times when more support is required. Additionally, all Board members are required to assist in planning the annual International ACAC conference as well as assist with Regional Institutes and other activities of the organization.

For those reasons, 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 the candidate to have both the understanding and support of their supervisor and institution. In order to be eligible for the position, each candidate must agree to the conditions outlined below and also demonstrate the support of their institution.

### **All Executive Board Members Must:**

1. Be a voting member of International ACAC.
2. Attend the annual International ACAC conference in July (typically in North America). International ACAC will pay for registration, on-campus housing, and meals during the conference; however, the institution is expected to 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 during the year.
5. Acknowledge this is a three-year term commitment.

### **President-Elect Candidates ONLY:**

In addition to the above requirements, all of the obligations noted below will be paid for by

International ACAC and NACAC. However, the candidate's institution will need to support the additional time requirement and time away from the office:

1. Acknowledge this is a three-year term commitment: Year One as President-Elect, Year Two as President, and Year Three as 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 Erin Garcia ([egarcia@internationalacac.org](mailto:egarcia@internationalacac.org)) with further questions.*

**Candidate Name** \_\_\_\_\_

**Candidate Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor Name** \_\_\_\_\_

**Title** \_\_\_\_\_

**Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Please email the completed agreement to [EGarcia@InternationalACAC.org](mailto:EGarcia@InternationalACAC.org) by February 8, 2025.