



Vice President for Membership & Data

3-year term

Responsibilities

1. The Vice President for Membership and Data annually produces the membership directory and other membership information, in coordination with HQ;
2. Works closely with the VP Membership Engagement to identify areas of growth for membership and develop targeted engagement strategies
3. Works with the Vice President for Communications to ensure member records are accessible on the International ACAC website;
4. Communicates with each member institution and individual members regarding their membership status;
5. Reports membership and data activity to the Executive Board and the general membership;
6. Monitors the web-based membership database for accuracy;
7. Develops, maintains, and implements membership policies and procedures, including recommendations to the Executive Board about membership dues;
8. Manages the processing and review of new member applications in accordance with NACAC Bylaws, International ACAC Bylaws, the NACAC Statement of Principles of Good Practice, and International ACAC membership policies;
9. Serves as chairperson of the Membership and Data Committee;
10. Oversees sub-committees with a specialized focus on membership and data responsibilities;
11. Upon the conclusion of their term, the outgoing Vice President for Membership and Data shall serve for one year as an ex-officio member of the Membership and Data committee; and
12. Serves as a voting member of the Executive Board.

Required Knowledge/Skills: The International ACAC member records are stored on our website, and all changes are made online. The Vice President for Membership and Data periodically downloads data and should have a good background in Excel. As new members join International ACAC via the online system, the Vice President for Membership and Data reviews their applications and either approves or rejects their request for membership.

Time commitment: Planning and preparation time, and time spent on weekly maintenance, reviewing membership applications, or concerns (5-10 hours per week). International ACAC Conference with Board Retreat (7 days). Attendance at the International ACAC Conference is required. NACAC Board Retreat (3 days). 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. All time commitments are non-inclusive of travel time.