



Pre-Conference Institute Director Institutional Support Agreement

The International ACAC Pre-Conference Institute Director position, a volunteer role, is chosen directly from the organization's membership. International ACAC is a volunteer organization, and is heavily dependent on the donated time of its members.

A member interested in taking on a leadership role as the Director for the Pre-Conference Institute does so with the understanding that this is a three-year volunteer position, to which they must be willing to commit an average of **3-8 hours per week**. There will be times throughout the year when this is much less, and times when more support is required, especially during the event. For these reasons, it is critical for the Pre-Conference Institute Director to be passionate about their profession, have a strong desire to contribute to the International ACAC community, and be willing and able to balance their volunteer responsibilities with their other professional and personal duties.

It is equally important for the Pre-Conference Institute Director to have both the understanding and support of their supervisor and institution. It is required to have their acknowledgment that this is a commitment from **October 1, 2024, to July 31, 2027**.

Please sign this document (signature space on the next page) to confirm the Pre-Conference Institute Director's responsibilities and to confirm institutional support in taking on this role. For an applicant who does not work directly for an institution, a colleague who can speak to the skills and commitment required for this position is acceptable.

Email the completed agreement to Admin@InternationalACAC.org no later than September 30, 2024 at noon Eastern Time.

Please sign on the next page.



Pre-Conference Institute Director
Institutional Support Agreement Signature Page

Applicant (Pre-Conference Institute Director):

Name _____

Title _____

Institution _____

Signature _____ Date _____

Supervisor (or colleague if not part of an institution):

Name _____

Title _____

Institution _____

Email _____

Signature _____ Date _____

Please email the completed agreement to Admin@InternationalACAC.org no later than September 30, 2024 at noon Eastern Time.