



# INTERNATIONAL

# ACAC

INTERNATIONAL ASSOCIATION FOR  
COLLEGE ADMISSION COUNSELING

Vice President for Professional Development

3-year term

### **Responsibilities**

1. The Vice President for Professional Development is charged with the development, implementation, and evaluation of the professional development programs for all members;
2. Coordinates the International ACAC Pre-Conference Institute, and any other workshop development, at the annual International ACAC Summer Conference;
3. Works with all members of the Executive Board, and others as required, to develop programs, training models, and forums for professional issues and trends;
4. Coordinates curriculum, content, and session panellists for webinar and online offerings;
5. Coordinates the submission for the NACAC session proposal by the deadline, and coordinates the NACAC Imagine Grant submissions;
6. Oversees the coordination of the annual International ACAC Bus Tour;
7. The Vice President for Professional Development serves as chair for the Professional Development Committee; and
8. Serves as a voting member of the Executive Board.

**Required Knowledge/Skills:** The VP for Professional Development needs to have skills in the following areas:

1. Passion for on-going professional development and identifying members' talents and expertise to share through PD offerings;
2. The ability to develop content and curriculum for the annual conference, pre- and post-conference institutes, and Regional Institutes, and to find members to present them. Having attended past NACAC, CIS, or International ACAC Conferences and Regional Institutes is often helpful;
3. The ability to write and submit NACAC grant applications in a timely manner;
4. The ability to network and collaborate across the membership to organise presenters on relevant topics as professional development opportunities are created;
5. Knowledge of data and analysis;
6. The ability to manage a committee of volunteers across time zones to work on year-round projects as they relate to professional development opportunities;
7. Attention to detail, follow-through, and fiscal management and professional written and oral communication skills;

*International ACAC Policies and Procedures*

*Approved by the International ACAC Executive Board, July 13, 2018*

8. Collaboration and team work across the Board, International ACAC Headquarters, committees, NACAC International Office, and other state and regional affiliates for various professional development programs or needs as they arise;
9. Ability to remain up-to-date with current events and trends to best serve as a resource on professional development needs of the entire membership; and
10. Document, understand, and carry the vision and purpose of International ACAC and its strategic planning efforts.

*Time Commitment: NACAC Conference (7 days), International ACAC Conference (7 days), planning and preparation time (3-8 hours per week).*