



**2023 Executive Board  
Vice President Position  
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 seeking election to a Vice President position (three-year term) 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 as needed in planning the annual International ACAC conference as well the 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 to think critically about the time commitment needed to be willing and able to balance their 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 in International ACAC.
2. Be a Voting member in NACAC (by July 1, if elected).
3. Attend the annual in-person International ACAC conference in July (typically held 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. In 2023, the annual conference will be an in-person event; it is hoped that board members will be able to attend on-site.

4. Attend the annual NACAC conference in September/October (exclusively in North America). International ACAC will pay up to \$2750 USD for board members attending from outside North America, and up to \$1750 USD for those from institutions within North America. This stipend typically covers partial costs, but not all expenses. The NACAC Conference may be offered as an in-person or virtual event in 2023, and board members will be expected to participate. Registration fees will be covered by International ACAC if not provided by the member's institution.
5. Attend the bi-annual Executive Board meetings held before the International ACAC annual conference and NACAC Conference. These meetings are in addition to the conferences and typically take 2-3 days. If the conferences are held virtually, the board meeting schedule will be adjusted accordingly.
6. Attend virtual Executive Board meetings as scheduled monthly during the year.
7. Acknowledge this is a three-year term commitment, July 1, 2023 to June 30, 2026.

*\*\*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 [Natalie Bitton](#), Past President, with further questions.*

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

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

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

Title \_\_\_\_\_

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

**Please email this completed agreement to [elections@internationalacac.org](mailto:elections@internationalacac.org) by January 18, 2023.**