



## **Representative to the Executive Board**

3-year term

*Please note the Executive Board is currently undergoing a restructuring process. This position may be adjusted in the upcoming years.*

### **Responsibilities**

1. Are assigned to serve as support and liaison to a Vice President;
2. Serve as chairs to specific task forces or committees, as assigned by the President or President-Elect; and
3. Serve as voting members of the Executive Board.

**Required Knowledge and Skills:** Representatives to the Executive Board do not have specific areas of responsibility on the International ACAC Executive Board. Therefore, Representatives are asked to identify issues, take on ad-hoc responsibilities, or assist other Executive Board members with their portfolios. Each Representative is assigned area(s) of responsibility and is attached to a specific Vice President and Committee. Each Representative has specific duties and commitments at the Annual Conference, throughout the year in conjunction with the Vice President/area of responsibility, and involvement in Regional Institute planning and participation.

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

*December 2023*