



Committee Descriptions Updated October 1, 2024

Benefits of Volunteering:

NACAS volunteers have cited that they have enjoyed:

- Recognition from institutional peers.
- Opportunity for a deeper level of learning in auxiliary & ancillary services.
- An expanded professional network.
- Relevant leadership experience.
- Additional consideration by institutional leadership to attend NACAS events.
- Career advancement and leverage for salary negotiations with employers.

As a NACAS Volunteer:

You will be expected to:

- Participate in monthly agenda-driven virtual meetings set by your NACAS staff liaison and Committee Chair. Typically, meetings will not occupy more than one to two hours per month.
- Contribute to your volunteer group outside monthly meetings, including subcommittee work or developing additional content. Typically, outside work will not occupy more than two to three extra hours per month.
- Inform your Committee Chair and/or staff liaison if you cannot attend monthly meetings or contribute outside of regular meetings.
- Represent the association with integrity and professionalism.
- If possible, attend the C3X Annual Conference & Expo and gather informally with other Committee members.
- Serve for the duration of your defined term. Terms begin and end at the C3X Annual Conference and Expo.

As a NACAS Committee Chair:

You will be expected to:

- Participate in monthly agenda-setting virtual meetings with your NACAS staff liaison before the full Committee meeting. Typically, meetings will not occupy more than one hour per month.
- Lead your Committee's discussion during monthly virtual meetings. Staff liaisons will be present to support, but you are expected to guide the flow of the meeting.
- Prepare for and participate in quarterly Committee Chair Council (CCC) meetings. You will be responsible for updating the broader NACAS volunteer community on your Committee's activities, successes, and challenges. Typically, CCC virtual meetings will not occupy more than one hour per quarter.
 - If you are unable to attend the CCC meeting, you must make arrangements for another committee volunteer to present in your stead.

As a NACAS Regional Representative:

Some volunteers may serve as a representative of their region to a committee and may serve on a regional board as a coordinator. This role is crucial to ensuring information flow between national committee work and your regional board.

Outside of regular committee work, regional representatives will be expected to:

- Provide committee updates to your regional Board when applicable.
- Attend your regional CX Conference if possible.

Awards Committee

The Awards Committee's primary objective is to identify deserving individuals for NACAS awards. Recognition of most awards is performed at the NACAS C3X Annual Conference & Expo, typically held in the fall.

The Awards Committee will:

- Work with regional presidents and previous award winners to solicit nominations for national awards alongside NACAS staff-driven marketing.
- Ensure sufficient nominations for all awards that meet nomination deadlines, review all submissions, and present a proposed list of worthy award recipients.
- Upon approval by the National Board, work with the NACAS office to prepare the appropriate awards for presentation at the C3X Annual Conference & Expo.
- Make recommendations to the National Board to add, delete, or consolidate the awards presented by the Association.
- Ensure that the Regional Boards finalize regional awards before their respective deadlines.

Business Partner Advisory Group

The Business Partner Advisory Group's primary objective is to ensure that NACAS' business decisions are considered equitably with institutional and Business Partner members. It harnesses the intellectual knowledge and network of Business Partners to educate and inspire the membership to serve today's students best - both at the national and regional levels.

The Business Partner Advisory Group will:

- Assist in supporting the development of an engaging and collaborative relationship between NACAS, institutional members, and Business Partners.
- Assist in ensuring Business Partner opportunities are relevant to Business Partners of all demographics (company size, annual revenue, operational area of focus, etc.).
- Provide counsel around expo pricing and strategy for national and regional conferences.
- Provide counsel around sponsorship opportunities that align with Business Partners' needs.
- Work in conjunction with NACAS staff on the recruitment and retention of Business Partners.

C3X Planning Committee

The C3X Committee's primary objective is to plan and implement NACAS' annual conference & expo. With the conference serving as NACAS' premier event, service on the C3X Planning Committee is an industry-recognized and prestigious honor.

The C3X Planning Committee will:

- Ensure professional development and networking opportunities for all demographics of members (public/private, self-op/contracted, small school / large school, etc.) through inclusivity and value-driven programming.
- Review proposals submitted through the Call for Programs and determine educational session makeup.
- Plan the interactive and entertainment components of the opening and closing sessions.
- Participate in the determination of keynote speaker.
- Generate ways to add value and appeal to C3X, including contributing conceptual ideas and general session topics and recommending general session speakers.
- Assist with promoting C3X, campus tours, and the conference volunteer program.
- Participate in a one-day planning meeting at the Site Location the Summer before C3X. The chair's travel expenses will be paid according to the travel policy for the Site Visit only. All other committee members interested in attending the site visit will pay their own travel and hotel expenses.
- Participate in planning and development activities as C3X approaches that may exceed the standard of two to three additional hours a month.

Canadian Committee

The Canadian Committee's primary objective is to ensure that NACAS represents both ancillary and auxiliary service professionals. This includes the development of educational offerings, recommendations for policy adjustments, and planning of specific Canadian content.

The Canadian Committee will:

- Plan the annual Canada Lab event at the C3X Annual Conference & Expo, which will include content, speakers, and sponsorship.
- Provide counsel on the relevance of association benefits to ancillary service professionals and holistic Canadian participation in volunteering at the regional and national levels.
- Support NACAS membership renewal campaigns for lapsed Canadian members.
- Coordinate an Ancillary Services workshop with the Canadian Association of University Business Officers (CAUBO) annual conference.
- Co-develop virtual and/or in-person meetings/workshops or webinars with the NACAS staff.
- Recommend Canadian speakers for regional and annual conferences.
- Ensure NACAS policies and procedures and activities (including Certification Commission) are inclusive of Canadian references.

Certification Commission

The Certification Commission's primary objective is to establish the governing rules and regulations related to the CASP program. The Commission may also provide mediation and interpretations for the program as needed by staff, consultants, and other volunteer groups.

The Certification Commission will:

- Be CASP-certified NACAS members in good standing.
- Develop, monitor, and revise the Certification Policy Manual and related control documents, including recertification policies and practices, as needed.
- Approve recommendations regarding eligibility criteria, certification assessment, examination content, examination scaled cut-points, exam and item performance standards, and other essential certification decisions.
- In conjunction with the National Board, assure financial continuity and long-term sustainability of the certification program.

- Make determinations on appeals submitted by NACAS certification applicants, candidates, or certificates.
- Hear questions or concerns of others regarding the certification program or certificate.
- Serve as advocates for the certification program to members interested in obtaining the designation.

Communication Services Committee

The Communication Services Committee's primary objective is to ensure all NACAS electronic and print communications align with member needs and industry relevance. This includes developing and managing the *College Services* magazine, the Student Author Contest, and the weekly Newswire email.

The Communication Services Committee will:

- Advise the NACAS Office on all aspects of *College Services*, including but not limited to format, philosophy, composition, production and advertising costs, quality, and variety of articles to ensure the development of a first-class professional publication.
- Contribute to the *College Services* magazine by sourcing and/or writing articles related to each issue's theme.
- Review entries for peer-submitted authorship contests and determine eligibility criteria.

Membership Committee

The Membership Committee's primary objective is to ensure the holistic growth of NACAS membership through newly joined members and overall retention. This includes both institutional members as well as Business Partners.

The Membership Committee will:

- Serve as subject matter experts on NACAS member benefits, demonstrating knowledge that can be utilized in member retention and the recruitment of prospective members.
- Participate in member renewal campaigns, which will require email and/or phone communication to lapsed NACAS members.
- Serve as new member ambassadors for a group of new members, which will require quarterly email and/or phone communication.
- Assist in the development of scripts for member renewal and new member campaigns.
- Support First Timers activities at the C3X Annual Conference & Expo, either by developing scripts or assisting in on-site presentations.
- Support the spirit of volunteerism at NACAS and assist NACAS staff liaison in the recruitment of open committee positions during the annual recruitment cycle.

Professional Development Committee

The Professional Development Committee's primary objective is to develop and implement educational opportunities for the membership. These may include in-person meetings, live virtual sessions, and a self-paced curriculum.

The Professional Development Committee will:

- Recommend content ideas and identify speakers for in-person and online events, including but not limited to webinars, the NACAS Leadership Series, and program partnerships with other organizations.
- Provide insights on industry trends and issues facing higher education.
- Ensure professional development for all demographics of members (public/private, self-op/contracted, small school / large school, etc.) through inclusivity and value-driven programming.

- Evaluate and debrief on survey feedback from professional development events and provide suggestions for improvements.
- Review NACAS Lounge posts and leverage posted best practices documents, templates, and other resources for the creation of future benefits and programming.
- Identify and provide counsel for content to be delivered through NACAS' Online Institute.
- Determine ways to engage NACAS members in professional development events and support in 1-1 marketing efforts.