

The Executive Committee of ACA comprises of the President, President-Elect, Vice-President, Treasurer, Treasurer-Elect, Secretary, Historian and Communications Coordinator.

Executive Committee involvement includes participation in:

- 1-hour monthly executive committee meetings
- set-up for monthly ACA general meetings
- attendance at monthly ACA general meetings
- individual responsibilities related to the specific officer title (outlined below)

President - runs the general ACA meetings. Provides the agenda for and facilitates Executive Committee meetings to plan and discuss upcoming projects and events; represents ACA on standing university committees and on other committees as called upon by the university community; involves members in committees and delegates responsibilities. Keeps lists of objectives and establishes regular meeting times for ACA in consultation with the Executive Committee. Assists in program planning and fund-raising; represents ACA when the occasion arises. Ensures that accounts are cleared and provides a written year-end report, including a financial report compiled by the treasurer, to the membership. Provides orientation for, and turns over all materials to, successor.

President-Elect - shall be elected for the term of one year to observe the administration of the association. At the end of that term, the President-Elect shall automatically become the President for a term of one year. Represents ACA on standing university committees with the President as appropriate to maintain continuity. Chairs the ACA Advisory Council. Coordinates transition period between outgoing and incoming Executive Committee members from June monthly meeting to August monthly meeting. Provides orientation for, and turns over all materials to, successor.

Vice President

- **Officer Responsibilities:**
 - Performs the President's duties, in the absence of the President
 - Conducts membership survey for ACA projects, programs, and social events
 - Monthly meetings: reserves rooms, sets dates, creates and distributes agenda, organizes program content through intentional outreach and requests from on campus affiliates, food orders for months when ACA sponsors the meeting (when ACA does not sponsor the meeting, the food order is done via the department providing sponsorship)...Consults with President on these items before finalization
 - Announces meeting dates to the organization at the beginning of each semester
 - ACA Committees: coordinates and assists all committee chairs in their needs and planning, organizes "Committee Chair Meetings" (one per semester) for more organized committee check-ins
 - Coordinates and activities to welcome new members to ACA
- **Time Commitment (~6 hours each month including):**
 - Outreach and organization of monthly speakers (done via email)
 - Creation of meeting agenda and distributing the final product to the organization on the Monday of the week of the monthly meeting
 - Potential coordination of food order for monthly meeting
 - Organization of room reservation for monthly meeting (may require a consultation with reservations team of building you plan to use)
 - Executive Board meetings (1x per month)
 - VP Co-Chair meetings (1x per month)
 - Monthly ACA meeting (1x per month)

- Committee Chair meetings (1x per semester)
- Other meetings as deemed necessary (~2x per semester)

Treasurer - sets up account for new officers: makes deposits and writes checks for reimbursements and payments through the bank; maintains accurate banking records of all events sponsored by ACA. Registers ACA with the Office of Student Activities and Leadership Development and the Vice-President of Business Affairs. Renews NACADA membership annually. Must be ex officio member of all committees involving money and has voting rights on all issues regarding ACA funds. Is standing member on Professional Development Day Committee. Produces a financial report for the membership. Keeps ACA roster updated and distributed. Delegates duties to Treasurer-Elect as appropriate. Provides orientation for, and turns over all materials to, successor.

Treasurer-Elect - shall be elected for the term of one year to observe the administration of the treasury. At the end of that term, the Treasurer-Elect shall automatically become the Treasurer for the term of one year. Provides orientation for, and turns over all materials to, successor.

Secretary

Officer Responsibilities:

- records and distributes ACA general meeting minutes
- Chair of Nominations Committee and responsible for administering the election process of new officers

Time Commitment:

- Fall Semester (3.5 hrs per month):
 - 1 hour per month to update minutes, distribute to membership, and upload to ACA website
 - 1 hour per month for ACA Executive Committee Meetings
 - 2.5 hours per month at ACA General Meetings
- Spring Semester:
 - First half of semester (same as fall semester)
 - Second half of semester:
 - Obligations of fall semester in addition to:
 - 1 hr monthly meetings with Nominations Committee
 - creation and facilitation of all nomination documents and processes (5 hours per week)

Historian - keeps photos and records of ACA events documenting annual projects and programs. Edits and publishes ACA blog throughout each semester highlighting programs and members in individual colleges/schools and departments. Is responsible for ACA's inventory of materials and equipment. Must be member of at least one other standing committee with the exception of Advisory Council. Provides orientation for, and turns over all materials to, successor.

Communications Coordinator - serves as the official press agent for ACA. Coordinates all press releases, website information, social media and e-mail correspondence with the public. In partnership with the President, serves as main fundraising agent for the association. Must be ex officio member of any committee receiving donations or any committees involving web redesign, public relations, etc. and serves on the FUNdraising Committee. Co-owner of ACA e-mail distribution list. Provides orientation for, and turns over all materials to, successor.