

2025-2026 Year

NEACAC Open Volunteer Positions



Dear NEACAC Volunteer,

If you are interested in applying for a current open position, please submit this application: <https://forms.gle/Pt6qrQVx7UuQrm3N8>. See position descriptions for specific application deadlines. Direct questions about the position to committee chair(s) listed in the description. Updated as of 1/14/2025.

Questions about volunteering within NEACAC?
Interested in future volunteer opportunities or committee postings?
Email the Member Engagement Committee at
memberengagemnt@neacac.org

NEACAC Committees Currently Seeking Volunteers

Inclusion, Diversity, Education, and Access (IDEA), Danielle Walsh (Chair) - Multiple

Member Engagement, Brenna Kelly (Chair) - Multiple

Government Relations Advisory Committee (GRAC), Jack Evans (Chair) - Multiple

Finance Committee, Mario Silva-Rosa (Chair) - Multiple

Admission Practices, Andrea d'Entremont (Chair) - Multiple

Professional Development, Kristen Gallant (Chair) - Multiple

Two-Year Colleges Committee, Vanessa Ruggieri (Chair) - Multiple

Communications and Web Services, Daniel Monahan (Chair) - Multiple

Volunteer Position Descriptions

Volunteer Position Description- Member

Committee Name: Finance Committee

Position Title: Finance Committee Member

Number of position(s) available: Multiple positions available

Job responsibilities and activities:

“Money Matters” - Ever wonder who is behind the scenes, making sure NEACAC does not blow its budget on a solid gold college fair booth? Meet the Finance Committee (FC), working closely with our Treasurer Extraordinaire to keep our finances in check!

The FC members are like the fun police at a party, but instead of shutting down your karaoke dreams, they are keeping our organization's piggy bank from going "oink" broke.

With our eagle eyes on every penny, we are the ultimate "watchdogs" - think less Scooby-Doo, more Warren Buffett in a dog costume. We are so good at classifying income and expenditures, we could probably categorize your lunch as "delicious sustenance" or "regrettable impulse purchase."

Remember, in the world of NEACAC finances, we are the real MVPs: Most Valuable Penny-pinchers!

Fun Fact: Mastering the Thirty Day rule helps save money. After thirty days of thinking whether or not you want something, ask yourself again thirty days later.

Within this role you will:

- Help to create the NEACAC budget for Governing Board's final approval - Be a liaison between assigned NEACAC committees
- Evaluate long term financial plans, goals, and investments

Number of position(s) available: Multiple

Desired Professional Level: All levels

Application deadline: Rolling (preferred by Friday, November 19th)

Qualification for position: The applicant must be a current NEACAC Member with strong communication and analytical skills.

Time requirement: 2 or 3 meetings a year, including one in person meeting in May Proposed starting date and end date- ASAP

Reporting supervisor: Mario Silva-Rosa

Questions about position: Mario Silva-Rosa at finance@neacac.org

Volunteer Position Description- Member

Position Title: Member

Committee Name: IDEA (Inclusion, Diversity, Education, and Access)

Number of position(s) available: Multiple member positions available on all teams

Job responsibilities and activities: The IDEA Committee serves as the communicator, spokesperson, and advocate for personal and cultural issues affecting our profession, and the health and wellness of our membership. We currently operate using a subcommittee model. Subcommittees include:

- Annual Meeting & Conference Session Proposal
- Anti-Racist Initiatives
- Essay Writing Contest
- Inclusive Policies and Practices
- Make a Difference Fund
- Margaret Addis Memorial Scholar Program

Members will be assigned to one or more subcommittees and will have responsibilities related to the work of that subcommittee throughout the year. In addition, members will be regularly called upon to volunteer for ad hoc initiatives, such as NEACAC Community Conversations.

Desired Professional Level: Entry, mid, or senior level

Application deadline: Applications accepted on an ongoing basis.

Qualifications for position: The IDEA Committee strives to be a catalyst - heightening awareness, consciousness, and sensitivity to the issues of culture, ethnicity, socio-economic status, human rights, gender, sexual orientation, age, and other differences.

Applicants (limited to current NEACAC members) must have a passion for and familiarity with diversity, equity, and inclusion (DEI) topics, either through lived experience or through steady and active work to grow in their understanding of DEI topics. While this is a committee where much will be learned, it is not specifically an avenue for learning. If you are at the beginning stages of your own journey and are seeking learning opportunities, please participate in IDEA-sponsored NEACAC programming and take advantage of the resources released by the IDEA committee via the monthly newsletter and social media.

Time requirement: Varies based on subcommittee assignment. Members can choose a subcommittee based on what works best for their availability.

Proposed starting date and end date: You may begin volunteering at any time. Members will be asked every August if they would like to remain on the committee.

Travel Commitment (in-person meetings and locations): The IDEA committee typically has one, official in-person meeting in the winter. When possible, we will gather informally in the spring at the Annual Meeting & Conference. Locations vary.

Reporting supervisor: Chair, Danielle Walsh - IDEA Committee

Questions about position: Danielle Walsh, Chair, idea@neacac.org

Volunteer Position Description- Member

Committee Name: Two Year Colleges Committee

Position Title: Member

Number of position(s) available: Multiple

Job responsibilities and activities:

The Two Year Colleges Committee member's responsibilities are to attend committee meetings and work to increase engagement and representation from two-year institutions.

Desired Professional Level: Entry, mid, or senior level

Application deadline: Rolling

Qualifications for position: The Two Year Colleges Committee seeks individuals who are organized, have excellent communication skills, and have experience working at two-year institutions.

Time requirement: On average, 1-2 hours per month.

Proposed starting date and end date: You may begin volunteering at any time. Members will be asked annually if they would like to remain on the committee.

Travel Commitment (in-person meetings and locations): Meetings will be held virtually

Reporting supervisor: Vanessa Ruggieri , Chair, Two Year Colleges Committee

Questions about position: Vanessa Ruggieri , Two-Year-Colleges@neacac.org

Volunteer Position Description- Member

Position Title: Committee Member

Committee Name: Government Relations Advisory Committee (GRAC)

Mission: A committee designed to raise membership awareness and keep membership informed; to learn all that can be learned about the state and federal legislative process in New England; to become acquainted with members of New England's education policy-making committees and learn how they operate. Committee goals can be found on our NEACAC website.

Number of position(s) available: At least 1 new member from each state in New England is the target (ME, NH, VT priority)

Time requirement: No more 4 hours per month, with 1 meeting.

Volunteer responsibilities and activities:

- Actively collect information on legislators and legislative happenings in your home/school state
- Maintain a roster of legislator contact information

- Draft updates on legislation
- Serve as a facilitator during conversations on legislative topics, qualitative research projects, and events.

Qualifications for position: Applicant is a current NEACAC member with an interest in promoting advocacy throughout the region. Affinity for educational policy on both the local and national level is helpful. Experience in event planning or research are welcome.

Application deadline: Rolling

Questions about position: Contact Jack Evans Tucky, grac@neacac.org

Volunteer Position Description- Member

Position Title: State Chairs

Committee Name: Government Relations Advisory Committee (GRAC)

Mission: A committee designed to raise membership awareness and keep membership informed; to learn all that can be learned about the state and federal legislative process in New England; to become acquainted with members of New England's education policy-making committees and learn how they operate. Committee goals can be found on our NEACAC website.

Number of position(s) available: 6 (1 from each state)

Time requirement: No more 4 hours per month, with 1 meeting.

Volunteer responsibilities and activities:

- Plan and implement state day on the hill advocacy events
- Monitor legislation in home/school state for NEACAC collaboration
- Serve as a panelist during conferences and conversations on legislative topics
- Train new volunteers on advocacy methods

Qualifications for position: Applicant is a current NEACAC member with an interest in promoting advocacy throughout the region. Affinity for educational policy on both the local and national level is helpful. Experience in event planning or research are welcome.

Application deadline: Rolling

Reporting supervisor: Jack Evans Tucky, GRAC Committee Chair

Questions about position: Contact grac@neacac.org

Volunteer Position Description- Member

Position Title: Committee Member

Committee: Admission Practices

Job responsibilities and activities: Attend committee meetings, possible conferences, and programming

Number of position(s) available: 6

Desired Professional Level: Varies

Application deadline: Ongoing

Qualification for position: Two years professional experience

Time requirement: No more than 10 hours a month (this is a high estimate) Proposed starting date and end date- Two year commitment

Reporting supervisor: Andrea d'Entremont, ap@neacac.org

Travel Commitment (in-person meetings and locations): Zoom

Questions about Position: The Admission Practices Committee is no longer a regulatory body, but rather focuses on the education of ethics within our profession.

Volunteer Position Description- Member

Position Title: Professional Development Committee Member

Committee: Professional Development (PD)

Job responsibilities and activities: Committee membership has two parts: serving on the overall committee (participating in 3-4 meetings per year, generating ideas, supporting program efforts) and participating in one or more PD program offerings (Advanced Counselor Roundtable, Mentorship, Students in Admission Forum, Career Colloquium, Winter Institute, Rising Leaders Program, and Middle Management) during the year.

Number of position(s) available:- 5-7

Desired Professional Level: 2+ years experience

Application deadline: Rolling

Qualification for position: Some knowledge of NEACAC's PD initiatives, interest in program planning, willingness to work on a team. This is an active committee for "doers"!

Time requirement: Meetings will be about three times during the year, for an hour each. Program involvement varies by program and role.

Proposed starting date and end date: Yearly renewal but no term limit. Reporting supervisor- Kristen Gallant, PD chair

Travel Commitment (in-person meetings and locations): Most meetings will be virtual.

Questions about Position: Contact Kristen Gallant at pd@neacac.org

Volunteer Position Description- Member

Position Title: Communication and Web Services Committee Member

Committee: Communication and Web Services

Job responsibilities and activities: The Communications and Web Services Committee member's responsibilities are to attend committee meetings and work to collect and disseminate appropriate communication to the NEACAC membership via the monthly eBlasts and social media outlets.

Number of position(s) available:- Multiple

Desired Professional Level: Entry, mid, or senior level

Application deadline: On going

Qualification for position: Communication and Web Services seeks individuals who are organized, meet deadlines, and have excellent communication skills.

Time requirement: On average, 1-2 hours per month.

Proposed starting date and end date: Volunteers can begin at any time. Members will be asked annually if they would like to remain on the committee.

Travel Commitment (in-person meetings and locations): Meetings held virtually

Questions about Position: Contact Daniel Monahan, communication@neacac.org

Volunteer Position Description- Member

Position Title: Member Engagement Committee Member

Committee: Professional Development (PD)

Job responsibilities and activities: The Member Engagement Committee member's responsibilities are to attend committee meetings and work to increase engagement, representation and volunteer roles within NEACAC.

Number of position(s) available:- Multiple

Desired Professional Level: 2+ years experience

Application deadline: Rolling

Qualification for position: Knowledge of NEACAC, interest in program planning, willingness to work on a team. This committee thrives off new ideas of how to make sure our ACAC promotes and captures all members and articulates the importance of NEACAC.

Time requirement: Meetings will be about four times during the year, for an hour each. Program involvement varies by program and role.

Proposed starting date and end date: Yearly renewal but no term limit. Reporting supervisor- Brenna Kelly, ME Cahir

Travel Commitment (in-person meetings and locations):All meetings will be virtual.

Questions about Position: Contact Brenna Kelly at memberengagement@neacac.org