

2024-2025 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 8/21/2024.

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

## NEACAC Committees Currently Seeking Volunteers

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**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

**College Fairs**, Brittany Flannery (Chair) - Multiple

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

## Volunteer Position Descriptions

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## **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](mailto:finance@neacac.org)

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## **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
- College Corps New England
- 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](mailto:idea@neacac.org)

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## **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](mailto:Two-Year-Colleges@neacac.org)

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## **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](mailto:grac@neacac.org)

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## **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](mailto:grac@neacac.org)

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## **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](mailto: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.

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## **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, Middle Management, or a new program) during the year.

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

**Desired Professional Level:** 2+ years experience

**Application deadline:** September 2024

**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:** September, 2024; yearly renewal but no term limit. Reporting supervisor- Kristen Gallant, PD chair

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

**Questions about Position:** Contact Kristen Gallant at [pd@neacac.org](mailto:pd@neacac.org)

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## **Volunteer Position Description- Member**

**Position Title:** Member

**Committee Name:** College Fairs

**Number of position(s) available:** Multiple member positions available

**Job responsibilities and activities:** The College Fairs Committee, coordinates all NEACAC in-person college fairs.

**Desired Professional Level:** Entry, mid, or senior level

**Application deadline:** Applications accepted on an ongoing basis.

**Qualifications for position:** The College Fairs Committee seeks individuals who are organized and have excellent communication skills.

**Time requirement:** Varies based on time of year, on average 2 hours per month.

**Travel Commitment (in-person meetings and locations):** The committee holds most meetings virtually

**Reporting supervisor:** Chair, TBD - College Fairs Committee

**Questions about position:** TBD, Chair, [admin@neacac.org](mailto:admin@neacac.org)

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