

2023-2024 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.

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

NEACAC Committees Currently Seeking Volunteers

Inclusion, Diversity, Education, and Access (IDEA), Jami Silver (Chair) - Multiple

Member Engagement, Brenna Kelly (Chair) - Multiple

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

Finance Committee, Vanessa Montorsi (Chair) - Multiple

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

Professional Development, Kristen Gallant (Chair) - Multiple

College Fairs, Rachel Littlefield (Chair) - Multiple

Volunteer Position Descriptions

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. Apply by August 1 to begin your committee work at the start of the committee's annual cycle (August 15).

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, Jami Silver - IDEA Committee

Questions about position: Jami Silver, Chair, idea@neacac.org

Volunteer Position Description- Member

Committee Name: Member Engagement

Position Title: Member

Number of position(s) available: Multiple

Job responsibilities and activities:

Coordinates and promotes membership for both new and "renewing" counselors and institutions. Seeks programs and ideas that will strengthen the membership base and provide incentives for becoming a member. Develops and evaluates membership retention and recruitment plans. Works with NEACAC staff to annually produce the on-line NEACAC Resource Directory. Serve as leaders within the NEACAC Affinity Space meetings.

- Affinity Space Leaders
- Volunteer Services team
- General Member

Desired Professional Level: Entry, mid, or senior level

Application deadline: Rolling

Qualifications for position: Ability to work well in a team, desire to support NEACAC members, willingness to promote NEACAC membership to non-members, creative thinker, enthusiasm

Time requirement: Varies. 3-4 meetings a year, project responsibilities.

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): No travel is required specifically for the committee. Will have one meeting in person at AMC.

Reporting supervisor: Brenna Kelly, Chair, Membership Engagement

Questions about position: Brenna Kelly, memberengagement@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 [here](#).

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 [here](#).

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: Finance Committee Member

Committee: Finance Committee

Job responsibilities and activities:

- 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: Vanessa Montorsi, Finance Committee Chair

Questions about Position: Vanessa Montorsi, Finance Committee Chair, finance@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, 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 8, 2023 (in order to be at the first meeting for 2023-24 year, but new members are welcome after that!)

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, 2023; 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

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, Rachel Littlefield - College Fairs Committee

Questions about position: Rachel Littlefield, Chair, collegefairs@neacac.org
