



Michigan Association for College Admission Counseling 2008

Executive Committee Responsibilities & Expectations

The association purpose states that it is the express intent for our association to develop the professional competence and to meet the professional needs of individuals involved in admissions both in the secondary and post secondary fields. It is the responsibility of the executive committee to direct and implement this purpose.

Whether your position is an elected or appointed one we all share in the same responsibilities and expectations of the executive committee. As a chair or a co-chair you will be expected to acknowledge and adhere to the following:

1. Each committee chair is expected to attend each executive committee meeting at the pre-determined location and time as established by the committee. The executive committee recognizes that because our positions are primarily volunteer in nature that a maximum of two absences will be allowed. A committee with co-chairs will be allowed only one absence for the committee (the instance where neither chair is available to attend). Please note a committee chair may designate a proxy from their respective committee to attend the meeting and report. And the NACAC meeting is not inclusive of this statement.
2. Each committee chair will submit in writing their report no later than eight days prior to the date of the next scheduled executive committee meeting. All reports will be submitted to the standing secretary of the association. In the event of a committee chair is not able to make the meeting their written report will be submitted on time.
3. A roster of committee members will be submitted to the standing secretary no later than the October executive committee meeting by the chair of the designated committee.
4. Every committee will work to maintain a roster of at least five members including the chair(s) as outlined in the bylaws of the association. They will also work to meet the requirements of representation from both the secondary and post secondary schools. Where possible, an equitable geographic representation should be maintained.
5. Each committee will submit an annual report no later than March 15th of each year to the President. The reports will be compiled and presented at the annual meeting to the general membership. This report should include a financial re-cap when appropriate.
 - Committees are requested to submit 30 pieces or an electronic file, of each events material's including handouts, invitations and reminders to the association administrative assistant.