



IACAC

LEADERSHIP MANUAL

Revised October 2016

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Mission Statement

The Illinois Association for College Admission Counseling is an organization of counseling professionals dedicated to serving students as they explore options and make choices about pursuing postsecondary education. IACAC members are counselors, admission or financial aid officers, active retirees, or students who are concerned about the future of education in the State of Illinois and in the nation. IACAC is committed to maintaining high standards which foster ethical and social responsibility among those involved in the transition process.

The Illinois Association for College Admission Counseling (IACAC) has a dual mission. First and foremost is our role in providing help, support, and guidance to assist students successfully through an important life transition. This is achieved within the context of safeguarding options, which meet the needs of individuals in regard to college choice.

Statement of Purpose

This manual is designed as a training manual and reference guide for IACAC's elected officials and committee chairs. The information contained herein will allow current and future members of IACAC to quickly assimilate to their roles within IACAC and embark on the road to fulfilling the mission of their committee. The information is established in accordance with IACAC bylaws. The goal of this manual is to educate, guide, motivate and otherwise provide the tools necessary for the committee members to successfully fulfill their role of meeting the needs of the IACAC membership as it pertains to their committee. This manual is designed to help facilitate communication within IACAC and to assist in the transition process. The manual is a working document. It may be revised and updated as needed. Any changes to this manual must be approved by the Executive Board. This manual is not the sole source of training for members but rather, a beginning. IACAC members, other college transition professionals and valued colleagues remain our best source of on-going education.

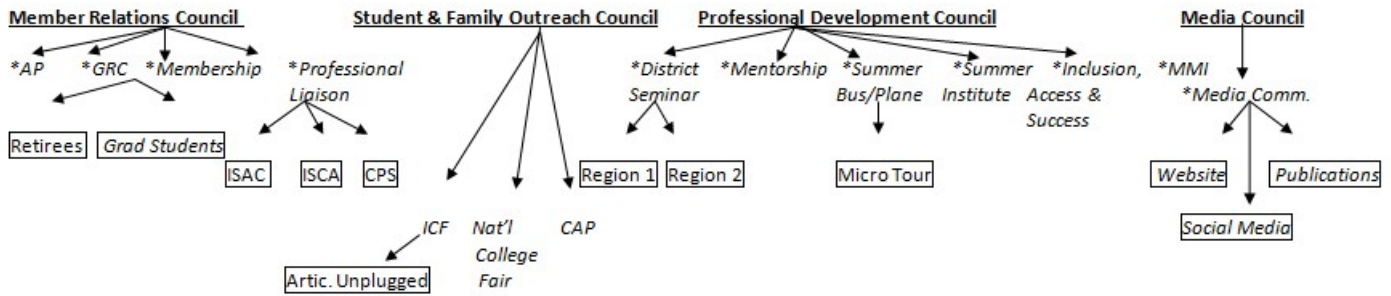
Board Structure Diagram

Presidential Cabinet ("The Cabinet")

President (D, V)	Pres-Elect (A, V)	Past Pres (D, V)	Treasurer (V)	Treas-Elect (V)	Past Treas. (V)	Secretary (V)	Executive Assistant (NV)
	Annual Conference	Nominations, Credentials, Past-Presidents	Finance, Grants	Finance, Grants ICF	Finance, Grants	Media Council	Annual Conf. Member Finance Comm. Member

Directors/Delegates Council ("The Council")

Each council will be chaired by a minimum of 2 Voting Directors/Delegates.



Key

D: Delegate
 A: Alternate Delegate
 V: Voting Member of Board
 NV: Non-Voting Member of Board
 *: Committee Chair Positions
 Boxed: Sub-Committee Chair Positions

Directors serve 2 year terms, NACAC Membership NOT Required.
Delegates serve 3 year terms, NACAC Membership REQUIRED.

2015-2016: Cabinet and Council = 19 Voting Members

Updated 02/2015

Membership Procedure

I. Membership

A. Application Procedures

1. The membership year is October 1 through September 30. Applications and appropriate dues must be paid annually to maintain membership.
2. To launch the new membership renewal campaign, a postcard will be sent to all current members as well as every complimentary listing in the directory of high schools and community colleges where there is no current member.
3. Membership applications are available on line at www.iacac.org/join/
4. Applications may be submitted on line or by printing out the PDF available on line and mailing it to the IACAC office. An application may also be obtained by calling or emailing the IACAC office.
5. Applications must be received by October 15 of the membership year for inclusion in the annual print Membership Directory.
6. Membership applications are processed by the IACAC Executive Assistant in consultation with the Credentials and Membership Committees.

B. Membership Categories

1. Voting Membership

- a. Individuals: (as defined in IACAC By-Laws Article 1. Membership. Section 1. Voting Membership. A. Individuals) with additional clarification below.
 - i. Retired Member - Any individual who was actively engaged in providing counseling, admission or financial aid services at one or more National Association for College Admission Counseling (NACAC) or ACAC member institutions or organizations who is deemed retired under the retirement program of an institution formerly employing said individual; provided in each case, that such individual is not otherwise employed providing counseling, admission or financial aid services
 - ii. Independent Counselors/Educational Consultants (as defined in IACAC By-Laws Article 1. Membership. Section 1. Voting Membership. A. Individuals. 4) whose professional objectives are consistent with the purposes of IACAC and adhere to the NACAC Statement of Principles of Good Practice may be eligible for voting membership, provided they meet the established criteria:
 - Three years of college admission counseling experience in a secondary school or college university setting.
OR
 - A Bachelor's Degree from an accredited institution and three years of college admissions counseling experience in a not-for-profit organization (e.g. community based or religious) or as an educational consultant or counselor.

In addition, applicants must submit:

- A written recommendation from a current IACAC voting member from an IACAC voting-member high school, college, or university who has known the applicant for at least three years
 - A brief description, on a separate sheet of paper, of the college admission and/or financial aid services provided.
 - Copies of literature used in promotion of the applicant's services. An application will be considered incomplete without literature.
 - A brief statement, on a separate sheet of paper, of what the candidate expects to gain from an IACAC membership.
- b. Educational Institutions (as defined in IACAC By-Laws Article 1. Membership. Section 1. Voting Membership. B. Educational Institutions)
 - c. Organizations (as defined in IACAC By-Laws Article 1. Membership. Section 1. Voting Membership. C. Organizations)
2. Nonvoting Membership
- a. Individuals (as defined in IACAC By-Laws Article 1. Membership. Section 2. Nonvoting Membership. A. Individuals)
 - i. Students must be or have been within the past two years a student enrolled in a postsecondary institution.
 - ii. Students must submit an official transcript or confirmation of course completion as a verification of student status.
 - iii. Does not qualify for another professional membership category.
 - b. Educational Institutions (as defined in IACAC By-Laws Article 1. Membership. Section 2. Nonvoting Membership. B. Educational Institutions.)
 - c. Organizations (as defined in IACAC By-Laws Article 1. Membership. Section 2. Nonvoting Membership. C. Organizations)
 - i. Any for-profit organization must have been in business for two years to be eligible for IACAC membership.

C. Membership Committee

1. The committee will develop a timeline for a membership campaign.
2. The committee will work with the Publications Specialist to produce a postcard to be mailed out in August as described in section I. A. 2.
3. The Membership Committee will send out a sequence of emails promoting membership to current IACAC members and expired members after October 1st. The committee members may also phone non-renewals to encourage membership renewal.
4. The Membership Committee will work with NACAC staff to support membership amongst IACAC members.
5. One of the membership chairs will work with the Executive Assistant and NACAC staff to produce the membership report for each Executive Board Meeting and Annual Membership Meeting.
6. The membership committee should have membership carry-over from one year to the next.

D. Membership Directory

1. An on-line searchable Membership Directory will be produced annually. The on-line directory will be available as a member benefit and updated in real time as membership changes.
2. The print directory will be produced including memberships submitted by October 15 and mailed before the end of the calendar year to members who request this option.
3. Retired members paying the retired members fee will be listed in the Membership Directory as a Retired Member regardless of any current employment
4. All benefits and registration fees will reflect the paid membership category.

E. Membership Benefits

1. Membership Directory
2. Job Board
3. Formal Mentorship Program
4. Comprehensive Illinois College Fair Calendar
5. Illinois Regional College Fair (reduced fee for members)
6. Annual Spring Conference (reduced fee for members)
7. Seminars and Workshops (reduced fee for members)
8. On-line Newsletter
9. E-mail Listserv
10. Opportunity to apply for IACAC Grants

F. Membership Meeting(s)

1. Annual Conference – the Membership Meeting is typically held on the second morning of the conference, then recessed and continued at the final meal of the conference, when there is adjournment. The annual membership meeting must be held before June 1.
2. The President sends out the notification for the membership meeting in writing at least two weeks before the meeting is held.

President (IACAC Board Member)

Objective:

The President shall preside at the Annual Membership Meeting, all other general membership meetings, and all Executive Board meetings. The President shall have overall supervision of the plans for any special membership meeting. The President, or an appointed Executive Board member appointed by the President, shall be the official representative of IACAC at meetings of other organizations or on occasions where representation has been required or deemed desirable. The President shall perform such other duties as provided for in the by-laws or as assigned by the Executive Board or the general membership and shall submit an annual report to the general membership at the Annual Membership Meeting. The President shall serve as a delegate to the NACAC Assembly in accordance with the NACAC by-laws.

Primary Expectations:

- Serves as chief spokesperson for IACAC.
- Provides overall coordination and leadership for organization.
- Serves as delegate to NACAC Assembly.
- Schedule, sets agenda and chairs all IACAC Executive Board meetings.
- Serves as member of Finance Committee.
- Appoints association committee chairs.
- Provides link between NACAC office and regional affiliate.
- Presides at Annual Membership Meetings.
- Completes annual performance reviews for employees.
- Regular communication with Executive Assistant, Publications Specialist, Event Coordinator, Regional College Fair Chairperson, and Event Planner.
- Completes contracts for all employees.
- Submits report prior to each Executive Board Meeting.
- Chooses award winners for Annual Conference.
- Attends all NACAC Leadership Development Institutes and Legislative Conference.
- Assumes all other duties as required.
- Coordinate the submission of the Annual Report.

Important Dates and Activities:

May: Assume Presidency at spring conference. Start appointing committee chairs. Schedule Executive Board meetings.

June: Submit report for June Executive Board meeting. Attend June Executive Board meeting. Preside over June Board meeting.

July/August: Attend NACAC Leadership Development Institute. Plan, organize, and preside over August LDI meeting.

September: Plan agenda for September Executive Board meeting. Submit report for September Executive Board meeting. Preside over September Board meeting. Prepare agenda for Membership Meeting at NACAC Annual Conference. Preside over Membership Meeting at NACAC Annual Conference. Attend NACAC Annual Conference and serve as delegate. Attend Finance Committee meeting at NACAC Annual Conference.

November: Submit report for November Executive Board meeting. Preside over November Executive Board meeting.

December: Start soliciting nominations for Conference award winners.

January: Submit report for January Executive Board meeting. Preside over January Executive Board meeting. Attend Credentials Committee meeting. Register for NACAC Legislative conference.

February: Attend Finance Committee meeting.

March: Attend NACAC Legislative Conference. Submit report for March Executive Board meeting. Preside over March Executive Board meeting.

April: Select award winners for Annual Conference. Prepare agenda for Annual Membership Meeting at Annual Conference.

May: Attend Annual Conference. Preside over Annual Membership Meeting at Annual Conference. Present awards at Annual Conference.

June: Submit report for June Executive Board meeting. Submit Annual Report. Attend June Executive Board meeting.

President-Elect (IACAC Board Member)

Objective:

The President-Elect's primary objective is to serve as Chair of the IACAC Annual Conference.

Primary Expectations:

- Serves as Chair of the IACAC Annual Conference
- Serves as alternate delegate to NACAC Assembly.
- Attends all IACAC Executive Board meetings.
- Serves as member of Finance Committee.
- Submits report prior to each Executive Board Meeting.
- Attends all NACAC Leadership Development Institutes and Legislative Conference.
- Assumes the duties of the President in the absence of the President.
- Required to submit Annual Report page for conference and President-Elect.
- Assumes all other duties as required.
- Submit Annual Report.
- Provide updates to The Admission Essay.
- *Please refer to conference chair page.*

Important Dates and Activities:

May: Assume President-Elect role at Annual Conference.

June: Submit report for June Executive Board meeting. Attend June Executive Board meeting.

July/August: Attend NACAC Leadership Development Institute. Attend August IACAC LDI meeting.

September: Submit report for September Executive Board meeting. Attend September Executive Board meeting. Attend NACAC Conference, serve as alternate delegate. Attend NACAC Presidents' Council meetings at NACAC Conference. Attend Finance Committee meeting at NACAC Annual Conference.

November: Submit report for November Executive Board meeting. Attend November Executive Board meeting.

December/January: Submit report for January Executive Board meeting. Attend January Executive Board meeting. Register for NACAC Legislative conference.

February: Attend Finance Committee meeting.

March: Submit report for March Executive Board meeting. Attend March Executive Board meeting. Attend IACAC Advocacy Day in Springfield. Attend NACAC Legislative Conference.

April/May: Serve as Chair of IACAC Annual Conference.

June: Submit report for June Executive Board meeting. Attend June Executive Board meeting. Submit Annual Report.

Conference Chair (President-Elect)

Objective:

The Conference Committee shall have overall supervision of the plans for the execution of the Annual Conference and Annual Membership Meeting. The chairperson shall be the President-Elect.

Primary Expectations:

- Appoint conference committee chairs, ensuring a wide variety of members, including some who have served as conference chairs in the previous conference as well as new chairs.
- Lead two on-site meetings of all chairs.
- Work with Event Planner and Executive Assistant to plan the IACAC Annual Conference details.
- Provide The Admission Essay with updates.
- Submit Annual Report.

Important Dates and Activities:

May: Select conference committee chairs.

June: Submit report for June Executive Board meeting. Meet with Event Planner and Executive Assistant for conference overview and planning. Select theme for conference.

July/August: Develop conference logo with Publicist. Develop conference budget with the help of Event Planner. Call for volunteers via Director of Digital Communications.

September: Submit report for September Executive Board meeting. Present conference budget for approval at Executive Board meeting. Lead first meeting of all committee chairs. Meet with Program Chairs to develop plan for conference program and sessions.

October: Find and sign contract with a keynote speaker.

November: Submit report for November Executive Board meeting. Meet with Program Committee to go through session proposals.

December: Submit report for January Executive Board meeting. Meet with On-Site and Program Chairs for session slotting. Food tasting at conference venue. Work with Publications Specialist on save-the-date and registration postcards. Work with NACAC representative to determine his/her role in conference.

January: Work with Program Committee to develop session document and submit to Publicist. Work with Exhibitors/Sponsorship/Advertising chairs on updates. Work with Executive Assistant, Publications Specialist, Director of Digital Communications, and Registration chairs to update and open registration. Develop At-a-Glance and submit to Publications Specialist.

February: Lead second meeting of all conference committee chairs.

Submit report for March Executive Board meeting. Develop program with Publications Specialist. Develop pocket schedule, lunch program, and dinner program with Publications Specialist.

April/May: Serve as Chair of IACAC Annual Conference. Finalize details with keynote speaker and NACAC representative. Submit final program to Publications Specialist. Write scripts for conference meetings and introduction speeches. Collect volunteer names from all conference chairs. Develop VIP schedule. Participate in stuffing party before IACAC Annual Conference. Host committee chair dinner on the Tuesday before IACAC Annual Conference.

June: Submit report for June Executive Board meeting. Submit Annual Report.

Ongoing: Communicate and check in regularly with conference committee chairs. Communicate regularly with Event Planner and Executive Assistant. Keep President and Most Recent Active Past-President updated with major conference details.

Most Recent Active Past President (IACAC Board member)

Objective:

The Most Recent Active Past President shall serve as the chairperson for the Nominating Committee and the Credentials Committee, and shall serve as a Delegate to the NACAC Assembly, if eligible.

Primary Expectations:

- Serve as chair of the Nominating Committee.
- Serve as chair of the Credentials Committee.
- Serve as Delegate to the NACAC Assembly.
- Member of Finance Committee.
- Provide support to the President and President-Elect.
- Attend NACAC Conference, IACAC Leadership Development Institute, and IACAC Annual Conference.
- Attend all Executive Board meetings.
- Serve as point person for updating Leadership Manual.
- Oversee Past Presidents' Council.
- Provide any necessary updates to The Admission Essay.
- Submit Annual Report.

Important Dates and Activities:

June: Attend Executive Board meeting. Assist President in appointing Chief Delegate for NACAC Assembly. Submit report for June Executive Board meeting.

July/August: Attend NACAC Leadership Development Institute.

After LDI communicate with Chief Delegate about issues the Assembly will be voting on or discussing. Appoint members to Nominating Committee. Appoint members to Credentials Committee. Schedule Nominating and Credentials Committee meetings for January.

September: Submit report for September Executive Board meeting. Attend NACAC Annual Conference and serve as delegate. Attend Finance Committee meeting at NACAC Annual Conference. Schedule annual Past Presidents' luncheon. At September Executive Board meeting, be sure Leadership Manual is up-to-date. Schedule January meetings for the Nominating and Credentials Committees.

October: Put out first call for nominations for Executive Board positions to listserv.

November: Host Past Presidents' luncheon. Submit report for November Executive Board meeting. Attend November Executive Board meeting. Put out second call for nominations for Executive Board positions, if necessary. Gather information from prospective candidates for Executive Board positions.

December: Put out third call for nominations for Executive Board positions, if necessary. Continue to gather information from prospective candidates.

January: Host Credentials and Nominating Committee meetings. Collect bio information, pictures, and personal statements from all candidates. Submit report for January Executive Board meeting. Attend January Executive Board meeting. Solicit possible Kasowski Award winners at Executive Board meeting and Nominations meeting.

February: Attend Finance Committee meeting. Invite and encourage all nominees to attend March Executive Board meeting.

March: Publish special edition of Admission Essay with candidate information. Get all proposed by-law changes to membership. Submit report for March Executive Board meeting. Attend March Executive Board meeting. Present slate of candidates to Executive Board. Run candidate training session prior to Executive Board meeting. Select Kasowski Award winner. Gather information on Kasowski Award winner.

April: Complete IACAC Annual Membership Meeting script. Share with necessary individuals.

May: Attend IACAC Annual Conference. Present slate of candidates to IACAC Membership at Annual Membership Meeting. Facilitate by-law changes at Annual Membership Meeting. Present Patricia Kasowski winner at IACAC Annual Conference.

June: Submit report for June Executive Board meeting. Attend June Executive Board meeting.

Secretary (IACAC Board Member)

Objective:

The Secretary is responsible for recording minutes during all IACAC Executive Board meetings as well as presenting those minutes during the meeting for motioned approval. Additionally, the Secretary organizes and edits those minutes to share with Executive Board members and committee chairs. In addition, the Secretary serves on the Finance Committee to also record minutes during both of that committee's meetings to be shared only with members of that committee. The Secretary also serves as a member of the Media Communications Committee. The Secretary is required to attend the NACAC Annual Conference (see Fiscal Policy for reimbursement guidelines) to record minutes during the IACAC Membership Meeting.

Primary Expectations:

- Prior to each Executive Board meeting, the Secretary prepares the minutes template for that particular meeting.
- Attends all Executive Board meetings and records minutes.
- During each Board meeting the minutes are presented for corrections and for motioned approval.
- It is helpful if the Secretary voice records the Executive Board meetings to assist with typing and editing of minutes to improve accuracy.
- Sends minutes to President, President-Elect, and Most Recent Active Past President immediately following meeting for pre-approval. Once approved, sends minutes to entire Executive Board email listserv to solicit feedback and corrections.
- Assists President with organizing committee chair reports on Google Drive.
- Assists Presidents Council with special projects as needed.
- The Secretary shall be responsible for correspondence as referred by the President.
- The Secretary will submit the Motion Log to the Annual Report.

Important Dates and Activities:

June: Sends March Executive Board meeting minutes to new board members, new committee chairs prior to Executive Board meeting. Works with President to suggest agenda items based on previous meeting's events and previous year-same month's events. Sends reminder to Treasurer, Membership Chair, Chief Delegate, President-Elect, President, and Most Recent Active Past President and anyone else listed on the agenda to send their reports/notes just prior to Executive Board meeting to assist with minutes preparation. Encourages those on the agenda to complete and send a board proposal form to Executive Board, if necessary. Creates name place-cards for those that will be in attendance. Attends transition meeting and records minutes. *(If a new Secretary has just been elected, the outgoing and incoming Secretaries should meet prior to the transition meeting for training as the newly elected Secretary takes the minutes during the transition meeting.)* Sends minutes to President, President-Elect, and Most Recent Active Past President for pre-approval and then sends to the Executive Board listserv and to Google Drive. Sends approved March Executive Board meeting minutes to IACAC Director of Digital Communications for posting on website.

July/August: Creates motion log to update and maintain throughout the year. Prepares minutes templates for each Executive Board meeting in the upcoming year. Attends IACAC Leadership Development Institute (no minutes needed, but works with President to ensure information is shared with those not in attendance).

September: Prior to Executive Board meeting, verifies receipt of all committee reports and are saved to Google Drive. Works with President to suggest agenda items based on previous meeting's events and previous year-same month's events. Sends June Executive Board meeting minutes just after President announces upcoming Executive Board meeting details. Sends reminder to Treasurer, Membership Chair, Chief Delegate, President-Elect, President, and Most Recent Past President and anyone else listed on the agenda to send their reports/notes just prior to Executive Board meeting to assist with minutes preparation. Encourages those on the agenda to complete and send a board proposal form to Executive Board, if necessary. Creates name place-cards for those that will be in

attendance. Attends Executive Board meeting, presents previous Executive Board meeting's minutes for approval and records current meeting's minutes. Sends to President's Council and then to listserv after Presidents' approval. Makes necessary corrections to previous Board meeting's minutes and then sends to IACAC Director of Digital Communications for posting on website. Attends NACAC Annual Conference and takes minutes during IACAC Membership Meeting (similar to September Board meeting minutes) and takes notes at the Finance Committee meeting. Edits and sends IACAC Membership Meeting minutes to President and Finance Committee notes to members of that committee.

November: Prior to Executive Board meeting, verifies receipt of all committee reports and are saved to Google Drive. Works with President to suggest agenda items based on previous meeting's events and previous year-same month's events. Sends September Executive Board meeting minutes to listserv after President announces upcoming Executive Board meeting details. Sends reminder to Treasurer, Membership Chair, Chief Delegate, President-Elect, President, and Most Recent Active Past President and anyone else listed on the agenda to send their reports/notes just prior to Executive Board meeting to assist with minutes preparation. Encourages those on the agenda to complete and send a board proposal form to Executive Board, if necessary. Creates name place-cards for those that will be in attendance. Attends Executive Board meeting, presents June's Executive Board meeting minutes for approval and records current meeting's minutes. Sends to President's Council and then to listserv after Presidents' approval. Makes necessary corrections to previous Executive Board meeting's minutes and then sends to Director of Digital Communications for posting on website.

January: Prior to Executive Board meeting, verifies receipt of all committee reports and are saved to Google Drive. Works with President to suggest agenda items based on previous meeting's events and previous year-same month's events. Sends November Executive Board meeting's minutes to listserv after President announces upcoming Executive Board meeting details. Sends reminder to Treasurer, Membership Chair, Chief Delegate, President-Elect, President, and Most Recent Active Past President and anyone else listed on the agenda to send their reports/notes prior to Executive Board meeting to assist with minutes preparation. Encourages those on the agenda to complete and send a board proposal form to Executive Board, if necessary. Creates name place-cards for those that will be in attendance. Attends Executive Board meeting, presents previous Executive Board meeting's minutes for approval and records current meeting's minutes. Sends to President's Council and then to listserv after Presidents' approval. Makes necessary corrections to previous Executive Board meeting's minutes and then sends to Director of Digital Communications for posting on website.

February: Attends Finance Committee meeting and takes minutes. Sends minutes to committee members following meeting.

March: Prior to Executive Board meeting, verifies receipt of all committee reports and are saved to Google Drive. Works with President to suggest agenda items based on previous meeting's events and previous year-same month's events. Sends January's meeting minutes to listserv after President announces upcoming Executive Board meeting details. Sends reminder to Treasurer, Membership Chair, Chief Delegate, President-Elect, President, and Most Recent Active Past President and anyone else listed on the agenda to send their reports/notes just prior to Executive Board meeting to assist with minutes preparation. Encourages those on the agenda to complete and send a board proposal form to Executive Board, if necessary. Creates name place-cards for those that will be in attendance. Attends Board meeting, presents previous Executive Board meeting's minutes for approval and records current meeting's minutes. Sends to President's Council then to listserv after Presidents' approval. Makes necessary corrections to previous Executive Board meeting's minutes and then sends to Director of Digital Communications for posting on website. Attends IACAC Advocacy Day.

April: Prepares template for Annual Membership Meeting minutes. The following should be included: President's report, Past President's report (by-laws), President elect's report, Treasurer's report, Membership report.

May: Attends Annual Conference and presents previous Annual Membership Meeting's minutes for membership approval and records minutes during Annual Membership Meeting. Sends to President's Council for pre-approval. Sends *previous year's* IACAC Annual Membership meeting minutes (approved during Annual Conference meeting) to IACAC Director of Digital Communications for posting on website. Finalizes motion log from previous year, sends to President to add to Annual Report.

Treasurer (IACAC Board Member)

Objective:

The Treasurer shall be responsible for maintaining the official financial records of IACAC, performing other financial transactions, and monitoring fund development. The Treasurer shall be chairperson of the Finance Committee and shall submit an annual report to the general membership at the Annual Membership Meeting. Reference the Finance Committee page for a description of the committee's objectives.

Primary Expectations:

- Be in attendance for all Executive Board meetings.
- In consultation with Executive Assistant, send out IACAC's to-date financial snapshot (Treasurer's Report) one week prior to all executive board meetings to the Executive Board email listserv.
- Chair the Finance Committee.
- Regular communication with both Past Treasurer and Treasurer-Elect.
- Submit Annual Report.

Important Dates and Activities:

June: Attend Executive Board meeting. Submit Finance Committee report for June Executive Board meeting. Schedule monthly conversations with Treasurer-Elect for mentoring. Coordinate with Past Treasurer and Treasurer-Elect to plan a budget workshop for committee chairs, liaisons and cabinet members.

July/August: Set date for the Finance Committee meeting at NACAC in consultation with President. Assist Committee Chairs with budgeting questions. Register for NACAC Affiliate Treasurer meeting. Review and update Finance Committee webpage. Email the Finance Committee to review the fiscal policy for possible revisions.

September: Submit Finance Committee report for September Executive Board meeting. Attend NACAC Annual Conference to give the Finance Committee report. Chair the Finance committee meeting at NACAC Annual Conference. Set second Finance Committee meeting.

November: Submit Finance Committee report for November Executive Board meeting. Attend November Executive Board meeting. Email request for budget proposals to committee chairs and liaisons. Budget workshop at Executive Board meeting. Remind President to seek contract changes from employees/independent contractors.

December: Send reminder email about the budget proposals.

January: Submit Finance Committee report for January Executive Board meeting. Attend January Executive Board meeting. Send final committee budget proposal email. Construct a proposed balanced budget and email to the finance committee for review for Finance Committee meeting. Prepare and send agenda for Finance Committee meeting (include current contracts).

February: Preside over Finance Committee meeting. Send finalized contracts to President to share with employee/independent contractors. Connect with committee chairs regarding Finance Committee's decisions on committee budget proposals. Prepare proposed budget to be presented at the March Executive Board meeting.

March: Submit Finance Committee report for March Executive Board meeting. Attend March Executive Board meeting. Present proposed budget to Executive Board.

April: Write Treasurer's Script for the Annual Membership Meeting at Annual Conference. Ensure that contracts have been delivered to employees/independent contractors. Prepare budget proposal handouts and send to President-Elect for Annual Conference.

May: Attend IACAC Annual Conference. Walk through of annual membership meeting. Present the proposed budget to the Membership.

Treasurer - Elect (IACAC Board member)

Objective:

The Treasurer-Elect shall serve on the Professional Development Grants Committee, Finance Committee and the Illinois College Fair Committee.

Primary Expectations:

- Attend all IACAC Executive Board Meetings.
- Attend all IACAC Finance Committee Meetings.
- Attend all Illinois Regional College Fair Committee meetings.
- The Treasurer-Elect will coordinate and report Donated Services for IACAC.
- Submit quarterly reports to update the Executive Board on current and future work and plans.
- Chair Professional Development Grants Committee.
- The Treasurer-Elect serves as the chair of the Professional Development Grants Committee.
- The Treasurer-Elect serves as a member of the Finance Committee.
- The Treasurer-Elect serves as a member of the Illinois Regional College Fair Committee.
- The Treasurer-Elect will work with both the current Treasurer and Past Treasurer and Executive Assistant to ensure the financial health of the organization.
- The Treasurer-Elect will plan to attend affiliate Treasurer Meetings during NACAC Conferences.
- Submit an Annual Report.

Important Dates and Activities:

June: Submit report for Executive Board meeting. Attend IACAC Executive Board meeting.

July/August: Attend IACAC Leadership Development Institute (LDI), take care of Professional Development Grants Committee responsibilities and contact the Executive Board to remind them of submitting Donated Services.

September: Submit report for Executive Board meeting. Attend IACAC Executive Board meeting. New ideas or changes in grant policy should be brought up at Finance Committee meeting in September. Send reminder to committees about filling out Donated Services.

October: Send reminder to committees about filling out Donated Services.

November: Submit report for Executive Board meeting. Attend IACAC Executive Board Meeting. Send reminder to committees about filling out donated services. Committee Budget workshop at November Executive Board meeting with Treasurer co-hort. Attend Illinois College Fair Committee Meeting.

December: Continue work on the Professional Development Grant Committee. Send reminder to committees about filling out Donated Services.

January: Submit report for Executive Board meeting. Attend IACAC Executive Board Meeting; send reminder to committees about filling out Donated Services.

February: Presides over Professional Development Grant committee meetings, attend Illinois Regional College Fair meetings and Finance Committee Meeting.

March: Submit report for Executive Board meeting. Attend IACAC Executive Board Meeting, Provide Donated Services update to the Executive Board. Send reminder to committees about filling out donated services.

April: Send reminder to committees about filling out Donated Services.

May: Attend IACAC Annual Conference.

Most Recent Active Past Treasurer (IACAC Board member)

Objective:

The Most Recent Active Past Treasurer shall serve on the Professional Development Grants Committee and the Finance Committee.

Primary Expectations:

- Attend all IACAC Executive Board meetings.
- Attend all IACAC Finance Committee meetings.
- Assist the Treasurer-Elect with coordinating and reporting of the Donated Services for IACAC.
- Submit quarterly reports to update the Executive Board on current and future work and plans.
- Assist the Treasurer-Elect with Professional Development Grants Committee.
- Support the Treasurer-Elect and Treasurer with their respective responsibilities.
- Provide historical perspective on the role and past decisions of the Treasurer positions.
- The Past Treasurer serves as a member of the Professional Development Grants Committee.
- The Past Treasurer serves as a member of the Finance Committee.
- The Past Treasurer will work with both the current Treasurer, Treasurer-Elect and Executive Assistant to ensure the financial health of the organization.
- The Past Treasurer will plan to attend affiliate Treasurer Meetings during NACAC Conferences.
- The Past Treasurer will submit the annual report.
- Regular communication with the Treasurer.
- Submit an Annual Report.

Important Dates and Activities:

June: Submit report for Executive Board meeting. Attend IACAC Executive Board meeting.

July/August: Attend IACAC Leadership Development Institute (LDI), provide assistance with the Professional Development Grants Committee.

September/October: Submit report for Executive Board meeting. Attend IACAC Executive Board meeting. Collaborate with Treasurer-Elect on new ideas or changes in grant policy for the Finance Committee meeting in September. Attend NACAC Annual Conference, affiliate Treasurer meeting, & Finance Committee meeting.

November: Submit report for Executive Board meeting. Attend IACAC Executive Board meeting & committee budget workshop at November Executive Board meeting with Treasurer co-hort.

December: Assist with Professional Development Grants Committee work.

January: Submit report for Executive Board meeting. Attend IACAC Executive Board meeting. Assist Treasurer on budget proposal for Finance Committee meeting.

February: Attend Professional Development Grants committee meetings and Finance Committee Meeting.

March: Submit report for Executive Board meeting. Attend IACAC Executive Board Meeting to assist in presentation of proposed budget to the Executive Board.

April: Assist Treasurer with development of the Treasurer's Reports and budget presentation for Annual Conference.

May: Attend IACAC Annual Conference.

Council Team Director (Secondary and Post-Secondary) (IACAC Board Member)

Objective:

Directors shall assume the responsibilities assigned to them by the President or the Executive Board. Among these responsibilities shall be co-chairing one of the four Council teams as defined in the IACAC by-laws. Directors shall oversee the activities of the standing committees that report to their assigned team: Member Relations, Student and Family Outreach, Professional Development or Media.

Structure:

- One Council Team Director –Secondary and one Council Team Director – Post secondary are elected by the IACAC membership at the Annual Meeting.
- The term for a Council Team Director shall be for two years.

Primary Expectations:

- Represent the more than 1,300 members of IACAC.
- Attend and vote at each of the board meetings.
- Serve as a liaison to assigned committee.
- Attend the IACAC Annual Conference.
- Other duties as assigned.

Important Dates and Activities:

June: Directors will attend June Executive Board meeting.

July/August: Directors will attend August Executive Board meeting.

September: Directors will attend September Executive Board meeting.

November: Directors will attend November Executive Board meeting.

January: Directors will attend January Executive Board meeting.

March: Directors will attend March Executive Board meeting.

April/May: Directors will attend Annual Conference and Annual Membership Meeting.

Delegate Directors (IACAC Board Member)

Objective:

In addition to representing IACAC in the NACAC Assembly, each Delegate shall co-chair one of the four Council teams; Member Relations, Student and Family Outreach, Professional Development or Media. Additionally, Delegates shall assume the responsibilities assigned to them by the President or the Executive Board.

Structure:

- The Chief Assembly Delegate is selected by current President.
- The President and Past President also hold ex-officio assembly delegates positions.
- Elections are held to fill the remaining assembly delegate spots as determined by the number of voting NACAC members at the IACAC Annual Conference.
- The number of delegates is determined by NACAC and its by-laws.
- The President-Elect will serve as alternate delegate.

Chief Delegate Expectations:

- Serve as Chief Delegate to NACAC General Assembly and plan delegate meetings.
- Provide Chief Delegate Report/NACAC recap for The Admission Essay.
- Inform membership of elections and issues that are before the NACAC General Assembly.
- Train delegates at September Executive Board meeting.
- Provide updates at the Executive Board meetings.

Primary Expectations:

- Attend the Assembly meeting at the NACAC Annual Conference.
- Attend the NACAC Annual Conference.
- Attend the IACAC Membership Meeting and Annual Membership Meeting at the NACAC Annual Conference.
- Inform the IACAC Membership of issues being debated in the assembly.
- Attend delegate training about issues and candidates.
- Attend IACAC Executive Board meetings.
- Serve as liaisons to IACAC Committees.
- Attend IACAC Annual Conference.

Important Dates and Activities:

June: Attend IACAC Executive Board meeting.

July/August: Attend IACAC Leadership Development Institute.

September: Attend delegate training. Attend NACAC Assembly meeting and Annual Conference. Attend Executive Board Meeting.

November: Attend Executive Board Meeting.

January: Attend Executive Board Meeting.

March: Attend Executive Board Meeting & Advocacy Day.

May: Attend IACAC Annual Conference and Membership Meeting.

Committee Chairperson

Objective:

Committee Chairperson(s) will be appointed by IACAC President-Elect (unless otherwise determined via organizational by-laws). Outgoing committee chairpersons will work with President-Elect to determine succession plan and identify replacements in leadership roles. Executive Board members may not serve as committee chairs, but may serve as volunteers on committees. Committee chairpersons must be active members of IACAC.

Responsibilities:

- Determine and execute annual goals for committee.
- Lead committee meetings throughout the year, including: determine meeting dates/locations, develop meeting agendas, maintain records of meetings.
- Develop committee volunteer membership and form committee structure.
- Project committee expenses and establish proposed committee budget.
- Monitor and manage all financial obligations within budgeted guidelines.
- Communicate with Executive Board liaison and report out committee news to the Board throughout the year.
- Prepare annual committee report, including: member list, activities and accomplishments, future recommendations.

Key Calendar Dates: (IACAC fiscal year runs from June 1st – May 31st)

June: Submit report for Executive Board meeting.

August: Attend IACAC Leadership Development Institute.

September: Submit report for Executive Board meeting.

November: Submit report Executive Board meeting.

January: Submit report for Executive Board meeting. Prepare and submit budget proposal request.

March: Submit report for Executive Board meeting.

May: Attend Annual Conference.

Ongoing: Committee meetings, regular communication with executive board liaisons.

Admission Practices Committee (IACAC Committee Chair)

Objective:

The Admission Practices Committee shall review annually the Statement of Principles of Good Practice of NACAC, the NACAC Monitoring Procedures for the Statement of Principles of Good Practice, IACAC Monitoring Procedures, and the IACAC Statement of Practices and Courtesies, and shall formulate and recommend changes to the IACAC Executive Board which shall determine whether to submit such recommendations to the NACAC Executive Board. This committee shall also be responsible for dealing with alleged infractions as defined by NACAC guidelines. Membership should have some carry-over from year to year.

Structure:

- Committee chairs are appointed by the President-Elect and can remain in their position for up to three years.
- Committee is moving toward a composition of six members: three from secondary schools; three from post-secondary institutions. ***
- Committee members are expected to serve one three-year term, with the option to serve an additional three-year term.
- Chairs and all committee members must be current members of IACAC.

Primary Expectations:

- This committee shall be responsible for dealing with alleged infractions as defined by NACAC guidelines, IACAC guidelines, and SPGP.
- Submit reports to update the Executive Board on current and future work and plans.
- Serve as the liaison between NACAC and IACAC with regards to Admission Practices.
- If attending NACAC Annual Conference, committee chairs should plan to attend AP counterparts meeting.
- Update membership on changes to the SPGP.
- Plan and present a session on Admission Practices at the IACAC Annual Conference and Summer Institute every year.
- Maintain and update AP section of the IACAC website.
- Conduct two Admission Practices Committee meetings annually.
- Submit updates to The Admission Essay.
- Submit an Annual Report.

Important Dates and Activities:

June: Submit report for Executive Board meeting.

July/August: Attend Leadership Development Institute.

September/October: If attending NACAC, plan to attend the Admission Practices meeting. Plan to host fall committee meeting. Submit report for Executive Board meeting.

November: Submit report for Executive Board meeting.

January: Submit report for Executive Board meeting.

March: Host spring committee meeting.

April/May: If possible, plan to attend IACAC Spring Conference.

Throughout year: Address SPGP violations or concerns as they arise.

***This plan is not in place yet, but will be going forward.

College Awareness and Preparation Committee (IACAC Committee Chair)

Objective:

The College Awareness and Preparation (CAP) Committee provides students and families of Illinois with practical, timely and accurate information on the college process. Its work focuses on improving student, family and community awareness of the wide range of college selection and admission processes. The committee will make service and outreach to nontraditional, under served and underrepresented populations as a particular emphasis of its work. The outreach comes in the form of two events, Motivate Me-Young Men's Conference and Camp College.

Structure:

- The chairs of this committee are appointed by the President-Elect and should be willing to serve for at least a three year term.
- Each year, one chair will roll off and a new chair will roll on. (3-2-1 year chair structure)
- Chairs and all committee members must be current members of IACAC.
- Committee members are appointed by the chairs and are expected to be active contributors for at least one year.
- Committee size should be determined based on chair's needs for the year.
- Committee makeup should include both secondary and post-secondary members if possible.
- This committee has budgetary authority and responsibility.

Primary Expectations:

- Chairs will attend the June Executive Board meeting and Leadership Development Institute (LDI).
- Submit reports to update the Executive Board on current and future work and plans.
- Committee members are required to attend at least on program, Motivate Me and/or Camp College.
- Plan and execute Motivate Me-Young Men's Conference each spring/summer.
- Plan and execute Camp College each summer.
- Submit updates to The Admission Essay.
- Submit an Annual Report.

Important Dates and Activities:

June: Submit report for Executive Board meeting. Attend Executive Board meeting, host a follow-up meeting for Motivate Me, and prepare for Camp College. Start process of soliciting site hosts for both programs.

July/August: Attend LDI, host the debrief meeting for both Motivate Me and Camp College.

September: Reach out for committee volunteers. Submit report for Executive Board meeting.

October: Review site bids for Motivate Me and Camp College.

November: First committee meeting, collect site bids for fiscal year. Submit report for Executive Board meeting.

December: Start advertising program to school counselors.

January: Advertise programs to students. Submit report for Executive Board meeting.

February: Host committee meeting.

March: Deadlines for submission of applications for Motivate Me and Camp College. Submit report for Executive Board meeting.

April: Finalize selection of attendees for Camp College, keep in contact with Motivate Me students.

May: Attend IACAC conference if able. Host a committee meeting.

Credentials Committee (IACAC Committee Chair)

Objective:

The Credentials Committee shall determine eligibility as outlined in the by-laws for membership in IACAC; make recommendations to the Executive Board regarding criteria for membership in IACAC; investigate membership eligibility questions referred to it by the Executive Board; and review the by-laws and recommend revisions when deemed appropriate, including revisions required to their consistency with the governing documents of NACAC.

Structure:

- The Most Recent Active Past President shall serve as chairperson of this committee.
- The Most Recent Active Past President will select members for this committee.
- Membership on this committee should have some carry-over from year to year.

Primary Expectations:

- To review the IACAC by-laws on an annual basis in order to make sure they are current and in accordance with the Bylaws of NACAC.
- To clarify and interpret the by-laws as questions arise.
- To conduct a vote of the general membership when changes are made to the by-laws.
- To determine eligibility for membership in IACAC.
- Make recommendations to the Executive Board regarding criteria for membership.
- Investigate membership eligibility questions referred to it by the Executive Board.
- The chair of this committee is expected to submit a report for each Executive Board meeting.
- The chair is expected to attend the NACAC Leadership Development Institute each summer to stay abreast of upcoming changes to the NACAC by-laws.
- The chair is expected to attend the NACAC conference each year to gain information about any NACAC by-law changes approved by the NACAC assembly.
- All committee members are expected to attend committee meetings.
- Provide updates to The Admission Essay.
- Submit annual report.

Important Dates and Activities:

June: Committee Chair will submit report for June Executive Board meeting. Committee Chair will attend June Executive Board meeting.

July/August: Committee Chair will attend IACAC Leadership Development Institute. Committee Chair will appoint members of Credentials Committee. Committee Chair will submit report for September Executive Board meeting and attend September Executive Board meeting.

September: Committee Chair will arrange time and location for committee meeting in January. Committee Chair will attend NACAC Annual Conference to gain information about NACAC by-law changes. Committee chair will submit report for September Executive Board meeting and attend September Executive Board meeting.

November: Committee chair will submit report for Executive Board meeting and attend Executive Board meeting.

December: Solicit any proposed changes from Credentials Committee prior to January committee meeting.

January: Committee will meet to discuss any changes to by-laws. Committee chair will submit report for January Executive Board meeting and attend January Executive Board meeting.

March: Any changes in by-laws will be brought to March meeting for approval by Executive Board. Committee chair will submit report for March Executive Board meeting and will attend March Executive Board meeting.

April: After approval by Executive Board, prepare both handouts for IACAC Annual Conference and email to membership. All members should be notified at least two weeks in advance of the Annual Membership Meeting per the by-laws. Any changes in by-laws will be brought to Annual Membership Meeting for approval by members.

Ongoing: Committee will deal with any membership issues that arise.

District Seminars Committee (IACAC Committee Chair)

Objective:

The District Seminars Committee shall be responsible for creating, coordinating, and implementing IACAC District Seminars in Region 1 and Region 2. These seminars will address guidance and admission concerns for high schools, community colleges, four-year colleges and universities. Membership should have some carry-over from year to year.

Structure:

- There should be at least two chairpersons who chair the committee and represent each of the two regions of Illinois.
- Each region is divided into districts with each district seminar possessing its own coordinator(s) and committee.
- Region 1 consists of the Southern, West Central, Western, and East Central Districts respectively.
- Region 2 consists of the Northwest, West & North Suburban, and Chicago & South Suburban Districts respectively.

Primary Expectations:

- Maintain open communication among district coordinators and committees in respective regions .
- Facilitate transition of chairs, coordinators and committees.
- Continually seek ways to serve the needs of admission and counseling professionals through district seminars.
- Assist site coordinators and committees with all phases of planning.
- The committee chairs are expected to submit a report to the Executive Board for each Executive Board meeting.
- All committee members are expected to attend committee meetings.
- Conduct an annual review of the Leadership Manual and make recommendations for amendments.
- Submit updates for The Admission Essay.
- Submit annual report.

Important Dates and Activities:

June: Submit committee report for Executive Board meeting. Attend Executive Board meeting.

August/September: Facilitate introductions of District Seminar site coordinators. Brainstorm session topics. Request District Seminar details such as committee names, institutions, titles, location, and dates. Discuss changes to the process of committee formation, district format, pricing, registration and evaluation. Discuss plans for fundraising and donations. Provide Executive Board with updates.

October: Send save-the-date information to IACAC listserv/website. Work on mailing list for non-IACAC members for each seminar. Provide Executive Board with updates by early November.

November: Receive updates from district committees. Attend Executive Board meeting. Schedule and participate in committee conference call to review progress with sessions at each site.

December: Finalize session topics and descriptions. Receive seminar text and review. Provide Most Recent Active Past-President, President and President-Elect with updates. Submit final write to Director of Digital Communications and for postcards and website. Review and amend registration process. Contact any sponsors for events.

January: Review website information. Verify district seminar coordinators are prepared to send confirmations. Discuss Project Reach outreach with seminar chairs. Review membership outreach with seminar chairs. Discuss budgets and reimbursement plans with seminar chairs. Submit report for Executive Board meeting.

February: Registrations begin to arrive. Send registration lists to seminar chairs weekly or as requested. Send Project Reach reminders.

March: Registrations continue to arrive and continuation of updates for district chairs. Send final list for those who have requested registration shut off. Continue correspondence with district chairs and participants for assistance. Consider evaluations and feedback from the committees. Attend (if possible) programs, request input from chairs about their respective seminars. Send Thank You letters to district seminar coordinators. Monitor registration. Submit report for Executive Board meeting.

April: Submit annual report. Wrap up any questions/concerns with seminar chairs. Plan a follow-up meeting with all the members at IACAC conference.

May: Submit newsletter article. Attend IACAC Annual Conference.

Ongoing: Solicit committee members.

Finance Committee (IACAC Committee Chair)

Objective:

The Finance Committee shall make budget estimates, recommend to the Executive Board investment and audit policies, administer grant programs, and supervise all other IACAC financial matters. The Finance Committee shall be responsible for the creation of and selection of candidates for all salaried and stipend positions. Based on their findings, the Finance Committee shall make recommendations to the Executive Board for approval. The Finance Committee shall meet a minimum of twice a year and be responsible for reviewing the financial statements of IACAC. This shall include the monthly financial reports and the year-end financial statement. The Treasurer shall be the chairperson and the President, Most Recent Active Past President, President-Elect, Treasurer-Elect and Most Recent Active Past Treasurer shall be members; the Executive Assistant shall be a non-voting member.

Structure:

- The Treasurer is the chair of this committee.
- Voting members include: the President, Most Recent Active Past President, President-Elect, Most Recent Active Past Treasurer, and Treasurer-Elect.
- Meeting participants include: IACAC Executive Assistant (non-voting member) and IACAC Secretary, to take meeting minutes.

Primary Expectations:

- Meet twice a year.
- Maintain the objectives as set forth above.
- Propose a balanced budget for vote at the Annual Membership Meeting.
- Manage the investment accounts.

Important Activities and Dates:

June: Submit Finance Committee report for Executive Board meeting. Coordinate a budget workshop with the assistance of the Most Recent Active Past Treasurer and Treasurer-Elect for committee chairs, liaisons, and cabinet members.

July/August: Set date for the Finance Committee meeting at NACAC in consultation with President. Review and update Finance Committee webpage through Director of Digital Communications. Email the Finance Committee to review the Fiscal Policy for possible revisions.

September: Submit Finance Committee report for September Executive Board meeting. Chair the Finance Committee meeting at NACAC Annual Conference. Set the second Finance Committee meeting.

November: Submit Finance Committee report for November Executive Board meeting.

January: Submit Finance Committee report for January Executive Board meeting. Budget proposals due prior to second Finance Committee meeting. The committee receives proposed balanced budget from Treasurer. Treasurer submits agenda for Finance Committee meeting (including current contracts) to the Finance Committee for review.

February: Finance Committee meeting. Treasurer presents proposed balanced budget to Finance Committee. Treasurer then sends approved contracts to President to share with employees and independent contractors.

March: Submit Finance Committee report for March Executive Board meeting. Present proposed budget to Executive Board.

April: Prepare budget proposal handouts and send to President-Elect for stuffing folders for IACAC Annual Conference.

May: Present the proposed budget to the membership at the Annual Membership Meeting.

Financial Resources

The Treasurer's Reports, Fiscal Policy Manual, Travel Reimbursement Form, Check Request Form and Donated Services Log can be found in the Finance section of the IACAC website (member login required).

Government Relations Committee (IACAC Committee Chair)

Objective:

The Government Relations Committee shall establish and maintain a communications network to inform IACAC members of issues evolving from the activities of other professional associations and state and federal governmental agencies; shall monitor legislative activity at the state level, and recommend relevant action to the Executive Board; and shall maintain liaison with the NACAC Government Relations Committee. Membership should have some carry-over from year to year.

Structure:

- The chairs of this committee are appointed by the IACAC President and serve a three year term.
- Chairs and all committee members must be current members of IACAC.
- Committee members are selected by chairs and are expected to be active contributors for at least one year.
- Committee size should be determined based on chairs' needs for the year.
- Committee membership should include both secondary and post-secondary members; committee membership should be representative of all regions of Illinois.
- This committee has budgetary authority and responsibility.
- Provide updates to The Admission Essay.
- Submit an Annual Report.

Primary Expectations:

- GRC Chairs should plan to attend the NACAC Annual Legislative Conference in Washington, D.C.
- Schedule, organize, and coordinate IACAC Advocacy Day in Springfield, Illinois.
- Schedule and host Government Relations Committee meetings throughout the year.
- Monitor legislative issues and bills at the state and national level and communicate pertinent information to IACAC members.
- Coordinate the efforts of IACAC Membership to respond to pertinent legislative issues.
- Develop and cultivate professional relationships with elected members of the Illinois General Assembly and other members of the Executive Branch, especially those serving in positions who influence education policy.
- Maintain contact with state legislators and serve as an information source for legislators regarding education issues.
- Create and continue dialogue with local policy-making communities and allied associations.
- Become knowledgeable about NACAC legislative resources and work closely with NACAC staff and national GRC.
- Submit quarterly reports to update the Executive Board on current and future work and plans.
- Propose a Government Relations Committee budget.
- Situations may arise where GRC Chairs may need to attend IACAC Annual Conference and Executive Board meetings.
- Submit Annual Report.

Important Dates and Activities:

June: Submit report for Executive Board meeting. Attend Executive Board meeting.

July/August: Attend IACAC Leadership Development Institute (LDI).

September: Host Government Relations Committee meeting. Submit report for Executive Board meeting. Attend Executive Board meeting, if available.

November: Host Government Relations Committee meeting. Submit report for Executive Board meeting. Attend Executive Board meeting, if available.

January: Submit report for Executive Board meeting. Attend Executive Board meeting, if available.

February: Host Government Relations Committee meeting. Attend NACAC Annual Legislative Meeting in Washington D.C.

March: Host and organize IACAC Advocacy Day in Springfield, Illinois. Submit report for Executive Board meeting. Attend board meeting, if available.

May: Attend IACAC conference. Present legislative update at IACAC Annual Conference.

Illinois College Fair Committee (IACAC Committee Chair)

Objective:

The Illinois College Fair Committee shall be responsible for establishing the Illinois College Fair schedule, overseeing policy and procedures, promoting the Illinois Regional College Fairs, and overseeing the planning and implementation of the Articulation Unplugged program held each fall.

Structure:

The Illinois Regional College Fair Coordinator shall be the chairperson and the committee shall consist of nine members, each of whom shall serve a three-year term. In addition, the Treasurer-Elect shall serve as the tenth member of the committee. Efforts will be made to include a member who serves on the Chicago National College Fair Committee and at least one member who will also serve as the chief organizer(s) of Articulation Unplugged.

Primary Expectations:

- Committee will continually evaluate and prepare the yearly college fair schedule.
- Committee will strive to monitor the quality of each program listed on the IACAC College Fair Calendar.
- Committee will regulate the policies established for Illinois Regional College Fair Programs and Articulation Unplugged including: schedule, fee structure, etc.
- Committee will promote The IACAC Statement of Practices and Courtesies as it applies to college fair programs and Articulation Unplugged.
- Committee will oversee and monitor Articulation Unplugged program.
- Ensure that the committee goals and initiatives continue to align themselves with the IACAC Strategic Plan.
- Committee will work closely with IACAC Director of Digital Communications and Media Communications committee to continually promote college fair events in an attempt to attract a diversity of college and university participants and serve a breadth of students and families throughout the State of Illinois.
- Provide updates to The Admission Essay.
- Submit Annual Report.

Important Dates and Activities:

June: Work with IACAC Director of Digital Communications and Communications Specialist to edit and produce posters and postcards for Illinois Regional College Fairs. Launch IRCF registration (online and PDF). Update Committee page on IACAC website. Set next year's meeting dates. Add late college fairs/make requested changes to College Fair Calendar.

July/August: Coordinator will receive and process IRCF and AU registrations. Distribute lists of registrants to IRCF and AU on-site chairs.

September: Distribute final AU registrant list. Attend Articulation Unplugged. Collect AU final report. Coordinator will receive and process IRCF registrations until programs are full (continually until April). Distribute lists of registrants to IRCF on-site chairs (continually until April). Submit report for Executive Board meeting.

October: Start collecting IRCF post-program reports from site coordinators and asking Executive Assistant to send appropriate reimbursements (continually until May).

November: Host full committee meeting. Prepare college fair date request information for next academic year. Submit report for Executive Board meeting.

December: Send date request form to hosts of previous year's college fair.

January: Receive and log date request form. Start to build college fair calendar for next academic year. Submit report for Executive Board meeting.

February: Host 2nd full committee meeting. Build college fair calendar for next academic year. Ask committee members to contact programs that have not submitted a date or programs that have submitted a date that conflicts with another program in order to solve calendar date conflicts.

March: Distribute fair date confirmations to individual fair contacts for next academic year. Update and send IRCF contracts and information sheets for next academic year Regional Fairs. Submit report for Executive Board meeting.

April: Build next year's college fair calendar; work with Director of Digital Communications and Publications Specialist to prepare for website release before May 1. Collect contracts and information sheets from IRCF chairs.

May: Host meeting for all IRCF on-site chairs and Illinois College Fair Committee members at IACAC Annual Conference. Distribute necessary information to Publications Specialist for IRCF poster and postcard design and printing.

Ongoing: Add late college fairs/make requested changes to College Fair Calendar.

Inclusion, Access and Success Committee (IACAC Committee Chair)

Objective:

The Inclusion, Access and Success Committee shall develop and recommend goals which promote sensitivity to human differences and guide the expansion of equal access for all students to postsecondary educational opportunities. The committee shall plan and recommend strategies for implementing a multicultural agenda for the association. Membership should have some carry-over from year to year.

Structure:

- The Chairs of this committee are appointed by the IACAC President and serve a three year term.
- Chairs and all committee members must be current members of IACAC.
- Committee members are appointed by the chairs and are expected to be active contributors for at least one year.
- Committee makeup should include both secondary, post-secondary, financial aid, CBO members and independent counselors. IAS has a strong belief that those who want to be involved will not be turned away if interested in joining the committee, as we hope to foster inclusion of all willing members. Depending on participation level, members may not be asked back the following year.
- This committee has budgetary authority and responsibility.

Primary Expectations:

- Submit reports to update the Executive Board on current and future work and plans.
- Produce timely and relevant IAS articles to the IACAC Media Communications Committee to be included in The Admission Essay Blog/Newsletter.
- Send IACAC Media Communications Committee Relevant IAS topics.
- Continue to promote the NACAC Step by Step Guides.
- Update College Advising Guides and Resources on the IAS Webpage.
- Host four committee meetings a year.
- Host IAS Reception at IACAC Annual Conference.
- Propose GWI sessions at IACAC Annual Conference.
- Encourage/Propose IAS Sessions at various District Seminars.
- Coordinate/Propose IAS Session with Summer Institute Committee.
- Propose/Present a college access topic for the annual ISCA conference.
- Create subcommittee topics and goals based on membership needs. (i.e. first generation, undocumented, students of color, LGBTQ, homeless).
- Partner with outside ACCESS organizations (i.e. ICAN, NAEH, ISCA, ICIRR).
- Encourage the IACAC professional development council: District Seminar, Mentorship, Summer Institute, Summer Bus/Plane, IAS, MMI – to foster issues of Inclusion, Access and Success within their programming.
- Submit an Annual Report.

Important Dates and Activities:

June: Attend IACAC Executive Board meeting. Submit report for Executive Board meeting.

July/August: Representative of IAS committee presents at Summer Institute.

September: First committee meeting. Submit report for Executive Board meeting.

October: Encourage members to volunteer at Chicago NACAC Fair to promote the undocumented student guide and NACAC step by Step guides to attendees.

November: Submit ISCA proposal for ISCA Annul Conference. Submit IACAC Guiding the Way to Inclusion (GWI) proposals. Submit report for Executive Board meeting.

December: Potential Committee Meeting. IACAC proposals approved.

January: Work on subcommittee goals. Submit report for Executive Board meeting.

February: Work on Subcommittee goals

March: Potential Committee Meeting. IAS members present at District Seminars. Submit report for Executive Board meeting. Members attend IACAC Advocacy Day.

April: Potential Committee Meeting. IAS members Present at ISCA conference.

May: Attend IACAC Annual Conference. Facilitate some GWI sessions. Host IAS reception at IACAC Annual Conference, recruit new members.

Media Communications Committee (IACAC Committee Chair)

Objective:

The Media Communications Committee shall be responsible for increasing the visibility of IACAC and promoting its college transition programs and services through media and marketing strategies. This committee shall also be responsible for promoting use of technology within the association. Membership should have some carryover from year to year.

Structure:

- The chairs of this committee are appointed by the IACAC President and serve a three year term.
- Chairs and all committee members must be current members of IACAC.
- Committee members are appointed by the chairs and are expected to be active contributors for at least one year.
- Committee size should be determined based on chair's needs for the year.
- Committee makeup should include both secondary and post-secondary members.
- This committee has budgetary authority and responsibility.

Primary Expectations:

- Submit quarterly reports to update the Executive Board on current and future work and plans.
- Produce timely and relevant articles to the IACAC membership through The Admission Essay.
- Maintain the IACAC job board and keep up-to-date.
- Maintain and update all parts of the IACAC website.
- Create and update a calendar of events for IACAC members.
- Update all online publications and resources found on the website, if applicable.
- Update IACAC members through social media outlets on events, programs and news.
- Create and maintain the Summer Programs Directory for school counselors to use as a resource.
- Maintain the School Counselor Toolkit.
- Submit Annual Report.

Important Dates and Activities:

June: Attend IACAC Executive Board meeting, collect articles from summer events. Submit report for Executive Board meeting

July/August: Attend IACAC Leadership Development Institute (LDI), collect articles from summer events.

September: Attend board meeting, if available, get article from NACAC Chief Delegate on NACAC news and updates. Submit report for Executive Board meeting.

October: Send out The Admission Essay to members.

November: Attend board meeting if available. Submit report for Executive Board meeting.

December: Send call out to college and university members to update summer programs.

January: Send call out to college and university members to update summer programs, attend board meeting. Submit report for Executive Board meeting.

February: Send out The Admission Essay to members.

March: Continue to promote upcoming events, especially conference. Submit report for Executive Board meeting.

April: Continue to work on updating projects, send out candidate information to members well ahead of two week notification period.

May: Attend IACAC Annual Conference, collect and edit grant articles from conference, and push information to members via The Admission Essay.

Membership Committee (IACAC Committee Chair)

Objective:

The Membership Committee shall be responsible for reviewing, developing, and recommending promotional activities for membership in IACAC. The chair(s) of this committee shall oversee production of the membership directory. Membership should have some carryover from year to year.

Structure:

- The committee chairs are appointed by the IACAC president and serve a three-year term.
- Committee members are selected by the chairs and must be current IACAC members.
- The size of the committee is to be determined by the committee chairs.
- Committee should be made up of individuals representing the various groups within IACAC (e.g., colleges, secondary schools, for-profits, independent counselors, retirees, students).
- This committee has budgetary authority and responsibility.

Primary Expectations:

- Submit quarterly reports to update the Executive Board on current and future work and plans.
- Chairs should try to meet by phone or in person at least once a month.
- Communicate with committee liaison one week prior to either executive-board meetings or the submission of the quarterly report.
- Coordinate communication to current members about membership deadlines and responsibilities.
- To create, review, and revise membership applications and procedures.
- Provide updates to The Admission Essay.
- Submit an Annual Report.

Important Dates and Activities:

June: Approve revisions for membership postcard, reach out to current committee members to generate and implement ideas for membership outreach. Attend Executive Board meeting.

July/August: Membership chairs attend IACAC Leadership Development Institute (LDI), send membership renewal (around 8/20) via email and postcard.

September: In early September arrange for speakers at each of the Articulation Conferences to promote IACAC, and coordinate with the Executive Assistant to have membership brochures and the IACAC table drape at each conference. Send listserv reminder about membership renewal (around 9/3), send email reminder about membership renewal (around 9/17), send listserv reminder at end of month (around 9/27) about approaching renewal deadline. Submit report for Executive Board meeting.

October: Send email reminder about membership renewal (around 10/8), send survey to non-renewals asking reasons why they haven't renewed (around 10/15).

November: Submit report for Executive Board meeting.

January: Submit budget proposal. Submit report for Executive Board meeting.

February: Send emails to non-renewals to remind them of IACAC Annual Conference and benefits of membership.

March: Send second email to non-renewals about IACAC Annual Conference and membership. Submit report for Executive Board meeting.

May: Attend IACAC conference.

Mentorship Committee (IACAC Committee Chair)

Objective:

The Mentorship Committee shall function as an outreach of IACAC to provide new and veteran members with an opportunity to form partnerships for professional development. Membership should have some carry-over from year to year.

Structure:

- The chairs of this committee are appointed by the IACAC President and serve a three year term.
- Chairs and all committee members must be current members of IACAC.
- Committee members are selected by the chairs and are expected to be active contributors for at least one year.
- Committee size should be determined based on chair's needs for the year.
- Committee makeup should include both secondary and post-secondary members, if possible.
- This committee has budgetary authority and responsibility.

Primary Expectations:

- Communicate with Executive Board liaison prior to the Executive Board meeting.
- Submit reports to update the Executive Board on current and future work and plans.
- Communicate with mentee/mentor applicants within one week of receiving his/her application.
- Match mentee and mentor applicants.
- Follow-up with mentee/mentor matches to assess status and progress.
- Identify college fairs to distribute promotional M&Ms and inform college fair attendees of Mentorship opportunities.
- Identify opportunities prior to or proceeding an IACAC sponsored event to host a social.
- Communicate with individuals who completed the IACAC volunteer form for the mentorship committee.
- Conduct committee meetings throughout the year as chairs see fit. Typically a total of four meetings.
- Committee members are expected to attend (in person or via phone) at least two meeting per year.
- Host the Mentorship Reception during the IACAC Annual Conference.
- Provide updates to The Admission Essay.
- Submit an Annual Report.

Important Dates and Activities:

June: Attend IACAC transition meeting. Collect materials from the chairs from the previous year.

July/August: Chairs meet to plan September meeting. Chairs determine sub-committee leaders. Reach out to colleges about placing Mentorship flyer in Articulation folders. Email committee members about participation on the committee for the upcoming year (clean up committee member list). Chairs decide when and where quarterly Mentorship meetings will take place.

September: Host first committee meeting. Prepare M&M's for upcoming fall college fairs. Decide which fairs M&M's will be distributed. Discuss when and where Mentorship-sponsored socials will take place. Send "Call for Mentors/Mentees" email to IACAC listserv before first meeting. Plan Chicago NACAC National College Fair social event for evening before the fair, with suggested location in downtown Chicago. Send out email to IACAC listserv advertising the social. Work with the Chicago NACAC National College Fair Committee to advertise the social to college representatives during the set-up time for the fair. Submit report for Executive Board meeting.

October: Liaison sub-committee will obtain progress reports from matches by November meeting. Chairs meet to plan November meeting.

November: Send "Call for Mentors/Mentees" email to IACAC listserv before first meeting. Second meeting at location of Chair's choice. Submit report for Executive Board meeting.

- December:** Chairs meet to plan January meeting. Liaison sub-committee will obtain progress reports from matches by January meeting.
- January:** Send “Call for Mentors/Mentees” email to IACAC listserv before first meeting. Third meeting at location of Chair’s choice. Submit report for Executive Board meeting.
- February:** Chairs meet to plan March meeting. Liaison sub-committee will obtain progress reports from matches by March meeting.
- March:** Send “Call for Mentors/Mentees” email to IACAC listserv before meeting. Fourth meeting at location of Chair’s choice. Begin to plan Mentorship reception for IACAC Annual Conference. Submit report for Executive Board meeting.
- April:** Continue to plan Mentorship reception for IACAC Annual Conference.
- May:** Chairs meet to evaluate the year/discuss successes and items for improvement.
- Ongoing:** As individuals submit mentorship applications, send “Mentorship Update” email within one week. Reach out to individuals who completed the IACAC volunteer form and indicated Mentorship as a committee of interest. Make mentorship matches between scheduled meetings as needed.

Middle Management Committee (IACAC Committee Chair)

Objective:

The Middle Management Institute Committee shall be responsible for planning, coordinating, implementing and staffing summer middle management training for post-secondary college admission professionals with three or more years of experience. Membership should have some carry-over from year to year.

Structure:

- The committee chairs are appointed by the IACAC President and serve a two year term.
- Chairs and all committee members must be current members of IACAC.
- Committee members are selected by the chairs and are expected to be active contributors for at least one year.
- Committee size should be determined based on chair's needs for the year, however 5-7 committee members are ideal.
- Committee makeup should include a diverse representation of post-secondary members, and, if possible, a Middle Management Institute alumnus.

Primary Expectations:

- Submit reports to update the Executive Board on current and future work and plans.
- Produce timely and relevant articles to the IACAC membership through The Admission Essay.
- Review yearly evaluations of the prior year's MMI to assist in planning for following year.
- Select various topics related to middle management including but not limited to: enrollment management, DiSC assessment, deans and directors panels, resume and interview tips, and making a career in higher education.
- Identify and select a diverse group of speakers with expertise in the selected session topics.
- Maintain a balanced program budget (as close as possible) that takes the count of participants and the registration fee in place to set the available money for MMI.
- Solicit a host institution, with potential for donated goods or services, to host MMI.
- Establish a date, historically in early June, for a two day program.
- Promote Middle Management Institute through the listserv, through the NACAC affiliate presidential classes, through neighboring state and regional affiliates and through letters to area Deans and Directors.
- Collaborate with willing state and regional affiliates on the promotion to and attendance of their members to Illinois MMI.
- Present a session promoting Middle Management Institute at the IACAC Annual Conference.
- Distribute survey to MMI alumni to assist in providing a report on the outcomes of MMI.
- Review the outcome of MMI alumni to provide a report on the success of the Middle Management Institute.
- Submit an Annual Report.

Important Dates and Activities:

September: Choose MMI committee members. Submit report for Executive Board meeting.

October/ November: Review previous year evaluations. Meet with new committee to begin discussing topics, speakers and dates. Use previous years' evaluations to shape upcoming MMI program.

December: Solidify session topics. Submit report for Executive Board meeting.

January: Solicit locations to host MMI. Submit budget request for additional funding. Submit report for Executive Board meeting.

February: Solidify location, date, and speakers.

March: Open registration on IACAC website. Submit report for Executive Board meeting.

April: Continue to solidify speakers, logistics for travel, host hotel, meals, marketing, social media. Confirm speakers.

May: Attend IACAC Annual Conference and present on session related to MMI. Continue to promote MMI.

June: Host Middle Management Institute (historically the first or second week of June)

July/August: Collect and compile MMI evaluations from attendees and committee members in preparation for following year.

National College Fair Committee (IACAC Committee Chair)

Objective:

The National College Fair Committee shall be responsible for assisting the National Association for College Admission Counseling (NACAC) in planning, coordinating, implementing and staffing the NACAC College Fair(s) in Illinois. The membership of this committee shall be diverse and embrace secondary, postsecondary and community-based organizations. Membership should have some carry-over from year to year.

Structure:

- The membership of this committee shall be diverse and embrace secondary, postsecondary and community-based organizations.
- Membership should have some carry-over from year to year.
- Committee chairs are appointed by the IACAC President: ideally with one secondary member and one post-secondary member. Co-chairs should be willing to serve a three-year term.
- A liaison from the IACAC Executive Board will be assigned to the committee and will act as a member of the committee.
- Committee members are selected by the chairs and are expected to be active contributors for at least one year.
- Committee size should be determined based on chair's needs for the year.

Primary Expectations:

- Publicize and promote fair participation at area high schools and school districts.
- Promote the fair to the members of IACAC.
- Committee acts as a revenue-generating unit for IACAC, with revenue expectations set by the Finance Committee.
- Contribute at least one article to *The Admission Essay* per year.
- Coordinate volunteer activities to support educational sessions, bus transportation, student registration, counseling center and hospitality on the day of the fair.
- Assist NACAC in publicizing the fair through local media.
- Submit and sign an accounting closure statement as soon as possible after the conclusion of the fair. NACAC provides the statement and expense report to the chair each year.
- Submit an Annual Report.

Important Dates and Activities:

October/November: Debrief from fair (typically over celebratory dinner). Submit report for Executive Board meeting.

February/March: First meeting to plan for next fair; establish sub-committees to handle specific roles. Submit report for Executive Board meeting.

May: Meeting at IACAC conference to check in on progress.

June- August: Continue to work on progress towards fair. Recruit volunteers for day-of, solicit buses, set educational sessions. Meet to check in on progress.

September: Meet in early September to finalize plans for day of fair. National College Fair is held. Submit report for Executive Board meeting.

Nominating Committee (IACAC Committee Chair)

Objective:

The Nominating Committee shall nominate a candidate or candidates for each office to be voted on by the membership at each Annual Membership Meeting. All active IACAC members may be considered for an elected Executive Board position. Any member in good standing may self-nominate or nominate another IACAC member for consideration by the Nominating Committee.

Structure:

- The Nominating Committee shall include the two Most Recent Active Past Presidents.
- The Committee will be chaired by the Most Recent Active Past President who will select at least four additional voting members to serve on the Committee, at least two engaged in postsecondary counseling or the admission of students and two engaged in secondary school counseling.
- A balance of experienced members and new members should try to be attained.

Primary Expectations:

- Find qualified candidates to put forth to the general membership for election.
- The Committee Chair shall submit reports prior to every Executive Board meeting.
- The Committee Chair is expected to attend all Board meetings.
- The committee will meet in annually; typically in January, to consider nominations from the membership.
- A call for nominations will go out in October using the listserv, and promoted on the IACAC website and social media.
- If necessary, another call for nominations will go out in November and December.
- Information will be collected from each nominee prior to the committee meeting to assist in developing a strong slate of candidates.
- Provide update to The Admission Essay.
- Submit an Annual Report.

Important Dates and Activities:

June: Chair will attend the Executive Board meeting.

July/August: Chair will attend IACAC Leadership Development Institute.

September: Chair will submit a committee report for September Board meeting. Chair will attend September Executive Board meeting. Chair will select members for Nominating Committee.

October: Chair will select time and place for January meeting and inform committee members.

First call for nominations will go out to membership via listserv and IACAC website and social media, with early December deadline.

November: Chair will submit committee report for November Executive Board meeting. Chair will attend November Executive Board meeting. Second call for nominations will go out to members if necessary. Committee members will gather information from nominees.

December: Third call for nominations will go out to membership if necessary. Committee members will continue to gather information from nominees.

January: All committee members will attend committee meeting to develop slate of candidates. Committee members will contact nominees to inform them of their selection as a candidate. Candidates will be asked to fill out biographical form, write personal statement, and submit a photo to be published in The Admission Essay.

March: Chairperson to finalize all candidates' attendance at March IACAC Executive Board meeting. Chairperson to lead candidate training session prior to IACAC Executive Board meeting (all candidates are encouraged to attend). Chair will submit report for March Executive Board meeting. Chair will attend March Executive Board meeting.

May: Committee chair will introduce candidates at Annual Membership Meeting and serve as their liaison throughout the IACAC Annual Conference. Election will take place at Annual Membership meeting at the IACAC Annual Conference.

June: Chair will submit report for June Executive Board meeting. Chair will attend June Executive Board meeting.

Professional Development Grants Committee (IACAC Committee Chair)

Objective:

The Professional Development Grants Committee shall be responsible for promoting, reviewing and awarding grants for professional development opportunities within IACAC and NACAC. This committee shall be chaired by the Treasurer.

Structure:

- The Treasurer- Elect serves as the chair person for this committee
- The Past Treasurer will serve as a committee member for this committee.
- Committee members should be current members of IACAC.
- Committee members are selected by the chair and are expected to be active contributors for a least one year. Hopefully, there will be some carry over each year in committee members.
- Committee size should be determined based on chair's needs for the year, but typically ranges from 7-10 members.
- Committee makeup should include both secondary and post-secondary members.

Primary Expectations:

- Chair of committee (Treasurer- Elect) should plan to attend Executive Board meetings.
- Submit reports to update the Executive Board on current and future work and plans.
- Make IACAC Membership aware of Professional Development Grant opportunities.
- Comprise a diverse committee.
- Be mindful and responsible with IACAC's funding for the Professional Development Grant budget.
- Review and award grant applications in a timely manner.
- Continue to review new opportunities and current policies.
- Submit an Annual Report.

Important Dates and Activities:

June: Attend IACAC Executive Board meeting, begin thinking about committee makeup.

July/August: Attend IACAC Leadership Development Institute (LDI), begin thinking about possible new or different grants to add to list or grant policy changes. New ideas or changes should be brought up at Finance Committee meeting in September.

September: Submit report for Executive Board meeting. Attend IACAC Executive Board meeting. New ideas or changes in grant policy should be brought up at Finance Committee meeting in September.

October: Finalize committee members.

November: Submit report for Executive Board meeting. Attend IACAC Executive Board Meeting. Communicate with Media Communications with grant deadlines, grant application and all necessary information (websites, dates, etc.) to be posted online and for listserv email.

December: Grants website should be LIVE around December 1st with first email to go out around the first week of December (Dec. 1-8th) for Priority Deadline of Jan 15th. Finalize committee meeting for Jan 15th deadline.

January: Submit report for Executive Board meeting. Attend IACAC Board Meeting; work with Media Communications to send reminder email for Jan 15th deadline.

February: Award Grant Recipients and send out grant application reminders with the help of Media Communications as needed.

March: Submit report for Executive Board meeting. Attend IACAC Executive Board Meeting- Meet with committee to award grants from March 1st deadline.

April: Meet with committee to award grants from April deadlines.

May: Attend IACAC Annual Conference and follow-up with Grant Recipients to get articles to be used in The Admission Essay.

Delegate Director: Professional Liaison (IACAC Committee Chair)

Objective:

The Professional Liaison Committee shall be responsible for communicating and coordinating IACAC services with like organizations, who offer expertise to individuals throughout the State of Illinois seeking counseling and information regarding postsecondary admission and financial aid. Examples of such organizations would be ISAC, ISCA, CPS, etc. Membership should have some carry-over from year to year.

Structure:

There is no set structure in place for this position. No committee exists at this time. Perhaps at a later date, if enough collaboration can be established between the like-minded organizations, we may need to set up a committee.

Primary Expectations:

Maintain and cultivate relationships with leaders of the following organizations:

- Illinois School Counselor Association (ISCA)
- Illinois Student Assistance Commission (ISAC)
- Chicago Public Schools (CPS)

Will consider expanding to other organizations if the process of collaboration takes us in that direction. The possibility remains to expand our collaborative efforts to other organizations as the Executive Board sees fit.

Important Dates and Activities:

June: Attend IACAC Executive Board meeting.

July/August: Research names and contact information for leadership of partnering organizations and begin to develop plan for the upcoming year. Attend IACAC Executive Board Meeting and Leadership Development Institute.

September: Submit report for Executive Board meeting. Attend IACAC Executive Board Meeting and Delegate Briefing. Establish a date for members of this collaboration to meet/discuss each organization's goals for coming year, legislative initiatives/action/threats, professional development plans that all members may find value in, and any other ideas or concerns each organization wishes to discuss.

October: Attend NACAC Annual Conference and delegate meetings, including Assembly.

November: Submit report for Executive Board meeting. Attend IACAC Executive Board meeting.

December: Re-connect with partners for any updates/changes or additional information.

January: Submit report for Executive Board meeting. Attend IACAC Executive Board meeting.

February: Establish a second date for partners to meet for second half of fiscal year.

March: Submit report for Executive Board meeting. Attend IACAC Executive Board meeting. Attend IACAC Advocacy Day in Springfield.

April: Attend IACAC Annual Conference.

May: Final contact for school year with partners. Determine when new leadership will take over and when.

Summer Institute Committee (IACAC Committee Chair)

Objective:

The Summer Institute Committee shall be responsible for planning, coordinating, implementing and staffing summer training institute(s) for secondary and postsecondary college admission counselors. Membership should have some carry-over from year to year.

Summer Institute is to be hosted at an institution that will be featured during the Bus o' Fun or Micro Tour each summer. This committee has budgetary authority and responsibility.

Structure:

- Committee chairs are chosen by President-Elect, and are contingent upon where the Executive Board selects the location.
- Membership should have some carry-over from year to year.
- It is recommend that one co-chair roll over from the previous year in addition to one to two additional co-chairs from the host institution.
- The rest of the committee should be comprised of eight to ten additional members from both secondary and post-secondary positions. The committee should also possess diversity in terms of geography, cultural background, years of service, and institution type. At least one immediate past attendee should ideally be included. The host institution should also be well represented.

Primary Expectations:

- Submit reports to update Executive Board on current news and progress.
- Work with Media Communications to arrange promotion and registration for Summer Institute (potentially separate registrations for secondary and post-secondary)
- Work with Mentorship and First Timers committees to announce and promote Summer Institute during First Timer's events at the IACAC Annual Conference and consider presenting a session at the IACAC Annual Conference.
- Consider Summer Institute speakers from diverse colleges and high schools.
- Work with Bus o' Fun or Micro Tour (dependent on the year hosted) to arrange host campus visit as part of the trip.
- If possible, generate net revenue for IACAC.
- Our goal is to educate new admission professionals from both the college and high school sides by providing information, best practices, and networking opportunities for the newest members of our profession, and do so in a socially just manner.
- Retain admission professionals within higher education through the initial formation of collaborative relationships and communities of practice.
- Highlight educational institutions throughout the State of Illinois through the facilitation of Summer Institute at various locations.
- Provide an opportunity for veteran and newly emerging professionals to hone their presentation and leadership skills in the service of new professionals.
- Introduce new professionals to the IACAC board structure and provide opportunities for them to get involved within the organization.
- Serve as a model Summer Institute for other national affiliates.

Important Dates and Activities:

June: Final preparations for Summer Institute, continue taking reservations as space and time allows.

July/August: Host Summer Institute during the month of July, and if possible, coordinate with the Bus o' Fun/Micro Tour. Immediately following event, send out quantitative assessment materials to all participants.

Consider holding qualitative focus groups for more in-depth insight into the effectiveness of the program processes and outcomes. Co-chairs of upcoming Summer Institute can begin selection of their committee.

September/ October: Transcription review and coding of focus group results (if implemented). New committee should meet during this time and explore dates of the upcoming SI. Submit report for Executive Board meeting.

November: Submit report for Executive Board meeting. Previous SI committee to present summary of assessments during Executive Board meeting.

December/January: Upcoming SI co-chairs should begin finalizing budget. Submit report for Executive Board meeting.

February: SI committee will meet to work on sessions and speakers, and finalize theme and logo. Begin soliciting SI hosts for the following year. Ideally, proposals will be made at the March IACAC Executive Board meeting.

March/April: Continue arranging speakers and events for Summer Institute. Work with Mentorship and First Timer's committee to speak and/or present at upcoming IACAC Annual Conference. Finalize registration details to open registration. Submit report for Executive Board meeting. Next SI location is proposed and finalized during March IACAC Executive Board meeting.

May: Present at IACAC Annual Conference, continue to monitor registrations.

Summer Tours Committee (IACAC Committee Chair)

Objective:

The Summer Tours Committee shall be responsible for planning, coordinating and implementing tours to colleges for counselors involved in the college transition process. Membership should have some carry-over from year to year.

Structure:

- The chairs of this committee are appointed by the President-Elect and should be willing to serve a three-year term. There is one chair for the Bus/Plane O' Fun and one for the Micro Tour.
- Chairs and all committee members must be current members of IACAC.
- Committee members are appointed by the chairs and are expected to be active contributors for at least one year.
- Committee makeup includes secondary members that are veteran tour participants.
- This committee has budgetary authority and responsibility.

Primary Expectations:

- Submit reports to update the Executive Board on current and future work and plans.
- Maintain the IACAC Summer Tours webpage and online registration information.
- Update IACAC members through social media outlets on events, programs and news.
- Plan and execute the Plane/Bus O' Fun and the Micro Tour.
- Work with the Summer Institute committee to plan/coordinate the visit with each group.
- Submit updates to The Admission Essay.
- Submit an Annual Report.

Important Dates and Activities:

June: Submit an Executive Board Report. Attend Executive Board meeting.

August/September: Determine the region for the next tours. Begin compiling a list of potential colleges/universities. Submit report for Executive Board meeting.

October: Send out initial letters to the colleges to gauge their level of interest in hosting the group. Make a list of all the colleges and offers to help financially support the tour (hotels, meals, etc.)

November: Meet with committee to select the colleges and develop an itinerary. Notify each college of whether or not they made the tour and provide exact visit dates/times. Update the Summer Tours website and registration information. Submit report for Executive Board meeting.

December: Registration goes live on December 1st on a first come, first serve basis. Participants must pay a non-refundable deposit to hold their seat on the tour. Advertise for the tour on social media, the IACAC Listserv, and the website. Begin compiling a list of participants. Research and reserve a bus company. Begin researching overnight accommodations. During the Plane O' Fun tour, reserve plane tickets through group sales department.

January: Reserve hotel accommodations and sign contracts. Priority registration deadline is January 31st. If registration is full, begin a waitlist. Submit report for Executive Board meeting.

February: Submit any necessary deposits for plane tickets, bus transportation, parking permits, and hotels. If applicable, work with the IACAC Summer Institute committee to help plan any activities for the visit.

March: Send email to participants to remind them to pay balance of registration fees by March 31st. Submit report for Executive Board meeting.

April: Begin compiling participant information such as parking, food allergies, graduate credit, emergency contact information, etc. Send out Google form. Secure graduate credit opportunity through college/university Counselor Education program (only applicable for Plane/Bus tour). Find out necessary registration materials for graduate credit. Put together CPDU (PD's) through Illinois State Board of Education.

May: Meet with committee to discuss itinerary and groups at the IACAC Annual Conference. Send final itinerary to the bus company and secure the individual driver's information. Confirm visit plans with colleges. Send out the

Do's and Don'ts for counselor visits. Provide the colleges with the list of tour participants. Pay any remaining balances and submit rooming lists to hotels. Put together participant binder materials and nametags.

June: Take care of final confirmations with each college for date and exact times of the visit. Collect cell phone information for the host at each college. Call hotels to be sure that room keys are ready upon arrival – confirm bus parking, if necessary. Send email with all housing, meeting point, and contact information to the participants. Purchase any necessities for the bus.

July: Send one last reminder email to all participants confirming information one week prior to the tour. Participate on the Summer Tour! Gather feedback from participants to help plan for future tours.

Project Reach Committee (Ad-Hoc Committee)

Objective: The Project Reach Committee oversees the nomination and selection of Illinois high schools in need of resources to promote college access. In addition, this committee facilitates the collection and distribution of donated school supplies, college counseling items, and monetary awards to benefit students in selected schools. Ongoing professional development to support college access for selected nominees is currently being pursued. The selected high school(s) are recognized at the IACAC Annual Conference.

Structure:

- The three co-chairs of this committee are appointed by the President-Elect and serve a three year term.
- Ideally, there will be some overlap in chair leadership from year to year.
- Chairs and all committee members must be current members of IACAC.
- Committee members are appointed by the chairs and are expected to be active contributors for at least one year.
- Committee size should be determined based on chair's needs for the year.
- Committee makeup should include both secondary and post-secondary members if possible.
- This committee has budgetary authority and responsibility.

Primary Expectations:

- To solicit nominations of Illinois high schools with a need for resources to promote college access.
- To select from among the nominated schools at least one high school each year to receive these resources and be recognized at the IACAC Annual Conference.
- To oversee fund-raising for Project Reach through a conference 5-K Race/ Walk and other IACAC Annual Conference related activities.
- To collect school supplies, college counseling items and monetary donations for the selected high schools.
- To provide additional professional development opportunities for the counseling professional(s) at the selected schools.
- To distribute the donations to the selected schools.
- To recognize the selected school at the annual IACAC Annual Conference.

Important Dates and Activities:

June: Attend the IACAC Executive Board meeting. Select committee members and set summer meeting. Submit report for Executive Board meeting.

July/August: Initial meeting with co-chairs and committee.

September: Committee Conference Call. Submit report for Executive Board meeting.

October: Co-chairs should plan to attend IACAC Annual Conference chairs meeting in Itasca. Create plan for nominations with committee.

November: Begin to solicit nominations of Project Reach schools through IACAC website. Co-chair conference call. Begin advertising through IACAC listserv/ email blasts. Submit report for Executive Board meeting. Co-chair(s) attend IACAC Exec Board meeting.

December: Committee conference call.

January: New Year's resolution email: reminder of all Project Reach promotions (donations, nominations district seminars, 5K registrations) Submit report for Executive Board meeting. Co-chair(s) attend IACAC Exec. Board meeting

February: Nominations deadline. Take form off website at designated date, historically early February. Send nomination forms to selection committee. Select Project Reach recipient. Host committee meeting. On the website, 5K registration opens, donate option goes live, and an email push for Project Reach nominations. Finalize 5K t-shirts design. Request District Seminar list of registrants from Linda Haffner and email participants two weeks prior to remind them to bring donations to District Seminar.

March: Continue emails to District Seminar attendees before District Seminar to remind them to bring donations. Send listserv email about donation page and sneak peek of selected schools. Finalize conference program draft. Contact recipient schools to notify them of the award. Contact non-recipient schools to notify them were not chosen. Finalize conference logistics for Project Reach recipient (conference registration, hotel accommodations, travel plans, etc.) Committee conference call in early March prior to IACAC Executive Board meeting. Submit report for Executive Board meeting. Co-chair(s) attend Executive Board meeting.

April: Email push for all Project Reach initiatives. Send email to volunteers for staffing Annual Conference collection table. Submit slideshow requests to Communications and Social Media conference committee. Finalize Annual Conference logistics for Project Reach recipients, on-site table, donations, and 5K. Host a committee conference call to determine staffing for Project Reach activities at conference. Close the 5K online registration.

May: Finalize details for recipient school(s). Finalize details for conference presentations.

Scholarship Committee (Ad-Hoc Committee)

Objective:

The Scholarship Committee is responsible for administering and reviewing all scholarship applications. The IACAC Scholarship was created in 2013 to provide a one-time \$1,000 scholarship to five deserving students each year. The scholarship's mission is to be available to all students who exhibit a commitment to learning and have demonstrated leadership skills and/or community service involvement. The comprehensive evaluation includes a review of each student's essay, resume, letter of recommendation and academic profile.

Structure:

- Committee Chairs are selected by the President-Elect and should serve a three year term.
- Chairs and all committee members must be current members of IACAC.
- Committee members are appointed by the chairs and are expected to be active contributors for at least one year.
- Committee makeup should include both secondary and post-secondary members.
- The committee is made up of at least 30 – 40 committee members.

Primary Expectations:

- Submit quarterly reports to update the Executive Board on current and future work and plans.
- Submit updates to The Admission Essay.
- Each applicant's high school must be a member of IACAC.
- It is recommended to have one in-person meeting in the fall before the application goes live.
- It is recommended to have 2-3 phone meetings during the application review process.
- There are two rounds of application review and a final voting.
- Committee members are paired up in teams to help facilitate the initial review.
- The second round review consists of each committee member reading each application that made it past the first round.
- After the second round, the committee will vote for the top five candidates.
- Submit an Annual Report.

Important Dates and Activities:

June: Submit report for Executive Board meeting. Attend IACAC Executive Board meeting.

July/August: Finalize application timeline and update scholarship application.

September: Send email out to IACAC listserv to solicit committee volunteers. Submit report for Executive Board meeting.

November: First in-person committee meeting.

December: Application goes live after December 1st .

January: Assign committee members to reading teams. Submit report for Executive Board meeting.

February: Application deadline is February 20th. Organize applications for first round review in Google Docs and Dropbox.

March: Phone meeting with committee members. Share rating sheet with committee members. Begin application review process with committee members. Submit report for Executive Board meeting.

April: Notify scholarship recipients and invite to attend Annual Conference.

May: Recognize scholarship recipients at IACAC Annual Conference Opening Session. Organize reception after opening session for scholarship recipients and their families.

Strategic Planning (Ad-Hoc Committee)

Objective:

The Strategic Planning Committee shall develop the strategic plan for the organization. The plan should cover the subsequent three years and should be evaluated on a yearly basis.

Structure:

- President should participate on this committee.
- President should select no more than eight members to participate on this committee.
- Committee should consist of Executive Board and non-board members.

Primary Expectations:

- Compile results from committee SWOT analysis.
- Develop and send membership survey.
- Compile results from membership survey.
- Regular communication with President, board, and committee chairs regarding how organization is doing in pursuit of goals and objectives.
- Determine how goals and objectives achieved will be evaluated on an annual basis.
- Attends all Strategic Planning meetings.
- Presents at IACAC annual conference on current status of strategic plan and how IACAC continues to meet objectives/identifies challenges that lie ahead.

Important Dates and Activities:

June: Work with President to determine how to best work with committees at LDI to evaluate committee events/progress/programs in light of larger and committee specific goals and objectives. Set committee meeting dates for the year. Attend Executive Board meeting.

September: Hold meeting at NACAC to evaluate results from IACAC Leadership Development Institute and determine best direction and responsibilities for monitoring and following up with committees and board regarding strategic plan goals and objectives. If sending membership survey, develop and tweak questions for survey.

October: Submit Annual Conference session proposal regarding state of strategic plan.

November: Send membership survey to IACAC membership (if applicable).

December: Review membership survey results.

January: Meet with committee to review membership survey results along with results from committee Strengths, Weakness, Opportunities and Threats (SWOT) analysis and start developing themes for strategic plan. Delegate various “themes” to committee members to begin developing objectives, goals, and action items for strategic plan.

February: Draft strategic plan.

March: Draft strategic plan.

April: Draft strategic plan.

May: Bring draft of strategic plan to conference to present to membership for feedback.

High School Counselor Professional Development Committee (Ad-Hoc Committee)

Objective:

This is an ad hoc committee started in fall 2014. This committee seeks to research the training and professional development available to high school counselors in Illinois, and expand upon these opportunities if determined that this would be beneficial. There are three main areas of concentration, outlined below. The committee will be made up of high school counselors, and an effort will be made to have counselors from various backgrounds and varying experience involved.

Primary Expectations:

- To compile a list of workshops, resources, and professional development opportunities that are already available for high school counselors in the college counseling area – ideally, this is something that will be easy to navigate and available on the IACAC website. It will include a short description, target audience, website, cost, and typical timeframe.
- Work on filling in gaps where there is a need. IACAC will offer a high school track to Summer Institute this year. It will be a great way to offer an introduction to college counseling to those new to the profession, and also expose people to a college campus, form a network of other high school counselors they can rely on, and give them a chance to get to know a group of college admission counselors. The goal is to take all the wonderful aspects that Summer Institute has had for college admission officers and provide that to a group of high school counselors.
- This committee should consider submitting an application for the NACAC Imagine Grant to provide funding for goals and programing. (This year, this committee submitted a NACAC Imagine Grant application, to hopefully receive additional funding for the high school counselor track at Summer Institute.)
- Another area this committee will provide additional education is through the First Timers track at the Annual Conference. The committee will be presenting several sessions geared towards newer high school counselors at the Annual Conference.
- Research and advocate for a college counseling course to be required for the IL School Counseling certification (or develop another way to get college training to counselors). Other states have started work on this, and NACAC also has a new initiative. Currently, more attention is being paid to school counseling with regards to college access and attainment because of the work of the First Lady.

Important Dates and Activities:

June: Prepare for Summer Institute, recruit volunteers. Submit report for June Executive Board meeting.

July: Run Summer Institute High School track.

August: Review Summer Institute success, based on committee and participant feedback. Recruit new volunteers for committee. Chairs should attend IACAC Leadership Development Institute.

September: Committee meets to develop goals for the year, split into sub-groups. Submit report for September Executive Board meeting.

October: Submit session proposals for Annual Conference.

November: Committee meeting. Apply for Imagine Grant if appropriate. Submit report for November Executive Board meeting.

December: Apply for Imagine Grant if appropriate.

January: Committee meeting – focus on IACAC Advocacy Day in Springfield. Submit report for January Executive Board meeting.

February: Chairs and other interested members - attend Summer Institute committee meeting.

March: Committee meeting – focus on Summer Institute, finalizing conference sessions' details. Submit report for March Executive Board meeting.

April: Finalize list of HS PD resources for IACAC website (before conference).

May: Present sessions related to high school counselor professional development at the annual conference.