



LEADERSHIP MANUAL

2023-2024

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About IACAC

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 school counseling program graduate 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.

Mission

To support and advance the work of counselors as they help students realize their full educational potential, with particular emphasis on the transition from secondary schools to colleges and universities and with attention to access and equality for all students.

Inclusion

In all that IACAC does, we embrace and celebrate the diversity of our organization, the students we serve and the communities we strive to educate.

Land Acknowledgement

IACAC respectfully acknowledges that the lands we now call Illinois are the ancestral homelands of many Tribal Nations including: the people of the Council of the Three Fires: the Ojibwe, Potawatomi, and Odawa, the Peoria, Kaskaskia, Piankashaw, Wea, Miami, Mascoutin, Sauk and Fox, Mesquaki, Kickapoo, Ho-Chunk, Menominee, and Chickasaw Nations.

Professional Engagement

- IACAC strives to be an inclusive, diverse association of admission and counseling professionals. We work to support each other and assume positive intent of all colleagues.
- Speak from personal experience and avoid generalizations
- Don't assume someone else's intentions, and limit your comments to their specific words or actions
- Listen up – if you tend to speak up, leave open space for others to step in, and use this space to listen
- Step up – if you tend to be quieter at meetings, consider adding your voice
- Encourage and credit others – remember to give appropriate credit when building off the contributions of peers
- Evaluate biases within systems and processes
- Multiple truths and norms exist, make space for that
- Spell out acronyms and explain non-universal terms
- Utilize closed captioning where available for virtual presentations
- Consider physical limitations and accommodations when hosting in-person events
- Encourage sharing of pronoun identification upon introductions

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.

IACAC Staff

Erin Hoover, Executive Director

IACAC Independent Contractors/Affiliations

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Lauren Bettcher, Event Coordinator

Chicago Association Management

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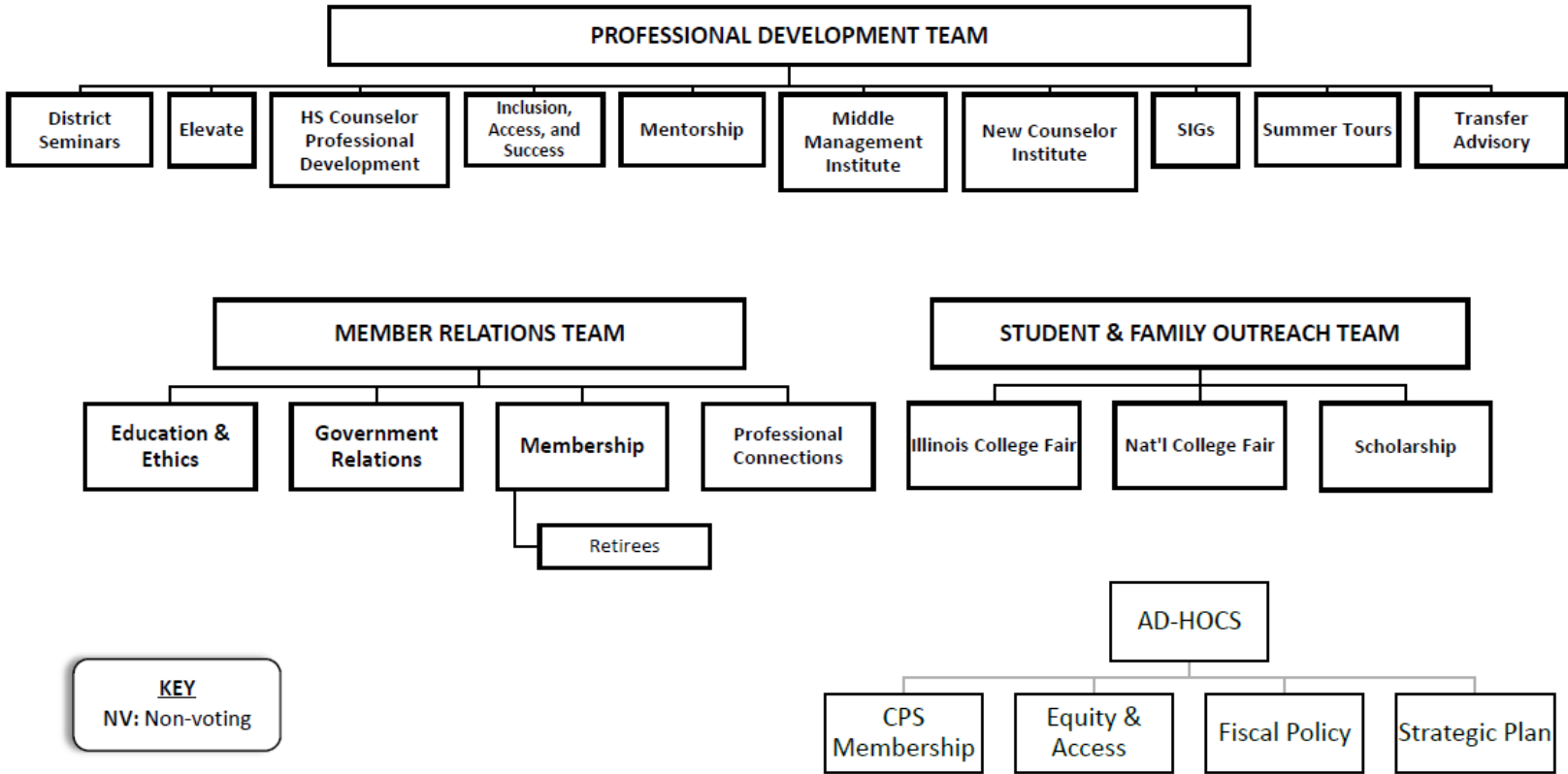
Rob Grooms, Accounting Consultant



2023-2024 EXECUTIVE BOARD STRUCTURE

THE CABINET		
President <i>Paul Welsh</i> Finance Member	President-elect <i>Angie Cooksy</i> Conference Chair Finance Member	Past President <i>Brian Hodges</i> Credentials Chair Nominating Chair Past Presidents Advisory Chair Finance Member
Treasurer <i>Mike Gavic</i> Finance Chair	Treasurer-elect <i>Christian Brown</i> Prof. Dev. Grants Chair IL College Fair Member Finance Member	Past Treasurer <i>Josie Blasdel</i> Conference Member Finance Member
Secretary <i>Kathryn Hankamp</i> Media Member Finance Member (NV)	Secretary-elect <i>Scott Carlson</i> Finance Member (NV)	Executive Director (NV) <i>Erin Hoover</i> Strategic Plan Chair Conference Member Finance Member

BOARD TEAMS & COMMITTEES: 12 Directors co-chair the following teams and oversee that team's committees.
Board Directors: Derek Brinkley (PS-1), Becki Bellito (S-1), Maddie Corder (S-1), Betsy Stevens (PS-1), Joe Freeman (S-2), Evan Wilson (PS-2), Shawn Wochner (S-2), Ashley Brown (PS-3), Meghan Chrum (SO-3), Cody Dailey (S-3), Rejeannda Robinson (PS-3), Maira Rodriguez (PS-3)



IACAC EXECUTIVE BOARD STRUCTURE

This document is intended to capture the organizational chart and structure of the IACAC Executive Board Cabinet, Board and Committee make-up in a given year. It will be updated each year by the Secretary. The Cabinet section of this document outlines the members who serve on the Cabinet as well as their assignments outlined in the IACAC Leadership Manual.

The Board Teams & Committees section identifies which committees function under each of the 4 Board Teams. Directors co-chair one of these 4 Board Teams. In addition to their roles as co-chairs, they serve as liaisons to specific committees within a team. As liaisons, they guide a particular committee and act as a conduit/messenger between the committee and the Executive Board. For example, a Board Team Director could be assigned to co-chair the Member Relations Board Team therefore overseeing the interaction among all committees within that team. Additionally, that Director would also be assigned as the liaison to at least one specific standing or ad-hoc committee.

2023-2024 ASSIGNMENTS

COMMITTEES	COUNCIL TEAM	LIAISON	COMMITTEE CHAIR(S)
Education and Ethics	Member Relations	Joe Freeman	Allegra Giuliotti-Schmitt, Keegan White, Sarah Daugherty
Chicago Public Schools Ad-Hoc	<i>Ad-hoc</i>	Paul Welsh	Josh Stober, Sylvia Hernandez
Conference	<i>Cabinet</i>	Angie Cooksy	Chrissy Grotzke, Jennifer Sloan, Alex Salas
Credentials	<i>Cabinet</i>	Brian Hodges	
District Seminars	Professional Development	Meghan Chrum	April Lynch, Brad Kain, Annette Braden, Kerri Henry
Elevate	Professional Development	Ashley Brown	Courtney Wallace
Equity and Access Ad-Hoc	<i>Ad-hoc</i>	Paul Welsh	Amy Thompson, Sharon Williams
Finance	<i>Cabinet</i>	Mike Gavic	
Fiscal Policy Ad-Hoc	<i>Ad-hoc</i>	Paul Welsh	<i>TBD</i>
Government Relations	Member Relations	Evan Wilson	Alex Campos, Kristina Luster, Will Schuneman
High School Counselor Professional Development	Professional Development	Cody Dailey	Beth Gilfillan, Myskeshia Mitchell, Nicole Simon
Illinois College Fair	Student and Family Outreach	Betsy Stevens	Tara Brewer, Kelli Allen, Moises Orozco
Inclusion, Access, and Success	Professional Development	Derek Brinkley	Branden Delk, Lupe Flores
Membership	Member Relations	Maira Rodriguez	Sarah Goldman, Alex Hughes, Sylvia Hernandez
Membership (Retirees)	Member Relations	Maira Rodriguez	Lianne Musser, BC Juettner, Leah Piekarz
Mentorship	Professional Development	Maddie Corder	Kevin Coy, Jill Homerding, Margaret Jones
Middle Management Institute	Professional Development	Ashley Brown	Robert Olivieri, Tyler Olsen
National College Fair	Student and Family Outreach	Derek Brinkley	Jennifer Stroh, Lauren Yates
New Counselor Institute	Professional Development	Maira Rodriguez	Kenneth Guthrie, Bettie Mattison-Farris, Brian Harris
Nominating	<i>Cabinet</i>	Brian Hodges	
Professional Development Grants	<i>Cabinet</i>	Christian Brown	
Professional Connections	Member Relations	Meghan Chrum	Morgan Johnson, Robyn Moreth
Scholarship	Student and Family Outreach	Cody Dailey	Chris Merle, Beth Gulden, Lavon Robinson
SIGs	Professional Development	Rejeannda Robinson	Melinda Arce-Gudino, Mariya Chukas
Strategic Plan Ad-hoc	<i>Cabinet</i>	Paul Welsh	Erin Hoover, Board Directors
Summer Tours	Professional Development	Becki Bellito	Paul Lichtenheld, Kara Dollaske, Sarah McDougal
Transfer Advisory	Professional Development	Rejeannda Robinson	Nick, DeFalco, Holly Pflum, Ashley Berlett

Executive Director (IACAC Board Member)

Objective:

The Executive Director shall be responsible for the leadership, management, and strategic operations of the organization. Duties shall be identified by the following categories: general/operational, fiscal, strategic, membership engagement, interprofessional relations, meeting and event planning, and marketing and communication.

Primary Expectations:

- Develop and direct organizational strategy.
- Draft organizational policies and philosophies.
- Oversee day-to-day business activities.
- Conduct performance and contract reviews.
- Assist in preparing comprehensive budgets.
- Assist in reporting on revenue and expenditure.
- Engage with community groups.
- Coach leadership.
- Oversee financial accounts.
- Serve as ex-officio member (non-voting) of Executive Board, Finance Committee and other committees as assigned.

Important Dates and Activities:

May: Membership report and listserv updates. Finalize invoices that need to be paid for FY closing at the end of the month. Assist with events taking place this month (e.g. Sharing the Dream Conference). Participate in Annual Review with leadership team. Process ISBE PD forms for events. Categorize Quickbooks entries. Set up new FY accounts in Quickbooks. Create new QB reports. Assist with membership renewals and reminders. Work with President on Annual Report. Conference recap, award winners, eval, ISBE link. Submit NACAC meeting forms.

June: Assist Treasurer with quarterly report. Membership report and listserv updates. Update Executive Board and by-laws on website. Update Google group accounts with new board members and committee chairs. Assist President with Transition meeting planning. Create new Google folders in Exec Board Drive. Cleanup of digital files, back-up website. Prep IRCF registration. Categorize Quickbooks entries. Minutes and Treasurer Reports added to websites. Review expiring contracts and recommend future action to Finance Committee. Assist Treasurer with initiating audit. Review StriveScan contract for IRCFs. ISBE PD

for summer events. Send Scholarship winners checks. Work on IRCF promo materials and send Letter of Understanding. Assist with Summer Tours, NCI, and MMI as needed. Work with President-elect, Event Planner, and Conference Coordinators on Conference budget and contracts (app demos, brainstorming). Categorize Quickbooks entries.

July: Membership report and listserv updates. Prep for LDI. Review and update Policies and Procedures Manual, Fiscal Policy (alongside Treasurer Team), Leadership app, conflict of interest form. Membership renewals/reminders. ISBE PD for summer events. Categorize Quickbooks entries. Create any necessary training documents/videos ahead of LDI. Meet with new committee chairs as needed. Open/troubleshoot IRCF registration. Compile Annual Report. IRCF promo materials. Categorize Quickbooks entries.

August: Membership report and listserv updates. Facilitate training/orientation during LDI. Membership renewals/reminders. Assist with IRCF prep. Categorize Quickbooks entries. Update Conference websites, committee groups, emails. Audit materials. Close FY books.

September: Assist Treasurer with quarterly report. Membership report and listserv updates. Prep for Conference Committee meeting. IRCF registration, troubleshooting, evals, and post-program reports. Transfer Summit proposals. Sponsorship prospectus for NACAC. Exhibitor and sponsor registration. Articulation information on website. Assist with NACAC prep as needed. Assist Treasurer and Treasurer-elect with reimbursement approval and processing. Process ISBE PD forms for events. Categorize Quickbooks entries. Volunteer promos. Membership troubleshooting as needed.

October: Membership report and listserv updates. Transfer Summit registration, reports, and promos. Transfer scholarship. Spring PD events (DS, CWID) prep. IRCF registration, troubleshooting, evals, and post-program reports. Process ISBE PD forms for events. Categorize Quickbooks entries. Volunteer promos. Assist President with Exec Board meeting prep. HSCPD events, reports, promos. Conference session proposals.

November: Membership report and listserv updates. Exhibit at ISCA conference. IRCF registration, troubleshooting, evals, and post-program reports. Process ISBE PD forms for events. Categorize Quickbooks entries. Review insurance docs. Attend Exec Board meeting. Mentorship meetup promos. Nomination promos. High School Counselor Challenge application, promos. Conference session proposal review. Summer Directory promo. Future IRCF date request form. Exhibitor/Sponsor promos.

December: Membership report and listserv updates. Prep for GR Advocacy Days. IRCF registration, troubleshooting, evals, and post-program reports. Categorize Quickbooks entries. Summer Tours quotes and down payments. Assist President with Exec Board meeting prep. INCF marketing materials and planning. Assist Past President with by-law review. Summit prep as needed. Spring PD events (DS, CWID) registration, reports, and promos. Conference promos. NACAC NEXT application process. HSCC winners process/promo codes. Exhibitor/Sponsor promos. Categorize Quickbooks entries. Summer Tours registration, reports, promos. Nomination promos. Mentorship events. Scholarship application. Process ISBE PD forms for events.

January: Assist Treasurer with quarterly report. Membership report and listserv updates. IRCF registration, troubleshooting, evals, and post-program reports. Categorize Quickbooks entries. Advocacy Days registration, reports, promos. Nominating and Credentials meetings. Future IRCF date reminders. Assist with Conference registration. IRCF hosts meeting. Sharing the Dream proposals. Assist President with Exec Board meeting prep. Process ISBE PD forms for events. Contracts for keynote speakers. Coordinate Awards nomination process.

February: Membership report and listserv updates. Categorize Quickbooks entries. Process ISBE PD forms for events. Candidate statement form. IRCF registration, troubleshooting, evals, and post-program reports.

March: Membership report and listserv updates. Categorize Quickbooks entries. Assist President with Exec Board meeting prep. Process ISBE PD forms for events. Assist with Nominating and Credentials committees as needed. Coordinate anything needed for District Seminars. Member required communication. Verify voting statuses of members.

April: Assist Treasurer with quarterly report. Membership report and listserv updates. Categorize Quickbooks entries. Process ISBE PD forms for events. Assist President-elect with Conference prep as needed. Monitor Conference budget.

Board Directors (IACAC Board Member)

Objective: Serve as representative of all IACAC members. Elected IACAC members as voted on by the overall IACAC membership. Board Directors each receive one vote on the IACAC Executive Board.

Structure: Board Directors will serve three-year alternating terms. Board Directors will select one person to serve as a Lead Director to organize other directors as necessary. Directors are encouraged to organize and educate themselves on a regular basis.

Primary Expectations:

- Attend all Executive Board meetings. In-person attendance is preferred whenever possible.
- Prepare in advance for all Executive Board meetings by reading all reports, minutes, etc.
- Actively participate in all Executive Board meetings through discussion and voting.
- Annually participate in mandatory training on all applicable policies and procedures of the Association found in the Leadership App (Fiscal Policy, Leadership Manual, Conflict of Interest, etc.)
- Seek financial support from their own organization before requesting IACAC cover costs associated with the role.
- Serve as liaison to IACAC Committee(s) as assigned by the President.
 - Attend all committee meetings and events, when possible.
 - Ensure committee chairs submit Board reports in a timely manner, including annual summary in advance of Annual Conference.
 - Identify and recommend members to replace committee chairs.
 - Educate committee and train committee chairs on all applicable policies and procedures of the Association found in the Leadership App (Fiscal Policy, Leadership Manual, Conflict of Interest, etc.)
 - Nominate deserving Committee Co-Chairs for applicable IACAC Awards.
- Attend IACAC Annual Conference.
- Lead onboarding of new Board Directors.
- Serve as a member of the Strategic Plan Ad Hoc Committee.
- Other duties as assigned by the President.

Additional / Secondary Expectations:

- Attend annual Springfield Advocacy Day whenever possible.
- Attend the NACAC Annual Conference whenever possible. (*IACAC plans for 1 of 3 years.*)
- Attend the IACAC Membership Meeting and Annual Membership Meeting at the NACAC Annual Conference.
- Actively engage in the national conversations pertaining to the profession of college admission counseling. including with NACAC and affiliate associations as representative of IACAC.
- Provide feedback on all IACAC employees for evaluation purposes as directed.

Important Dates and Activities:

June: Attend IACAC Executive Board Transition Meeting.

July or August: Attend IACAC Leadership Development Institute.

September: If attending NACAC annual conference, attend IACAC Membership Meeting and Annual Membership Meeting.

November: Attend Executive Board Meeting.

January: Attend Executive Board Meeting. Work with committees to prepare budget requests.

March: Attend Executive Board Meeting & Springfield 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 the 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, and 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.

Annual Conference Committee (President-elect & Conference Coordinators)

Objective:

The Conference Committee shall have overall supervision of the plans for the execution of the Annual Conference and Annual Membership Meeting. The primary chairperson shall be the President-elect with three conference coordinators serving as co-chairs.

Primary Expectations:

- Appoint conference committee chairs, ensuring a wide variety of members, including existing and new conference committee chairs.
- Lead two on-site meetings of all conference committee chairs.
- Work with Executive Team, Conference Liaisons, Conference Committee Chairs, and Professional Conference Planners to plan the IACAC Annual Conference details.
- Submit Annual Report.

Important Dates and Activities:

May: Review conference structure and bring any updates to the transition meeting.

June: Submit report for June Executive Board meeting. Select conference coordinators, liaisons, and committee chairs. Meet with Conference Teams, Event Coordinator, and Executive Director for conference overview and planning. Work with Branding Team to select theme for conference.

July/August: Develop conference logo with Executive Team and Graphic Designer. Develop conference budget with the help of the Executive Team and Event Coordinator. Call for conference volunteers. Meet to put together the initial schedule of due dates for committee chairs to be input in Asana.

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 Executive, Logistics, and Fundraising team leaders to develop plan for conference programming and activities.

October: Work with Branding Committee to identify, review and select feature conference speaker(s) and keynote/endnote

November: Submit report for November Executive Board meeting. Meet with Program Committee to review and select session proposals.

December: Submit report for January Executive Board meeting. Meet with Logistics Team, On-Site and Program chairs to slot Conference sessions. Food tasting at conference venue with Logistics Team or On-Site Chairs. Work with Graphic Designer on save-the-date and registration postcards. Work with assigned NACAC representative to determine his/her role in conference.

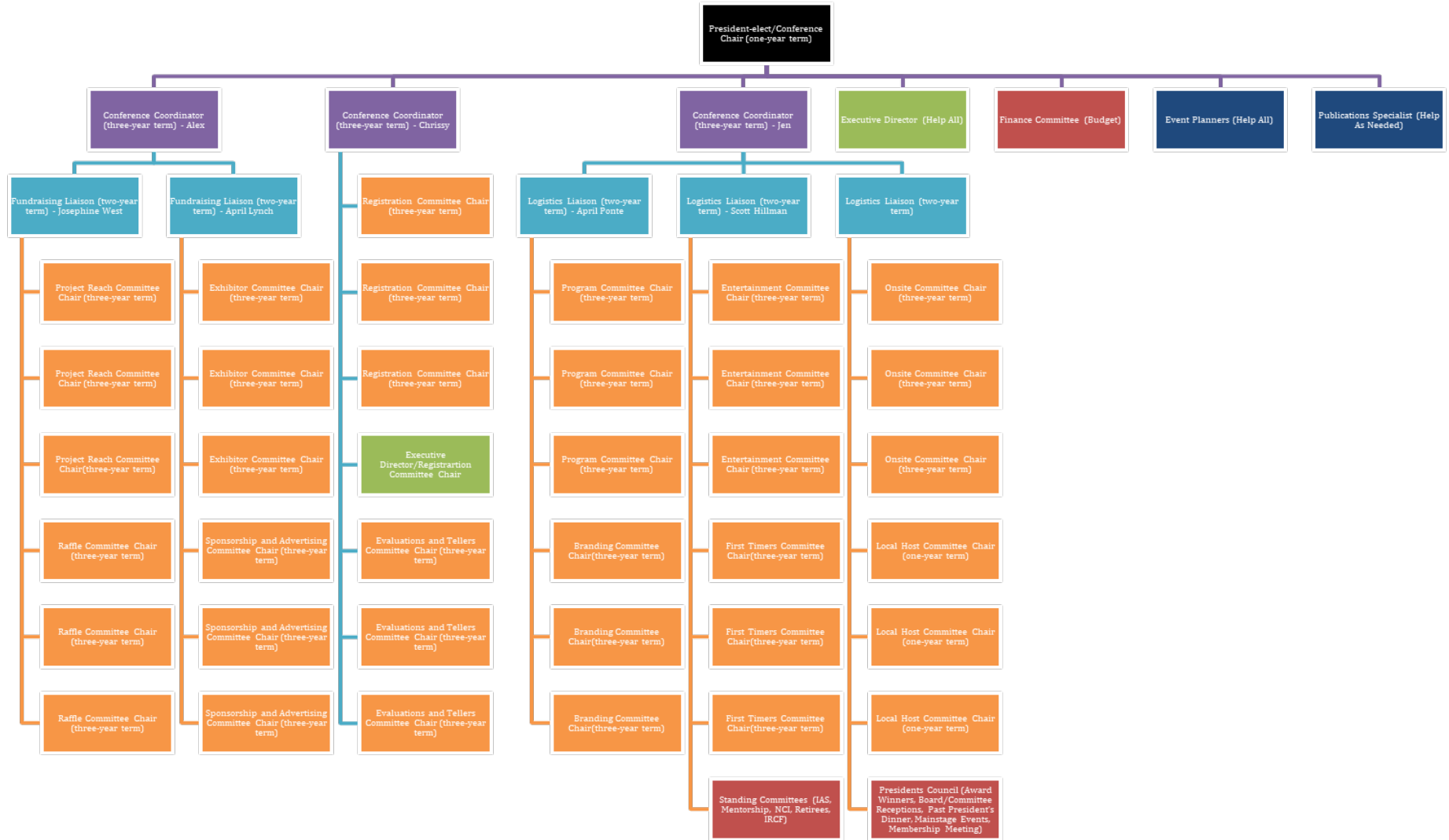
January: Work with Program Committee to develop session document and submit to Graphic Designer. Work with Executive Director, Graphic Designer, and Registration chairs to update and open registration. Develop At-a-Glance and submit to Graphic Designer.

February: Lead second meeting of all conference committee chairs. Submit report for March Executive Board meeting. Develop conference program, pocket schedule, lunch program and dinner program with Graphic Designer. Develop VIP Schedule with the help of the Logistics Team.

April/May: Serve as Chair of IACAC Annual Conference. Finalize details with keynote speaker and NACAC representative. Submit final program to Graphic Designer. Write scripts for conference meetings and introduction speeches. Collect volunteer names from all conference chairs. 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 the Executive, Logistics, & Fundraising teams. Communicate regularly with Event Planner and Executive Director. Keep President and Most Recent Active Past-President updated with major conference details.



Chicago Public Schools Ad-hoc Committee

(Josh Stober, Sylvia Hernandez, Gretchen Rhodes, Brian Harris)

Objective: To support the establishment and expansion of the relationship between IACAC and Chicago Public School Counselors and Coaches and IACAC.

Structure:

- One co-chair appointed by the President: Josh Stober
- One co-chair or member from the membership committee: Sylvia Hernandez
- One co-chair or member from the district seminars committee: TBD
- One co-chair or member from the high school professional development committee: TBD
- Three counselors / coaches from CPS: Monique Moore (Northside College Prep), Erin Driesbach (Lane Tech), Aliza Rosenfeld (Kelvin Park HS), Derris Hawkins-Smith (Post Secondary Champion in Office of Innovation), Dajuanda Fairley-Hall (School Counselor at Peace and Education Coalition High School) Daisy Guzman (Sarah Goode STEM)
- Co-Chair CPS Director of School Counseling: Gretchen Rhodes
- Co -Char CPS Director of College Pathways: Brian Harris

Primary Expectations:

- Establish metrics to determine the success of the CPS investment in counselor membership with IACAC
- Establish metrics to measure CPS counselor/coach involvement in IACAC
- Support the inclusion of CPS counselors/coaches in IACAC leadership
- Support the inclusion of CPS counselors/coaches in IACAC district seminars and conference
- In winter/spring 2023, conduct a needs assessment to determine the needs and interests of prospective new member CPS counselors and coaches
- Create a programming calendar that includes opportunities for engagement in the broader IACAC organization

Important Dates and Activities:

- **June:**
- **August/September:**
- **October:** Committee Meeting #1 (October 6)
- **November:** Committee Meeting #2 (November 17)
- **December:**
- **January:** Committee Meeting #3 (January 19)
- **February:** Counselor Swap - conference for counselors by counselors (February 8)
- **March:** Potential district seminar date in Chicago
- **April:** Spring Toolkit - all day virtual conference (April 1)
- IACAC Conference (April 26-28)
- **May:** Committee Meeting #4 (Date will likely move to middle of May)
- **Ongoing:**

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 to make sure they are current and in accordance with the Bylaws of NACAC.
- To review, edit, and make necessary changes to the Policy and Procedures Manual.
- 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.
- Submit annual report.

Important Dates and Activities:

June: Committee Chair will submit report for June Board meeting. Committee Chair will attend June 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 electronic ballots 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, East Central, and Central Districts, respectively.
- Region 2 consists of the Northwest, West & North Suburban, Chicago, and 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 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: 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 Executive Director and for postcards and website. Review and amend registration process. Contact any sponsors for events.

January: Send save-the-date information to IACAC /website. 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: Attend IACAC Annual Conference.

Ongoing: Solicit committee members.

Education and Ethics Committee (IACAC Committee Chair)

Objective:

The Education and Ethics Committee educates members of IACAC about the best practices set forth in the Guide to Ethical Practices in College Admissions (GEPCA). The committee will empower admissions officers, school and independent counselors, and other postsecondary advising professionals to advocate for their students while encouraging two and four year institutions to always act in the best interest of students. Membership should have some carry-over from year to year.

Structure:

- Committee co-chairs are appointed by the President and serve a three year term.
- Committee members shall be chosen by the Co-Chairs based on the scope and depth of the committee's work. The committee membership should reflect the membership of IACAC in all ways, including role/responsibility, geographic diversity, diversity of lived experience, and professional background. The Executive Board Liaison will also act as a committee member.
- Chairs and all committee members must be current members of IACAC.

Primary Expectations:

- 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 Education & Ethics/Admission Practices.
- If attending NACAC Annual Conference, committee chairs should plan to attend E&E/AP counterparts meeting.
- Update membership on changes to the Guide to Ethical Practices in College Admission.
- Plan & present a session on E&E at events such as: IACAC Annual Conference, District Seminar, New Counselor Institute, Elevate, LEAD, Transfer Summit, Middle Management Institute, and High School Professional Development Committee each year.
- Maintain and update E&E section of the IACAC website.
- Conduct a minimum of two Education & Ethics Committee meetings annually and hold as needed meetings via conference call and/or email.
- 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 Education & Ethics meeting. 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.

Elevate

Objective:

Elevate is a professional development seminar series designed for professionals with more than eight years in higher education enrollment management looking to take the next step in their professional career or expand their professional portfolio.

Structure:

Primary Expectations:

Important Dates and Activities:

June:

August/September:

October:

November:

December:

January:

February:

March:

April:

May:

Ongoing:

Equity and Access (Ad-hoc Committee)

Objective:

Structure:

Primary Expectations:

Important Dates and Activities:

June:

August/September:

October:

November:

December:

January:

February:

March:

April:

May:

Ongoing:

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 Secretary and Executive Director shall be non-voting members.

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 Director (non-voting member) and IACAC Secretary, to take meeting minutes.

Primary Expectations:

- Meet twice a year and as needed.
- 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 Executive Director. 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 contact with the NACAC Policy Director. 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.
- Submit an Annual Report.

Primary Expectations:

- 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.
- Endorse or oppose bills in the Illinois General Assembly as appropriate.
- Coordinate the efforts of IACAC Membership to respond to pertinent legislative issues.
- Publish a periodic legislative update to be distributed to IACAC members.
- 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: Meet with new IACAC President to discuss advocacy priorities and strategic goals; participate in transition meeting, with specific time set aside for relationship building between outgoing and incoming chair.

June is often the end of the legislative year/session, so monitoring action, especially in advance of the deadline, is advisable.

July: Reach out to ISCA regarding Advocacy Day coordination; Publish legislative update

August: Finalize meeting schedule for the year; communicate schedule with IACAC Executive Director, Board Liaison, committee members.

September/October: First Committee meeting

- Schedule Springfield Advocacy Day
- Review Fall Veto Session schedule
- Encourage in-district legislator visits
- Draft annual legislative priorities
- Discuss Annual Conference Session
- Membership renewal - update committee roster
- Publish first legislative update

November: Second meeting

- Monitor elections and veto session legislation
- Finalize annual conference session details, speakers, etc.
- Create Legislative Priorities and Bills to Watch lists

December

- Finalize Springfield Advocacy Day date based on newly released legislative calendar
- Book Springfield Advocacy Day meeting venue and hotel

January

- Create Springfield Advocacy Day registration form
- Advertise Springfield Advocacy Day to members
- Finalize Legislative Priorities and Bills to Watch lists
- Publish legislative update

February

- Begin Appointment setting for Advocacy Day
- Springfield Advocacy Day

March

- Follow up with Illinois legislators you met with, thanking them for their time and attention and offering our expertise on any pertinent legislation
- Prepare for conference

April

- Monitor pertinent legislation for potential advocacy from membership
- Communicate with ISCA on legislative priorities in common
- Prepare for conference, presentation and other advocacy activities
- Publish legislative update

May

- Monitor pertinent legislation for potential advocacy from membership
- Communicate with ISCA on legislative priorities in common
- Conference session

High School Counselor Professional Development Committee

Objective:

This is a committee that started as an ad hoc in fall 2014 and is now a standing committee. 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. The main areas of concentration are outlined below. The committee will be made up of high school counselors and school counseling graduate students, and an effort will be made to have individuals from diverse backgrounds and experience involved.

Primary Expectations:

- Host a variety of virtual and in-person events to educate and inform the school counseling community.
- Provide FREE professional development opportunities for school counselors. (PD hours can be offered through ISBE).
- Serve as a connector between school counseling and college counseling.
- Virtual programming enhances counselor connections throughout the state.
- Research and advocate for the counseling profession and the continuation of professional development.

Important Dates and Activities:

June: Co-chairs outline events for upcoming school year. Submit report for June Executive Board meeting.

July: Recruit volunteers and committee members, communicate tentative plans & event dates for the year.

August: Communicate first meeting details (Sept). Chairs should attend IACAC Leadership Development Institute.

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

October: Host first event. Submit session proposals for Annual Conference.

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

December: Host second Event. Apply for Imagine Grant if appropriate.

January: Committee meeting. Submit report for January Executive Board meeting.

February: Host third event.

March: Committee chairs meet to discuss final events of the year/update leadership docs. Submit report for March Executive Board meeting.

April: Committee Meeting

May: Host final event - Temperature Check. Present sessions related to high school counselor professional development at the annual conference if applicable.

Illinois College Fair Committee (IACAC Committee Chair)

Objective:

The Illinois College Fair Committee shall be responsible for establishing the Illinois College Fair schedule in collaboration with site hosts from across the state, overseeing fair policies and procedures, promoting the Illinois Regional College Fairs (IRCF), and supporting IACAC staff with the registration process.

Structure:

The Illinois College Fair Co-chairs will serve a three-year term, whenever possible. The Treasurer-elect, per IACAC by-laws, will serve as a committee member and efforts will be made to include a member who serves on the Chicago National College Fair Committee. Membership on the committee should attempt to include a variety of IACAC member types from throughout the state. The IACAC Executive Director will also serve on the committee.

Primary Expectations:

- Committee will continually evaluate and prepare the yearly college fair calendar.
- Committee will strive to monitor the quality of each program listed on the IACAC College Fair Calendar through formal and informal assessment.
- Committee will regulate the policies and procedures established for hosting and attending Illinois Regional College Fair Programs including schedule, fee structure, registration, and other logistics.
- Ensure that the committee goals and initiatives continue to align themselves with the IACAC Strategic Plan.
- Committee will work closely with IACAC Executive Director to continually secure and promote college fair events in an attempt to attract an inclusive range of college and university participants that will serve a breadth of students and families throughout the State of Illinois.
- Committee will host 1 virtual meeting with IRCF hosts and one in the spring (typically a lunch during the Annual Conference).
- Submit committee reports ahead of executive board meetings, as requested.
- Submit Annual Report.

Partnership with StriveScan

- Continually communicate college fair changes/updates to StriveScan staff (IACAC Executive Director)
- Provide IRCF registrant list to StriveScan (IACAC Executive Director)
- Encourage host sites to connect and attend training with StriveScan staff (liaisons)

- Every 3 years, work with the Treasurer team to assess partnership/fee structure (IACAC Executive Director, ICF Co-chairs, Treasurers, Presidents)

Important Dates and Activities:

June: Work with IACAC staff to edit and produce digital posters and digital/printed postcards for each Illinois Regional College Fair to be added to the host app. In collaboration with IACAC staff evaluate, prepare, and launch IRCF registration online. Set next year's meeting dates and committee members. Assess and add approved ongoing college fair requests and make other requested changes to the College Fair Calendar.*

July/August: IACAC Executive Director will receive and process IRCF college/university registrations. Ensure that list of registrants, promotional materials, survey, post-program report, and any other relevant information is posted to the host app. Host a committee meeting to assign liaisons and provide overview of the year.

September: IACAC Executive Director will receive, process, and update IRCF registrations until programs are full (continually until April).

October: Review IRCF post-program reports from site hosts and give approval to the Treasurer team and IACAC staff to process appropriate reimbursements (continually until May).

November: Host full committee meeting. Evaluate and prepare college fair date request information, including host site letter of understanding for next academic year.

December: Work with IACAC Executive Director to send date request form to hosts of previous year's college fair. Schedule a virtual meeting for IRCF host partners to debrief about their Illinois regional event and provide feedback to the IRCF committee.

January: Work with IACAC Executive Director to review date request forms and start to build a college fair calendar for next academic year.

February: Host 2nd full committee meeting. Assess, evaluate, and attempt to finalize the future college fair calendar with submitted dates thus far (being mindful of holidays). Review the role of liaison with committee members and have them contact Spring IRCF hosts. Committee Chairs follow up with Spring IRCF hosts that have not submitted a date and work with hosts on resolving scheduling conflicts. Discuss possible agenda for spring host meeting.

March: Work with IACAC Executive Director to send out fair date confirmations to individual fair hosts for next academic year. Continue to seek out date requests that have not been submitted and work with the IACAC Executive Director to add them to the calendar.

April/May: Work with IACAC Executive Director to prepare for the calendar to be published on the website before May 1. Host meeting for all IRCF on-site hosts and Illinois College Fair Committee members at IACAC Annual Conference. Confirm that IACAC staff has necessary information for IRCF poster and postcard design and printing.

Summer: Special projects, sub-committee tasks, assessment of policies, review of Strategic Plan against committee activities, check-in with staff roles, etc.

Ongoing: Assess and add approved ongoing college fair requests and make other requested changes to the College Fair Calendar. Submit committee reports ahead of executive board meetings, as requested.*

Inclusion, Access, and Success Committee (IACAC Committee Chair)

Objective:

The Inclusion, Access and Success Committee shall advance the association's commitment to inclusion for underserved students and the educational professionals who guide them. The IAS Committee strives to heighten awareness, consciousness and sensitivity to the issues of culture, race, citizenship status, sexual orientation, gender, age and other differences as they pertain to post-secondary access. The IAS committee develops educational programs for counseling professionals working with students who, for reasons of disadvantaged experiences, are often denied access to post-secondary educational opportunities. 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.

Primary Expectations:

- Submit reports to update the Executive Board on current and future work and plans.
- 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.
- Assume responsibility for the annual Sharing the Dream Conference through budget management and resource allocation in collaboration with the conference planning committee.
- 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, NAEH1ISCA, ICIRR).
- 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. IAS members Present at ISCA conference.

November: Potential Committee Meeting. Submit IACAC Guiding the Way to Inclusion (GWI) proposals. Submit report for Executive Board meeting.

December: IACAC proposals approved.

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

February: Potential Committee Meeting. Nominate a colleague for an IACAC Award. Work on Subcommittee goals

March: IAS members present at District Seminars. Submit report for Executive Board meeting. Members attend IACAC Advocacy Day. ISCA begins accepting conference proposals (IAS is encouraged to submit).

April: Potential Committee Meeting.

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

Membership Committee (IACAC Committee Chair)

Objective:

The Membership Committee shall be responsible for reviewing, developing, and recommending recruitment and retention communication for membership in IACAC. The committee 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).

Primary Expectations:

- Submit quarterly reports to update the Executive Board on current and future work and plans.
- Chairs should try to meet 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 and potential members about membership deadlines and responsibilities.
- Create, review, and revise membership applications and procedures.
- Submit an Annual Report.

Important Dates and Activities:

June: Submit report for Executive Board meeting. Send emails to non-renewals.

July/August: Membership chairs attend IACAC Leadership Development Institute (LDI). Send emails to non-renewals.

September: In early September arrange for speakers at each of the Articulation Conferences to promote IACAC, and coordinate with the Executive Director to have membership brochures and the IACAC table drape at each conference. Submit report for Executive Board meeting. Send a survey to non-renewals asking reasons why they have not renewed (around 9/15).

October: Follow-up as needed with non-renewals post-survey. Review membership dues and membership structure for the following year.

November: Submit report for Executive Board meeting.

January: Submit budget proposal. Review application for Feb 1 launch. Review communication plan. Submit report for Executive Board meeting. Approve revisions for membership postcard, reach out to current committee members to generate and implement ideas for membership outreach.

February: Send emails to all membership to remind them of IACAC Annual Conference and benefits of membership and initial renewal email.

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

April: Attend IACAC conference and Annual Membership meeting. Prepare report and present at Membership meeting.

May: Send reminder about membership renewal (around 5/3), send email reminder about membership renewal (around 5/17), send reminder at end of month (around 5/27) about approaching renewal deadline.

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 chairs' needs for the year.
- Committee makeup should include both secondary and post-secondary members.

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 an application.
- Match mentee and mentor applicants.
- Assign liaisons to follow-up with mentee/mentor matches to assess status and progress.
- Identify opportunities prior to or proceeding an IACAC sponsored event to host a Mentorship Meetup--Past events include the Chicago National College fair, District Seminars, IACAC sponsored college fairs, Holiday Meetup, etc.
- 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 at least two meetings per year.
- Host the Mentorship Reception during the IACAC Annual Conference.
- 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. Redesign the Mentorship Flyer used in State Articulation. 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. Identify IACAC sponsored events to host Mentorship Meetups throughout the year.

September: Send “Call for Mentors/Mentees” email to IACAC before first meeting. Host first committee meeting. Match mentors/mentees. Inform committee when and where Mentorship Meetups will take place and identify members to plan the Meetups. Submit report for Executive Board meeting.

October: Assign each committee member a “mentorship match” as a liaison to obtain progress reports about how matches are going by the November meeting. Chairs meet to plan November meeting. Be aware this month will be busy with Mentorship Meetups around the state.

November: Secure location(s) for the Annual Holiday Mentorship Meetup and send save the date to the IACAC. Send “Call for Mentors/Mentees” email to IACAC before first meeting. Second meeting at location of Chair’s choice. Submit report for Executive Board meeting. Send official Holiday Mentorship Meetup invitation to the targeted populations. Discuss activities to promote National Mentorship Month (January).

December: Host Holiday Mentorship Meetup(s). Make final preparations for how the Mentorship committee will engage in January as National Mentorship Month. Enjoy the holidays!

January: Send “Call for Mentors/Mentees” email to IACAC before first meeting. Assign each committee member a “mentorship match” as a liaison to obtain progress reports about how matches are going by the January meeting. Third meeting at location of Chair’s choice. Submit report for Executive Board meeting.

February: Chairs meet to plan March meeting. Assign each committee member a “mentorship match” as a liaison to obtain progress reports about how matches are going by the March meeting.

March: Send “Call for Mentors/Mentees” email to IACAC before meeting. Begin to plan Mentorship reception for IACAC Annual Conference. Submit report for Executive Board meeting. Be aware this month will be busy with Mentorship Meetups around the state.

April: Continue to plan Mentorship reception for IACAC Annual Conference. Fourth meeting at location of Chair’s choice.

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. Add mentors, mentees, and volunteers to the mini-IACAC Mentorship.

Middle Management Institute 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 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 co-chairs 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.
- Review yearly evaluations of the prior year's MMI to assist in planning for the following year.
- Select various topics related to middle management including but not limited to enrollment management, DiSC assessment, a deans and directors panel, 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 , 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 the 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:

August: Chair meeting - Promote & Choose MMI committee members (use past years participants and committee members to start). Review past year evaluations. Set-Up meeting with Executive director to review changes and needs from IACAC. Update website and volunteer page. Review Host Site Application & Call for Case Studies to be emailed out and added to the website in September.

September: Chair meeting – Updates on location. Work with the Executive Director to send out a call for case studies and host site application [first week of September]. Create email (use template) to invite location top choices to apply. Continue to promote and select MMI committee members. Submit report for Executive Board meeting.

October/ November: Brainstorm discussion topics and potential speakers for upcoming MMI. Close case studies and host site application in mid-October. Review Applications and case studies or push email for more. See if host site is willing to provide donations. Outreach to committee members that have been recruited to complete availability. Schedule first meeting with the committee in [first week of November]. Use previous years' evaluations to shape the upcoming MMI program. Submit report for Executive Board meeting. Review budget and plan to speak on budget at first committee meeting, consider participant & speakers gifts.

December: Solidify session topics and host location/date. Order participant & speakers' gifts. Team bonding meeting with the entire committee (practice small group facilitation within the committee).

January: Meet with the committee. Submit budget requests for additional funding if needed. Submit report for Executive Board meeting. Create logistics/MMI schedule & Marketing plan. Finalize registration open & close date.

February: Outreach to speakers by March 1st. Create and promote save the date for MMI. If possible, attend Indiana ACAC's Congress to promote. Reach out to all locate ACAC's to promote. Update registration form and confirmation emails (auto-confirmation email within 24 hours of registering).

March: Open registration on IACAC website. Submit report for Executive Board meeting. Confirm presenters, create session agenda to send (including presenters names and details) and continue to market event. Create a goal number of registrations.

April/May: Continue to solidify final logistics for the following: host hotel, food, happy hour, registration, promotion, social media, etc. Create a printing plan for all the documents (for folder stuffing & see if any institution can make donations. Make sure the committee is attending and accommodated for and completes google form with needs-accommodations/dates available. Gather registration info like dietary restrictions, special accommodations, & all guest policies. Attend IACAC Annual Conference and present session related to MMI. Continue to promote MMI via social media, list-servs, and individual outreach. Do a small group facilitation training with committee members. Send presenters confirmation emails and participants confirmations and updates. Registration closes at the End of May, extend only if needed.

June: Host Middle Management Institute from chosen host site (historically the middle of June). Stuff folders and get all items for participants prepared the day prior. Place all participants in small groups. Update committee & participant feedback forms for directly after the event. Prepare presenter gifts & thank you cards. Submit annual report.

July/August: Collect and compile MMI evaluations from attendees and committee members in preparation for the following year. Final committee meeting in July to review, debrief and brainstorm next year, while thanking 3rd year Co-chair & announcing new Co-chair. Attend LDI. August Co-chairs will meet to start the planning and beginning of this new year!

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.

Primary Expectations:

- Serve as chair of the Nominating Committee.
- Serve as chair of the Credentials Committee.
- 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.
- Submit Annual Report.

Important Dates and Activities:

June: Attend Executive Board meeting.

July/August: Attend NACAC Leadership Development Institute. 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. 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. If choose to, have a phone meeting for credentials and nominating committee.

November: Host Past Presidents' luncheon. (Some prefer to have this in February) 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. Discuss with the President team of offering Christmas/holiday thank you gifts/greeting cards to IACAC Staff and possibly board members and a message to the membership.

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. Host Past Presidents lunch if this works better than November.

March: Publish special email 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.

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.

Most Recent Active Past Treasurer (IACAC Board member)

Objective:

The Most Recent Active Past Treasurer shall serve on the Innovation Funds Committee and the Finance Committee.

Primary Expectations:

- Attend all IACAC Executive Board meetings.
- Attend all IACAC Finance Committee meetings.
- Serves as a member of the Annual Conference planning committee.
- Assist the Treasurer-elect with coordinating and reporting of the Donated Services for IACAC.
- 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 is chair to the Innovation Funds 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 Director to ensure the financial health of the organization.
- The Past Treasurer will plan to attend affiliate Treasurer Meetings during NACAC Conferences.
- 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), help 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.

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

February: Attend 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.

June: Attend June Transition meeting.

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. Collaborate with Illinois Regional College Fair (IRCF) with planning, coordinating, implementing, and staffing for our National Illinois College Fair for IACAC. 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 the 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.
- 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.

August: Meeting at LDI. Continue to work on progress towards the fair.

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

New Counselor Institute Committee (IACAC Committee Chair)

Objective:

It is the mission of the New Counselor Institute Committee along with the help of IACAC and its members, to collectively engage and create a program that will educate and mentor new counselors to the admissions profession and the IACAC organization. The New Counselor Institute will offer professional development and networking opportunities which are applicable to current recruiting trends and will aid in their transition as professionals.

In partnership with the greater IACAC community, the NCI Committee will provide essential direction and inspiration to new (0-2 years of experience) college admission professionals by providing knowledge, tools, and resources to support in the successful transition to the profession. We believe that safety and diversity are essential components of our mission. Therefore, we strive to create a workspace where everyone feels valued and respected, regardless of their background, physical needs, life experiences, culture and religious identities.

Structure:

- Three committee chairs are appointed by the IACAC President and serve a three-year term.
- Three committee chairs and all committee members must be current members of IACAC.
- Committee size should be determined based on the chairs' needs for the year; however, 8-10 committee members are ideal.
- The committee should also possess diversity in terms of geography, cultural background, years of service, and institution type. At least one immediate past NCI attendee should ideally be included.
- Committee makeup should include a diverse representation of post-secondary members working with different, or multiple, student populations (eg. undocumented, first year, international, transfer, students with different abilities)

Primary Expectations:

- Submit reports to update the Executive Board on current news and progress.
- Work with Executive Director to arrange promotion and registration for NCI
- Consider NCI speakers from diverse colleges and high schools.
- If possible, generate net revenue for IACAC.
- Educate new admission professionals from the college side 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 NCI 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 New Counselor Institute for other national affiliates

Important Dates and Deadlines:

June:

- **Co-chair Meeting** to finalize NCI program and sessions for future fiscal year. Work with the Executive Director to finalize registration details to open registration. Registration closes at the end of July. *Extend if necessary.*
 - Historically, we cap participation at 50-55 folks. Numbers are at your discretion and depend on many factors, including overnight components and food budget.

July:

- **Committee Meeting** one week prior to finalize presenters for each of the sessions. Coordinate committee members action items to support finalizing logistics. Should have a final list of registrants based on the maximum number.
- **Co-chair Meeting** a few days prior to session one. Ensure all tasks, logistics, and materials are secured.
 - Itinerary and campus map
 - Lanyards and name badges that include pronouns and institutions
 - Folders
 - AV / spaces

August:

- **Session #1 (SAMPLE)**, introductions of co-chair and committee members. Introduction to IACAC, NACAC, and what the year is going to look like. Icebreakers!
- **Sessions:**
 - Ethics in Admissions
 - Engaging High School Counselors
 - How to Plan and Manage Travel Season Session
 - Freshman Representatives
 - Transfer Representatives
 - College Fair Role Play and Transfer Table Visits
 - Diversity, Equity, Inclusion and Belonging in Enrollment Management
 - Admissions and Grad School

- You Don't Know What You Don't Know

September:

- **Co-chair Meeting** to discuss and reflect on session #1. Co-chairs will share session presentations with participants and invite them to complete a feedback survey on their experience during session Session #1.
- **Committee Meeting** to coordinate small-group assignments and possible virtual engagement opportunities with participants.

November:

- **Co-Chair Meeting.** Work on and submit a report for the Executive Board meeting. NCI co-chairs should begin finalizing the budget.

December:

- **Co-Chair Meeting.** Work on and submit a budget request and report for the Treasurer, President, and Executive Director.
- **Committee Meeting** if possible before holiday break to check-in, divvy out any remaining task for the end of the year. Give updates to previous tasks like finding presenters, space and locations, etc.

January:

- **Committee Meeting** - come together to finalize presenters for each of the sessions. Coordinate committee members action items to support finalizing logistics. Should have a final list of registrants based on the maximum number.
- **Co-chair Meeting** a few days prior to session one. Ensure all tasks, logistics, and materials are secured.
 - Itinerary and campus map
 - Lanyards and name badges that include pronouns and institutions
 - Folders
 - AV / spaces

February:

- **Session #2 (SAMPLE), Continue with Icebreakers!**
 - **Sessions:**
 - The Free Application for Federal Student Aid (FAFSA) & other financial aid types Session
 - Application Review Session
 - Self Care Session

- Career Development and Final Wrap Up Session
- Getting Involved in IACAC
 - Encourage participants to attend the annual conference!
 - Encourage participants to attend the Sharing the Dream conference!

March:

- **Co-Chair Meeting.** Review and officially update the Leadership Manual for the upcoming year. Loosely discuss wins and room for improvement.

April:

- **Co-Chair Meeting.** Submit report for Executive Board meeting. Propose NCI structure for the upcoming year to the Executive Board.

May:

- **Committee Meeting** to reflect on the year and NCI Co-Chairs to submit final annual report. Current committee members are asked if they want to continue participating in NCI or roll off. Recruit new committee members depending on numbers.

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. These members should represent the make-up of our membership. 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 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.
- 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 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/February: 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 via email and website.

March: Chairperson to finalize all candidates' attendance at the 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.

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.

Primary Expectations:

- Serves as chief spokesperson for IACAC.
- Provides overall coordination and leadership for organization.
- Schedule and 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 Director, Graphic Designer, and Event Coordinator.
- Works with President-elect and Executive Team on Annual Conference planning.
- Completes contracts for all employees.
- Submits report prior to each Executive Board Meeting.
- Chooses award winners for Annual Conference. Naming or re-naming of awards should have a 5 year time-frame before board approves (e.g., the Mentorship Award was named in recognition of Joe Prieto at Conference 2018, but the Mentorship Award was not re-named the Joe Prieto Award until 5 years have passed in 2023).
- Attends all NACAC Leaderships 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. Attend Finance Committee meeting at NACAC Annual Conference.

November: Submit report for November Executive Board meeting. Preside over November Executive Board meeting. Discuss with the President team of offering Christmas/holiday thank you gifts/greeting cards to IACAC Staff and possibly board members and a message to the membership.

December: Start soliciting nominations for Conference award winners, in coordination with Most Recent Active Past President.

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. Begin work on Annual Report by working with committees.

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
- 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.
- *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. 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. Discuss with the President team of offering Christmas/holiday thank you gifts/greeting cards to IACAC Staff and possibly board members and a message to the membership.

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

February: Attend Finance Committee meeting. Attend NACAC Legislative Conference. Select dates for June Executive Board Meeting and the summer Illinois Leadership Development Institute and post on Executive Board .

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. Submit Annual Report

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

Professional Connections (IACAC Committee Chair)

Objective:

The IACAC Professional Connections Committee aims to create partnerships with any and all possible entities that can help move college counseling and accessibility forward including, but not limited to, high schools, colleges, organizations, programs, and people throughout the state. We can benefit from each other with the sharing of ideas and resources to make both our organization and other organizations stronger.

Structure:

A committee has been established with members representing the entire state of Illinois. The committee has created three goals. We have mandatory committee meetings three times a year, and optional monthly check-ins to review progress and/or answer questions. Co-chairs are selected by recommendation of current co-chairs. For our budget, the funds are housed in the Professional Development Grants Committee. Professional Connections oversees the application and review process for the Counselor Challenge.

Primary Expectations:

Committee goals are as follows:

Goal 1: Professional Collaboration

We want to collaborate with other organizations to establish working relationships, creating more connections with high school counselors and college admissions representatives throughout the state with the hope of improving collaboration and leadership within IACAC from the entire state. Some of the organizations we partner with include:

1. Chicago Area Regional Representatives (CARR)
2. Chicago Public Schools (CPS)
3. Illinois Association of College Registrars and Admissions Officers (IACRO)
4. Illinois Principals Association
5. Illinois School Counselor Association (ISCA)
6. Illinois State Board of Education (ISBE)
7. Illinois Student Assistance Commission (ISAC)
8. Transfer Coordinators

Goal 2: Graduate Program Outreach

Reach out to graduate school counseling and admissions programs in Illinois to introduce and explain the benefits of being an IACAC member, and to discuss the importance of postsecondary

counseling in graduate program curriculum. Oversees the addition of inviting graduate student members and connecting them with IACAC and becoming involved in the organization. The goal also houses the Counselor Challenge, to award 10 free memberships and covers 2 conference registrations, half of the room and board fee and a membership for the remainder of the year.

Goal 3: Speaker's Bureau

The IACAC Speakers Bureau provides counseling professionals with assistance in accessing volunteer presenters with a wide range of expertise and experience in public speaking. The Speakers Bureau is a free service with the sole mission of identifying and utilizing the tremendous talent within IACAC to bolster our academic communities and continuously elevate our service to students, families and fellow professionals.

Important Dates and Activities:

June: Submit an Executive Board report. Liaison will attend IACAC Executive Board Meeting; chairs will attend if able. Attend transition meeting

August: Co-chairs will meet to discuss the addition of new committee members, review goals for the year, and prepare meeting dates for the upcoming year. The co-chairs will work with Executive Director to have messaging shared with membership on joining Speakers Bureau. Attend Leadership Development Institute.

September: Committee will have its first meeting to review goals and establish a plan for accomplishing goals. Co-chairs will submit an Executive Board report on work being done with the committee. Co-chairs will attend the Executive Board meeting if able to.

October: Committee will have its first check-in meeting with committee members and hear updates about connections. Co-chairs will meet with the treasurer to go over the budget and funds used for the counselor challenge.

November: Co-chairs will have their next check-in meeting. Co-chairs review previous Counselor Challenge information and work with Executive Director to open the application. Co-chairs will submit an Executive Board report on work being done with the committee. Co-chairs will attend the Executive Board meeting if able to.

December: Counselor Challenge closes and winner(s) are chosen by the co-chairs and committee members.

January: Co-chairs will have their next check-in meeting. Co-chairs will submit an Executive Board report on work being done with the committee. Co-chairs will attend the Executive Board meeting if able to. Complete next year budget report

February: Committee will have a second meeting and hear updates from members on connections.

March: Co-chairs will submit an Executive Board report on work being done with the committee. Co-chairs will attend the Executive Board meeting if able to.

April: Last committee meeting with members to hear updates, plan for the summer and next year. Attend IACAC Conference.

May: Co-chairs will meet to plan for next year.

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 chairperson 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: 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.

August: Invite volunteers and returning members to be part of the PD committee. Hold first in mid-August to review policy to bring to Finance meeting and get the website updated.

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

October/November: Submit report for Executive Board meeting. Attend IACAC Executive Board Meeting. Communicate with Executive Director on grant deadlines, grant application and all necessary information (websites, dates, etc) to be posted online and for email. Grants website should be live around November 15th with first email to go out the third week of November (15-19th). Set the priority deadline as December 15th to allow for earlier program deadlines.

December: Have reminder email go out about grant applications.

January: Submit report for Executive Board meeting. Attend IACAC Board Meeting. Have committee meeting in early January to review grant applications.

February: Award Grant Recipients and send out grant application reminders.

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 for reimbursement.

Scholarship Committee (IACAC Committee Chair)

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. In 2017, it was board approved to add 5 additional \$1,000 awards to support students with demonstrated financial need, bringing the total amount of scholarships awarded to 10. In 2022, the committee changed the structure to require students to submit their parent or guardian's EFC or income so that the scholarship is reaching those students who are of high need. 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. And in continued commitment to supporting IACAC's mission of serving the entire state, the committee will recognize at least one recipient from each IACAC district (9 in total).

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.
- The Scholarship Committee utilizes Kaleidoscope as the platform to collect and review all scholarship materials.

Primary Expectations:

- Submit quarterly reports to update the Executive Board on current and future work and plans.
- Each applicant's high school must be a member of IACAC.
- Each student must report their parent/guardian income or EFC.
- Kaleidoscope student application must be reviewed every year and the application updated as needed.
- It is recommended to have 2 zoom meetings with the entire committee and additional 4-5 zoom meetings with just the committee chairs during the application review process.
- There are two rounds of application review and a final voting.
- Committee members are sorted in the Kaleidoscope platform into teams for 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 in each region. The committee will also be mindful to select at least one recipient from all 9 IACAC districts.
- Submit an Annual Report.

Important Dates and Activities:

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

July/August: Attend LDI

September: Finalize application timeline and update scholarship application; First Chair Meeting

October Send email out to IACAC listserv to solicit committee volunteers. Submit report for Executive Board meeting. Send out email about scholarship to High School Counselors.

November: Application goes live- send email to high school counselors

December: Begin building review platform.

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

February: Application deadline set in February for students & counselors. Committee zoom meeting for training or email sent to committee.

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

April: Final Round Voting. Notify scholarship recipients and send recipient information sheet and video submission information.

May: Recognize scholarship recipients at IACAC Annual Conference Opening Session.

Secretary (IACAC Board Member)

Objective:

The Secretary is responsible for reviewing minutes after 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 is required to attend the NACAC Annual Conference (see Fiscal Policy for reimbursement guidelines) to record minutes during the IACAC Membership Meeting and Finance Committee Meeting.

Primary Expectations:

- Reviews and 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.
- Attends all Finance committee meetings and records minutes.
- 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.
- Responsible for taking meeting minutes if Secretary-Elect is not present at the Executive Board meeting.

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, 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 Executive Director 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 Executive Director for posting on website. Attends NACAC Annual Conference and takes minutes during IACAC Membership Meeting (like 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 September'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 Executive Director 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 Executive Director 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 Executive Director for posting on website. Attends IACAC Advocacy Day.

April/May: 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. 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 Executive Director for posting on website. Finalizes motion log from previous year, sends to President to add to Annual Report.

Secretary-Elect (IACAC Board Member)

Objective:

The Secretary-elect 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-Elect organizes and edits those minutes to share with Executive Board members and committee chairs. In addition, the Secretary-Elect 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 is required to attend the NACAC Annual Conference (see Fiscal Policy for reimbursement guidelines) to record minutes during the IACAC Membership Meeting and Finance Committee Meeting.

Primary Expectations:

- Prior to each Executive Board meeting, the Secretary prepares the minutes template for that 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.
- Print name tents for all in attendance at Executive Board meetings.

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 Executive Director 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 Executive Director for posting on website. Attends NACAC Annual Conference and takes minutes during IACAC Membership Meeting (like 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 September'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 Executive Director for posting on website.

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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 Executive Director for posting on website. Attends IACAC Advocacy Day.

April/May: 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. 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 Executive Director for posting on website. Finalizes motion log from previous year, sends to President to add to Annual Report.

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:

- The Executive Director will lead the development process every three years.
- The Committee shall consist of the twelve elected Board members.
- The Most Recent Active Past President should participate on this committee, if able.

Primary Expectations:

- 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.
- Committee will assess progress toward Strategic Plan goals.
- The major work of the committee is done in year 3 of the current Plan; in years one and two, tasks and activities are minimal/as needed.
- Attends all Strategic Planning meetings.
- Communicates with membership

Important Dates and Activities:

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

September: (In year 3 of current plan) 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.

November: (In year 3 of current plan) Send membership survey to IACAC membership.

December: (In year 3) Review membership survey results.

January: (In year 3) 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. It may be that the current plan is still effective, in which case, no further action is necessary.

February: (In year 3) Update strategic plan.

March: (In year 3) Draft strategic plan.

April/May: (In year 3) Draft strategic plan. Bring draft of strategic plan to conference to present to membership for feedback.

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 Summer Tours committee will have three chairs (one for each tour) that will be appointed by the President following the three-year cycle or if choosing to fill vacancies that occur. Each chair should be willing to serve a minimum of three tours.
- We propose that there be three separate leaders for each of the Summer Tours: Plane/Bus O'Fun Tour, Micro Tour, and Bike O'Fun 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 to the planning process and attending the planned trip for at least one year.
- Committee makeup includes secondary and/or independent counselors that are association members and veteran tour participants.

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 Summer Tours
- Submit an Annual Report.

Important Dates and Activities:

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

August/September: Determine the region for the next tours based on feedback obtained from the survey completed by this past year's participants. Begin compiling a list of potential colleges/universities. Submit the report for the 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 the committee to select the colleges and develop an itinerary. Notify each college of whether 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 for association members. 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 the 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.

March: Send email to participants to remind them to pay the 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. Coordinate with Executive Director on PD through the Illinois State Board of Education.

May: Meet with the committee at the IACAC Annual Conference to discuss itinerary and groups. Send the 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 points, and contact information to the participants. Purchase any necessities for the bus. 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.

Transfer Advisory Committee (IACAC Committee Chair)

Objective:

The Transfer Advisory Committee shall be responsible for ensuring the voice and interests of transfer students and the professionals working with transfer students are brought forward and heard throughout all levels of the association. This work includes planning, coordinating, implementing, and staffing of the annual Transfer Summit. Additionally, the committee should work with the Conference Program Committee to ensure transfer topics are represented at the conference. The committee also works to promote and award spring and fall scholarships to transfer students annually, as well as conduct outreach and education to colleagues in the transfer field. Finally, The Transfer Advisory Committee hosts networking sessions throughout the year to bring colleagues together.

Structure:

- The committee chairs are appointed by the IACAC President and serve a three-year term. The three co-chairs will oversee the following subcommittees and divide them equally between them:
 - Transfer Scholarship
 - Transfer Summit
 - Transfer Networking
- The third-year co-chair will oversee the budget, reporting and oversight for the committee.
- 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. All committee members will serve on at least one sub-committee.
- Committee size should be determined based on Chair's needs for the year. Ideal committee size is between 15-20 and makeup should include a diverse representation of secondary and post-secondary members from both admissions and advising as well as from two-year and four-year institutions.

Primary Expectations:

- Submit a quarterly report to update the Executive Board on current and future work and plans.
- Review the accomplishments from the year and determine what new initiatives should be added for future years.
- Review the yearly evaluations of the prior year's Transfer Summit to assist in planning for the following year.
- Identify and select a diverse group of speakers with expertise in the selected session topics.
- Maintain a balanced program budget that considers the number of participants and the registration fees.
- Solicit a host institution with potential for donated goods or services to host the Transfer Summit.
- Establish a date for the Transfer Summit, usually early to mid-February.

- Promote the Transfer Summit through the IACAC listserv, NACAC affiliate presidential classes, NACAC Exchange, NACAC Community College/Transfer Special Interest Group, IACRAO listserv, IAI listserv, PICU listserv, social media, flyers, IACAC website, and at articulation meetings.
- Propose a session regarding a specific transfer trend or topic of interest for IACAC Annual Conference.
- Promote the spring and fall transfer scholarship opportunities available. This includes soliciting applications, reviewing submitted applications, and awarding scholarships for both spring and fall.
- Promote transfer networking opportunities between colleagues on topics related to transfer students.
- Encourage idea sharing between colleagues and institutions.

Important Dates & Activities:

August/June/July: Attend LDI; Co-chairs set goals for the year. Solicit interest from new and returning committee members for participation for the following year.

September: Finalize committee members for the year. Submit a report for Executive Board meeting, begin planning of Transfer Summit Promotion, Transfer Scholarship promotion, and website updates as well as hold the first committee meeting of the year.

October: Send Save the Date for Transfer Summit and begin soliciting presenters for Transfer Summit. Start accepting spring scholarship applications.

November: Send Transfer Summit registration information. Hold a committee meeting. Submit report for Executive Board meeting. Review session proposals for Transfer Summit.

December: Continue to promote Transfer Summit and review spring Transfer Scholarship applications. Walk-through Transfer Summit logistics and agenda. Meet with Treasurer and prepare proposed Budget for IACAC Finance Committee

February: Committee Meeting. Host the Transfer Summit and go live with fall scholarship application on the IACAC website.

March/April: Hold committee meeting, review evaluations from the Transfer summit. Submit Report for Executive Board meeting, begin planning for Annual Conference session, and review applicants for the Fall Transfer Scholarship.

April/May: Present session at IACAC Annual Conference.

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 Director, 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. Must use bank statements to reconcile Mar, April, and May.

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. Must use bank statements to reconcile June, July, and August.

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. Must use bank statements to reconcile Sept, Oct, Nov.

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. Must use bank statements to reconcile Dec, Jan, and Feb.

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. Must send out and collect signed copies of the Conflict of Interest Statement for all incoming board members.

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 Director 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 the 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 reminders to committees about filling out donated services.

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

May: Attend IACAC Annual Conference.