



**National Association of Colleges and Employers (NACE)  
Chair-Elect, Chair, and Past Chair  
Position Description**

**Position Overview**

This position comprises a three-year term, first as Chair-Elect, then as Chair, and finally as Past Chair and works closely with the other members of the Board of Officers, the NACE Chief Executive Officer, and the NACE staff to provide leadership and direction to the association.

**Primary Responsibilities as Chair-Elect**

1. Understudies the Chair and, in the absence of the Chair, performs the duties and exercises the powers of the Chair.
2. Represents NACE as requested by the Chair.
3. Leads review of bylaws changes as needed and prepares background information for Board consideration.
4. Assists the Chair with the performance review of the Chief Executive Officer.
5. Works with the Chief Executive Officer and the Executive Committee in preparing for volunteer appointments to the coming year's strategic priority committees.
6. Serves as a member of the Executive Committee.
7. Serves on the Board of Directors of the NACE Center.
8. Serves on the Finance and Audit Committee
9. Serve as one of the board advisors in conjunction with the VC-College and VC-Employer to support our annual Affinity Groups. The number of groups per year may change due to the needs of the membership, but this opportunity gives the Chair-Elect the opportunity to learn more about the various needs of the membership, gain insight into potential future leaders and build knowledge towards their future work of building committees and task forces for their upcoming year as NACE Chair.
10. Serves as advisor to the Diversity Equity and Inclusion Committee.

**Primary Responsibilities as Chair**

1. Presides at all meetings of the Board of Directors and the Executive Committee. The Chair approves the schedule and agenda for these meetings with the assistance of the Chief Executive Officer. Works with the Chief Executive Officer on arranging for ongoing strategic planning activity for the Board of Directors.
2. Supervises, under the direction of the Board, the management of the affairs of NACE as administered by the Chief Executive Officer and monitors financial operations within the annual budget. The Chair keeps the Board of Directors, the Executive Committee and NACE members informed on NACE activity through reports and regular communications.
3. Appoints chairs, members and board advisors to committees for the year in which he/she

serves as Chair. In advance of taking office, consults with the Board and Executive Committee on the appointment of strategic priority committees and the designation of charges for the coming year.

4. Represents the association membership at professional meetings and to the public/media as appropriate.
5. Conducts the performance appraisal and the setting of goals for the Chief Executive Officer.
6. Serves as Chair of the Executive Committee.
7. Serves on the Board of Directors of the NACE Center.
8. Reaches out to Board members for support of special events (Board meeting receptions, dinners, transportation) for the January and July Board meetings.

#### **Primary Responsibilities of the Past-Chair**

1. Represents NACE as requested by the Chair.
2. Serves as Chair of the Sourcing and Nominations Committee.
3. Serves as a member of the Executive Committee.
4. Serves as Chair of the Board of Directors of the NACE Center.
5. Serves as Secretary of the Board.

#### **General Board Responsibilities**

1. Actively participate in regularly scheduled Board and Board Committee meetings. Read background materials distributed prior to meetings and share expertise and perspectives as part of meeting discussions. Provide candid and constructive feedback, advice and comments concerning all aspects of the association with the intent to strengthen the organization's efforts and provide value to members. Support all decisions that are arrived at by the Board of Directors.
2. Demonstrate actions consistent with the ethical and legal obligations of Board service and in support of the NACE organizational values and Principles of Professional Practice.
3. Be an advocate for NACE with appropriate constituents and interested parties. Help members and others interested in the work of the association to better understand the programs, services, and value offered by NACE membership.

#### **Committee Responsibilities**

1. *Executive Committee:* The Chair leads the committee comprised of five NACE officers, and serves as a committee member with the Chair-Elect, Past Chair, VC-College and VC-Employer.
2. *Finance and Audit Committee:* The Chair-Elect serves on this committee as defined by the NACE Bylaws.
3. *Policy Action Group:* This group is comprised of the NACE Chief Executive Officer, the chair of the Advocacy Advisory Committee and the NACE Chair. When public policy issues arise, demanding a quick response, this team serves as the decision-making body.
4. *NACE Center Board of Directors:* All members of the NACE Executive Committee serve as voting members of the NACE Center Board of Directors.

#### **Qualifications**

- A. Possess an active interest and involvement in the employment of the college educated, a willingness to assist in setting and achieving the association's goals, and the ability to devote the time and energy necessary to attend and participate in Executive Committee and Board of Director meetings.
- B. Have a history of professional achievement and success with NACE and strengthens the

role of the Board in supporting the vision, purpose, and values of the association.

- C. Have a clear understanding of board governance and the importance of transparent, values-based leadership and decision-making.
- D. Have proven experience in the desired competencies listed below:

### Desired Competencies

1. **Leadership** - Shows initiative and a willingness to lead. Demonstrates results and accomplishments through others. Takes accountability for people and decisions.
  - Demonstrates successful implementation of solutions to achieve organizational goals
  - Leads groups effectively toward solutions
  - Inspires and motivates others toward achievement of goals
  - Considers all relevant information when making decisions
  - Leads with honesty, integrity and trust
2. **Interpersonal and Communication Skills** - Able to articulate thoughts and ideas both orally and in writing. Adapts style and attitude to fit the needs of the audience.
  - Presents ideas effectively, both in written form and verbally
  - Ability to influence and persuade others
  - Effectively manages differing opinions and difficult situations
  - Respects and values differences
  - Able to build consensus among diverse groups
  - Actively listens to others' opinions and ideas
  - Articulates and succinctly summarizes thoughts
3. **Strategic Decision Making** - Thinks through challenges and opportunities and applies sound judgment. Involves those most qualified to better solve issues.
  - Thinks and acts strategically with regards to visioning and needs assessment
  - Able to prioritize, manage, and pace complex change
  - Shows sound judgment when addressing issues
  - Able to identify emerging issues and trends and relate them to organizational priorities
  - Seeks out additional resources and information to assist in solving challenges
4. **Organizational Skills / Resource Management** - Able to manage projects, tasks, and people. Focuses on solutions and results when leading a team or assignment.
  - Understands the organizational structure, systems and processes needed to achieve goals
  - Successfully manages time and resources to meet deadlines and achieve results
  - Effectively delegates tasks to maximize ability of the team
  - Considers long-term outcomes when making decisions
  - Able to quantify results through metrics and measurements.

The NACE Core Values shape and support the work of our member volunteers. These include:

- **Collaboration:** Encourage a spirit of partnership and common interest.
- **Inclusion:** Foster and support diversity and inclusion to advance [equity](#).
- **Integrity:** Promote ethical and respectful behavior and high professional standards.
- **Innovation:** Foster new knowledge and a commitment to continuous learning.
- **Excellence:** Promote distinctive and high-quality programs and services.