



Region 7 Educational Council Chairs Job Description

Title: Chair, Regional Educational Council: Administration, Finance, & Management
Auxiliary Services, Campus Life and Program Management, Facilities and Operations

General Description:

Educational Council Chairpersons will work in partnership with the Regional Leadership Team and the International Educational Council to accomplish the educational goals and objectives of the Association of College Unions International (ACUI). Chairpersons are responsible for assisting the region in the development, delivery, and evaluation of a comprehensive and balanced program of professional development activities, services, and events. Council Chairs will serve two-year terms with a maximum of two consecutive terms.

Primary Responsibilities:

- Write articles for each issue of the regional newsletter.
- Provide feedback, support, and advice to all regional planning teams.
- Identify, recruit, and select both knowledge-based experts and interested volunteers to present education sessions for the Regional Conference.
- Based on the needs of the membership, coordinate a minimum of one drive-in workshop related to your particular council
- Provide leadership in developing the vision of the Educational Council in line with the strategic direction of the Association.

Secondary Responsibilities

- Maintain communication with the Regional Director, Regional Conference Program Team, and other Educational Council Co-Chairs.
- Identify, recruit, evaluate, and coordinate projects and provide support and guidance to the CPT.
- Develop timelines, strategies, and outcomes with project leaders.
- Attend all required Leadership Team Meetings.
- Assess the needs of the membership and make appropriate recommendations.
- Review and make recommendations on project proposals.
- Ensure that projects are evaluated in a timely manner.
- Develop measurable outcomes and other accountability mechanisms.
- Offer input to the Leadership Team on strategic directions.

Qualifications:

- Knowledge-base and experience in one or more areas addressed by the Educational Council.
- Demonstrated performance in organizational and leadership skills.

- Effective oral and written communication skills.
- Support for ACUI and the advancement of the profession.
- Ability to work with students and staff as volunteers.
- Ability to manage multiple projects.
- Expected attendance at the regional conference each year serving as a chair.
- Access to Web-based technologies.
- Institutional membership with the association.

Accountability:

- Active participation in discussions/meetings, etc.
- Demonstrated commitment to the core values and mission of the association.
- Frequent communication with regional directors and regional ed council chairs (dissemination & collection) to assess needs, progress.

Background

The Education Councils are the key to ACUI's philosophy of a knowledge-based Association. The Councils influence the direction of educational content. They are involved with developing and directing curricula of the Association's educational offerings, such as, the annual conference, seminars and institutes, and regional conferences.

Each Education Council represents a competency area within the profession of college unions and campus activities. The four ACUI competency areas are Administration, Finance, and Management; Auxiliary Services; Campus Life and Program Management; and Facilities and Operations. Within each of these areas, specific sub-groups develop as new trends are identified. Programs and services are then created to meet these needs. As needs change, programs and services that are no longer in high demand are eliminated.

Education Council Competency Areas:

Administration, Finance And Management

Sample Issues: benchmarking, contracting, fundraising and development, financial management, employee relations, legal issues, staffing, technology, policy formulation, leadership, governance, strategic planning, and marketing.

Campus Life And Program Management

Sample Issues: student development, arts, commuter students, Greek life, leadership development, campus activities, orientation, recreation, crafts, special events, cultural diversity, community service, and service learning.

Facilities And Operations

Sample Issues: renovation and construction, building management, night and weekend management, recycling, maintenance, custodial care, fixtures, furnishings, and equipment.

Auxiliary Services

Sample issues: childcare, conferences, bookstore, food service, reservations, retail operations, hotel leases and contracting, and information and multimedia centers.