



# Texas Association for College Admission Counseling

## *Guidelines for Serving on a Standing, Advisory, or Ad Hoc Committee*

The following are guidelines for all association members chairing any association committee. We strive for excellence in the leadership and management of all standing, advisory, and ad hoc committees. As a volunteer, you play a major role in making Texas ACAC's governance effective and productive.

### **Offer your Experience and Expertise**

Committee chairs selected offer Texas ACAC their experience and expertise. This will help development and shape the future of Texas ACAC's policies, practices, publications and general activities. We depend on you to share your ideas and implement them through your committee service.

### **Be Committed to Serve**

Agreeing to chair a committee involves making a commitment to fully participate in the work of the committee. Chairs will be asked to prepare ideas in advance of the meetings, be prepared to actively participate in the meetings, and to be present at all meetings. Meetings are held during June at LDI, in the fall at the national conference, in January, and in April during the spring conference.

### **Service Will Be Year-Round**

Committee chairs may be asked to work on projects throughout the year, review materials, offer opinions or monitor professional concerns. Thus, service on a committee extends beyond coming to a committee meeting.

### **Maintain TACAC Membership**

Committee chairs must maintain their active membership throughout their three year term of appointment. Executive committee members are also encouraged to be a member of NACAC.