



# New England Association for College Admission Counseling

## COMMITTEE DESCRIPTIONS

There are 15 committees of NEACAC that handle many important tasks of the Association. Below is a brief description of the role of each committee, as well as the two Summer Institutes. Please check the committee(s) that you are interested in joining and complete the information on the back.

- ADMISSIONS PRACTICES** - Deals with questions concerning the professional ethics and standards of conduct of admission counselors and secondary school members, as addressed by the NACAC Statement of Principles of Good Practice (SPGP). Interprets the SPGP and resolves the complaint in the event of an alleged charge of breach of professional ethics. Committee membership is by invitation only due to the confidential nature of our work.
- ANNUAL MEETING AND CONFERENCE** - Has the responsibility of developing, coordinating and overseeing the Annual meeting and conference held each spring. Programming, recreation, publications, first-timers, community service, pre-conference activities, exhibitor relations, and welcoming/evaluation are some of the sub-committees that are always in need of volunteers. It's a great way to make connections with your NEACAC colleagues.
- ARTICLES OF ORGANIZATION AND BY-LAWS** - Works to ensure that the NEACAC Articles of Organization and the bylaws are kept in accord with the bylaws of NACAC.
- CURRENT TRENDS** - The Committee on Current Trends reviews trends in counseling, college admission and enrollment management. The committee shall develop programs and services that educate and inform members and the public about professional issues and trends. The committee will also highlight trends that impact the work of other NEACAC committees.
- COLLEGE FAIR** - This committee works with the chair to plan and execute both the fall and spring college fair schedules.
- COMMUNICATIONS SERVICES** - Is responsible for the association's print and electronic communications. The committee also handles public relations.
- EXTERNAL RELATIONS** - The External Relations Committee works with other NEACAC committees as needed to find, develop, and solicit sponsorship and other external revenue initiatives for activities and publications. A sponsorship brochure is updated and published each year on behalf of NEACAC
- FINANCE** - This committee assists the Treasurer and Executive Board plan the annual budget each year and meets during the course of the fiscal year if necessary. This is an advisory committee which makes recommendations to the Board regarding the finances of the organization.
- GOVERNMENT RELATIONS AND ADVISORY** - Establishes a communication network that can monitor, report and take action on state and federal legislation that is important to NEACAC and educational issues related to higher education or counseling in general. Participates in the NACAC Legislative Conference in Washington DC and coordinates the state caucuses at the Annual Meeting & Conference when they are held.
- IDEA (Formerly HUMAN RELATIONS AND DIVERSITY AWARENESS)** - Ascertain the needs of traditionally under-represented students and college admission and counseling professionals, and develops programs that foster and ensure a supportive and inclusive environment for these groups. Promotes diversity concerns and activities among the membership. Oversees the annual Margaret Addis Scholarship program and annual essay contest for high school students living in the region where the Annual Meeting will be hosted.
- MEMBER SERVICES** - Coordinates and promotes membership, for both new and returning counselors and institutions. Seeks programs and ideas that will strengthen the membership base and provide incentives for becoming a member. Develops and evaluates membership retention and recruitment plans. Works with NEACAC staff to annually produce the NEACAC Resource Directory.
- NOMINATING** - Is led by the former Past-President and assists in securing candidates for available offices, assembly delegates and coordinates the election process. Organizes the "Counselor of the Year" and "William S. Neal" award process.

- PROFESSIONAL DEVELOPMENT** - Coordinates and assists in the development and presentation of programs and activities related to professional education. Members will have the ability to chair subcommittees to plan and run our various Professional Development programs. As a committee, members will discuss various new programs and ways to enhance current traditional programs. The committee is also responsible for developing timelines, mission statements, and curriculums for each event. This committee is an excellent opportunity members will be able to develop their management skills, event planning abilities, and also be able to network with professionals in secondary education and higher education--a wonderful Professional Development experience in itself!
  
- SUMMER INSTITUTES** – One is a four-day Summer Institute (SI) every summer usually at college campus, designed for school and college admission personnel with less than three years experience. The other is the Advanced Secondary School Counselor Summer Institute (ASSCSI) for school counselors with more than five years of experience held every other summer on a college campus. Committees are by application only.
  
- TECHNOLOGY SERVICES** – Technology Services is designed to work in partnership with the Communications Committee. The committee will focus on on-going research into best practices for technological innovation for the organization. Keeping the website current and consistently reevaluating its usability are major responsibilities for this committee. This includes testing all links on a regular basis, uploading and maintaining photos of association activities, approving new and removing outdated job board listings, and uploading and archiving newsletters.
  
- TWO-YEAR COLLEGES** - Consults with two-year colleges regarding specific needs as developed by the committee. Acts as a liaison between secondary schools, two and four-year colleges. Offers speaker availability to secondary schools for college informational and financial aid programs.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Comments: \_\_\_\_\_

**Email to [admin@neacac.org](mailto:admin@neacac.org) or mail to NEACAC, P.O. Box 418, Kittery, ME 03904**