



**National Association of Colleges and Employers (NACE)
Vice Chair – Employer or College
Position Description**

Position Overview

The Vice-Chair – Employer or College serves a two-year term as an officer of the association, and works closely with the other members of the Board of Directors, the NACE Chief Executive Officer, and the NACE staff to provide leadership and direction to the association.

Primary Responsibilities as Vice Chair (Two-Year Term)

1. Serve as a member of the Executive Committee.
2. Serve on the Board of Directors of the NACE Center.
3. Serve on Finance Committee. Additionally serve as the Finance and Audit Committee Chair and Board Treasurer during the second year of service.
4. Serve as a liaison to one or more association strategic priority committees and participate in board work teams as required or appropriate.
5. Provide perspectives reflective of the needs and interests of the employer or college membership.
6. Serve as one of the board advisors in conjunction with the Chair-Elect to support our annual Affinity groups.

Note:

* NACE Board of Director's travel expenses are paid by NACE.

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 Vice Chair is a voting member of this committee, comprised of the five NACE officers.

2. Finance and Audit Committee: The second-year Vice Chair serves as Chair of this committee as defined by the NACE Bylaws.
3. NACE Center Board of Directors: All members of the NACE Executive Committee serve as voting members of the NACE Center Board of Directors.

Qualifications

1. The Vice Chair – Employer or College must have prior NACE Board service of at least one term of office and be member in good standing of the association.
2. 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 Board and Board Committee meetings.
3. Have a history of professional achievement and success with NACE or with another organization or association that provides added value to the make-up of the NACE Board and strengthens the role of the Board in supporting the vision, purpose, and values of the association.
4. Have a clear understanding of board governance and the importance of transparent, values-based leadership and decision-making.

Desired Competencies

The Vice Chair will demonstrate the competencies as outlined in Section I of this document. These include excellence in leadership, interpersonal and communication skills, strategic decision making, organizational skills and resource management. Overall, the Vice Chair shall be a strategic leader acting on behalf of the entire membership.

- 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:

- **Community:** Embracing a spirit of community, partnership, and common interest.
- **Belonging:** Honoring the fundamental value and dignity of all individuals by fostering and supporting diversity and inclusion to advance equity and allow everyone to be their authentic self.
- **Integrity:** Always striving to do the right things, even when those things are not the easiest, or most obvious.
- **Innovation:** Fostering new knowledge and a commitment to continuous learning and adaptability.
- **Impact:** Nurturing ideas, inspiring excellence, and cultivating growth to effect positive change.