



RMACAC Board Position Descriptions

EXECUTIVE OFFICERS

President

Leads the association, presides over meetings, and represents RMACAC at regional and national events. Oversees strategic initiatives, partnerships, and supports the work of all board committees.

President-Elect

Prepares to assume the presidency by assisting with leadership duties and serving as a liaison to committees. Focuses on planning, continuity, and supporting the organization's goals and events. Responsible for planning the annual conference during their president-elect year.

Past-President

Provides guidance and continuity to the Executive Board. Chairs the Governance and Nominations Committee and assists with leadership development and award recognitions.

Treasurer

Oversees RMACAC's financial management, including budgeting, reporting, and fund disbursement. Ensures fiscal responsibility and transparency across all association operations

Secretary

Maintains accurate meeting records, correspondence, and organizational documentation. Supports communication and ensures the integrity of official records.

CHAIRS

Government Relations Chair

Monitors and advocates for public policy affecting college admission and counseling. Represents RMACAC's interests with state, regional, and national stakeholders.

Professional Development Chair

Designs and implements training opportunities that advance members' knowledge and skills. Leads workshops, webinars, and initiatives that support professional growth. Responsible for selection and dispersion of the professional development scholarships.

Admission Practices Chair

Promotes ethical standards and integrity within the college admission process. Educates members on NACAC's Guide to Ethical Practice and addresses related concerns.

Inclusion, Diversity, Equity, and Access (IDEA) Chair

Leads efforts to foster diversity, equity, inclusion, and access across RMACAC programs and policies. Supports initiatives that serve underrepresented populations. Responsible for selection and dispersion of the student scholarships.

Communications Chair

Oversees RMACAC's communications strategy, including newsletters, website updates, and social media. Ensures consistent, clear, and engaging messaging to members and the public.

College Fairs Chair

Coordinates RMACAC-sponsored college fairs across the region. Supports equitable access and connection between students and postsecondary institutions.





RMACAC Board Position Descriptions

CHAIRS CONTINTUED

Membership Chair

Manages member recruitment, engagement, and retention. Strengthens connections across RMACAC's five-state region to ensure active participation and value for members.

Mentorship & Volunteers Chair

Develops programs to connect new and experienced professionals. Oversees volunteer opportunities and fosters engagement through mentorship.

Tribal Institution Relations Chair

Builds relationships with tribal colleges and schools to promote access and inclusion. Advocates for Indigenous students in the college admission process.

Public High School Relations Chair

Serves as liaison to secondary school counselors and professionals. Supports collaboration and communication between high schools and higher education institutions.

Advancement Chair

Leads efforts in fundraising, sponsorships, and resource development to support RMACAC programs and events. Builds strategic partnerships to sustain organizational growth.

NON VOTING

Executive Assistant

Provides administrative and logistical support to the Executive Board. Ensures smooth coordination of meetings, records, and communication.

