



Committee Description: **RESOURCES & RESEARCH**

Chair/Co-Chair Responsibilities:

PREPARE FOR COMMITTEE MEETINGS/UPDATE ACSN BOARD

- FALL & SPRING:
 - Plan strategy for the year and goals for execution
 - Lead Committee meetings and set agendas, potential for additional sub-committee lead
 - Serve on ACSN Board and provide regular updates
 - Lead survey creation, collection, analysis, and distribution of results as applicable
 - Lead resource collection and hosting on ACSN website
 - Lead white paper topic and author selection as applicable
- SUMMER/CONFERENCE:
 - Lead any R&R share out at Conference, including preparing and distributing material to ACSN membership, as applicable
 - Provide written year-end summary report for Annual Report
 - Attend annual in-person board meeting at annual Conference

Committee Member Responsibilities:

DEVELOP PROJECTS AND TIMELINE FOR YEAR AHEAD

- FALL & SPRING:
 - Assist in research and resource projects for the fall – typically involves signing up for a sub-committee of interest that aligns with larger projects
 - Sub-committee examples are as follows, but not limited to this list: benchmarking or mid-cycle survey creation, survey analysis, repository committees, white paper committees
 - Participate as webinar discussion leader/host as applicable
- SPRING:
 - Assist in any Conference survey report preparation, as applicable
- SUMMER/CONFERENCE:
 - Assist in any Conference survey report presentation efforts, as applicable

ATTEND AND ENGAGE IN COMMITTEE MEETINGS

- FALL & SPRING:
 - Attend monthly (sometimes bi-monthly) meetings, with potential for additional subcommittee meetings as assigned

Position Terms

2 years – Chair/Co-Chair

1 year – Committee Member

If you enjoy using the following skills, this committee role may be for you:

- Utilize creative problem-solving skills; willingness to try new ideas
- Strong desire to strengthen ACSN as an organization for the future
- Interest in providing research and resources to improve our field
- Data collection, analysis, synthesis, and communication

ACSN Mission

The Alumni Career Services Network (ACSN) supports and enhances the development of alumni career services practitioners by providing meaningful opportunities for professional growth and networking while demonstrating the value of alumni career services to key stakeholders.

ACSN Vision

ACSN will become the premiere global thought leader in our field by promoting best practices and the value proposition of alumni career services. ACSN will cultivate strong relationships with corporate partners, colleges and universities and other key influencers to advance our profession and the delivery of services to alumni.