



Participation Agreement

New York State Association for College Admission Counseling
Executive Board
2021-2022

This Participation Agreement is effective between _____ by the authorized signatory below and New York State Association for College Admission Counseling (NYSACAC).

Thank you for agreeing to serve NYSACAC – you are fulfilling a crucial leadership position in the association! Your professionalism and work ethic are valued, and we trust that your involvement in NYSACAC will benefit you, your institution, and the association. In order to assure that you understand your role, we have prepared this participation agreement for your review and signature.

Leadership Expectations

Attendance: Voting members are expected to be present at the Summer Leadership Retreat, General Membership Meetings, and all Executive Board meetings as noted below. Anticipated conflicts should be shared with the NYSACAC President at the earliest practical time. If a voting board member misses two consecutive board meetings, the Participation Agreement, and continuing service, will be reviewed by the NYSACAC Presidents.

- Summer Leadership Retreat (usually late July/early August)
- General Membership Meetings (Fall and Spring)
- Executive Board Meetings (minimum of 4 per year -- July 1 through June 30)

Responsibilities: You are expected to understand and execute responsibilities related to your delegate, committee chair, and/or officer role. Specific responsibilities are detailed in the NYSACAC Bylaws and duties include:

- Reading and reviewing the NYSACAC Bylaws and all association information under the “About” tab on the website;
- Courteous communication and preparation by responding to association-related emails in a timely manner (during non-vacation times, barring extraordinary circumstances, within 3 days) and reading all committee reports prior to Board meetings;
- Monitoring NYSACAC website pages relative to your area and notifying the Executive Assistant of any necessary updates;
- Participation in Board meetings, including adhering to governance procedures;
- Participating in association-related activities in a transparent manner with positive regard¹ for fellow board and committee members; and

¹ valuing the person as doing their best to move forward in their lives constructively and respecting the person’s right to self-determination no matter what they choose to do.

- Adhering to fiduciary responsibilities on behalf of the association as outlined in the NYSACAC Fiscal Policies & Procedures Manual.

Communications and Social Media: Board members are in a position of leadership within NYSACAC and their individual postings on social media may be viewed by others as the opinion of NYSACAC. All members will follow the NYSACAC Communications Guidelines.

Events: Board members represent the association and are therefore expected to exemplify professionalism and inclusiveness as noted in the Professional Code of Conduct:

NYSACAC is committed to maintaining high standards that foster ethical and social responsibility among those involved in the higher education transition process. At all NYSACAC events, we welcome diversity and promote a safe and inclusive setting in which all participants may learn and socialize in an environment of mutual respect. At all times and at all events and venues, including on-campus housing, participants are to maintain respect and cultural competency when interacting with each other, any institutional staff (including student workers), and the general public. Failure to adhere to this code of conduct may result in exclusion from this and/or future events, revocation of membership, or other disciplinary action, at the discretion of the NYSACAC Executive Board.

Transparency: The leadership team consists of the Presidents, Vice-Presidents, and Secretary with support from the Executive Assistant. Committee chairs report to their respective VP with the exception of Admission Practices, which reports directly to the President. As per the By-Laws, the President is an ex officio (by virtue of the office) voting member of all committees.

Confidentiality: The NYSACAC Executive Board and its various committees have an ethical obligation to respect the privacy of members, board volunteers, and staff. Board members may occasionally attend meetings or engage in other activities where sensitive/confidential information is discussed or presented in writing. Any information or material that is proprietary to, or that is not generally known, outside of NYSACAC Board meetings is considered confidential. This includes but is not limited to:

- Information about NYSACAC finances and/or investment management;
- Personal contact information for Board members;
- Matters related to volunteers or executive staff; and
- Other information deemed confidential or sensitive.

Details of conversations that occur in Board meetings, whether held in person, by telephone, email, or web-based communication should be kept confidential unless and until they become available to the public via announcements or minutes.

Your signature affirms that you understand and are willing to fulfill the responsibilities of your leadership position in NYSACAC to the best of your ability.

Signature

Date