

# AACRAO Community and Content Facilitator

Last updated 8/25/2023

## Purpose of the Community and Content Facilitators

Community and Content Facilitators work with the AACRAO Community and Volunteer Manager (CVM) to identify topics, presenters, and engagement opportunities outside of AACRAO's in-person events (to include but not limited to the AACRAO Collective and the AACRAO Exchange) and to also actively participate in the moderation, engagement measurement, and feedback process. This group of leaders impacts how AACRAO identifies and delivers content and professional development to amplify AACRAO's mission, vision, values, and goals.

## Time Commitment

### 1. Length of Service

- a. Community and Content Facilitators each serve a single, three-year term:
  - i. A new full term starts when the new Coordinator begins service.
  - ii. If a new Coordinator replaces a colleague who has withdrawn for any reason, a new three-year team will commence.
  - iii. There are a total of 6 facilitators.

### 2. Selection Process

- a. Recruitment process begins each November for the transition to occur with the following year's Annual Meeting.
  - i. Recruitment steps:
    1. Online application opens within the first two weeks of November.
    2. The call for applications is included in general AACRAO communications to promote visibility and establish transparency of process.
- b. The AACRAO Community & Volunteer Manager (CVM) reviews applications for completeness, confirms member volunteer service (January), and selects new member(s).
  - a) The CVM will communicate with members who have submitted incomplete applications - a brief window will be permitted for the member to finalize and resubmit the application.
  - b) Review team (to include the Director, Impact and Engagement and the CVM) will select new member(s).
- c. The following rubric components may be used for candidate assessment/selection:
  - a) Overall AACRAO and/or State and Regional volunteer experience, including membership on a committee or writing articles for AACRAO.
  - b) Volunteer statement aligns with AACRAO's goals and values.
  - c) Professional experience statement showcases broad knowledge and unique perspectives of the profession.
- d. Professional Proficiencies align with AACRAO professional and interest areas. They include but are not limited to: learning mobility, admissions and enrollment management, public policy,

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international education, records and registration, transfer, veterans and service members, access and equity, education and member development.

- e. Associate Executive Director, Strategy and Planning will notify the BOD (February).
  - a) AED Strategy and Planning will notify the BOD of the selected member(s).
  - b) CVM will notify the selected applicant in writing, copying the AED and the Director, Impact & Engagement (February).
- f. Succession
  - a) New members begin their terms immediately following the Annual Meeting.
  - b) Exiting members terminate their service immediately following the Annual Meeting.
  - c) Members who find themselves no longer able to commit to expected duties are asked to inform the CVM so that the recruitment process is initiated.
- g. Leadership Meeting Attendance
  - a) Members are expected to attend the AACRAO Leadership Meeting in Washington, DC each year of their term (typically a Friday and Saturday in June).
  - b) Travel and lodging expenses (dual occupancy) are covered for attendees of the in-person Leadership Meeting.
    - (1) Attendees who prefer a single room will be required to cover 50% of their lodging expenses on Friday and Saturday nights.
- h. Regular Year-Round Meeting Cadence
  - a) Meeting cadence is determined by the CVM; typically there is at least one virtual monthly meeting (one hour) with the full group.
    - (1) Additional virtual meetings may be scheduled as needed.

## Roles and Responsibilities

1. CVM
  - a. Write agendas for meetings to include the in-person Leadership Meeting
  - b. Keeps group on track with established calendar.
  - c. Finalizes trends and insights report for Program Committee.
2. Community and Content Facilitators
  - a. AACRAO Exchange
    - i. Content contributions to online discussions and resources at least once every two weeks:
      1. Relevant content examples include:
        - a. Questions you have about the profession/higher education.
        - b. Responses to questions posed by peers.
        - c. Posting insightful articles relevant to the AACRAO community.
        - d. Acknowledging/celebrating member achievements.
        - e. Frameworks, how-to's, etc that may be helpful to amplify the AACRAO knowledge base.
        - f. Resource ideas or suggestions for resource development.
      - ii. Post content at the direction of the AACRAO Exchange team.

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- iii. Participation in feedback, focus group, listening sessions to drive platform development.
  - 1. Feedback and listening sessions will be coordinated in advance to accommodate calendars.
- b. AACRAO Collective
  - i. Lead the topic and presenter selection process and serve as moderator of a minimum of one (1) AACRAO Collective.
    - 1. Exclusive to AACRAO Members, the Collective Gathering provides a space for members to connect and exchange best practices and insights around common challenges and opportunities in Higher Education. Sessions typically take place on the fourth Thursday of the month excluding August and September.

