

ACR Commission Member Job Description

Purpose: Volunteers are integral to the success of College programs and activities as well as to the advancement of the field. This job description provides basic information to help guide you in your role as a commission member. For more specific information, please contact your commission staff member or commission chair.

Description: Each commission member is responsible for actively participating in the Commission's assigned work based on the goals and objectives of the commission.

The commission member:

- Is selected to serve on the commission by the Chair of the Commission. These assignments are ultimately approved by the Chair of the ACR Board of Chancellors.
- Serves a term of one year renewable for a total of up to four years. Commission term dates officially begin June 1 and end May 31 although from a practical matter assignments may begin and end at the completion of the ACR Annual Meeting.
- May be assigned specific duties based on the commission's goals and projects. It is important to keep the commission chair apprised of the status of assigned work on a regular basis.
- Actively participates in commission work and scheduled conference calls.
- Collaborates respectfully and effectively with other commission members.
- Acknowledges ACR's *Conflict of Interest Policy* and completes a *Conflict of Interest Disclosure Form*. The disclosure form should be updated continuously, but not less frequent than annually, through the duration of service as an ACR volunteer. The COI form can be accessed and updated via the [My Profile section of the ACR web site](#).