

ACR Committee 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 committee member. For more specific information, please contact your committee staff member or committee chair.

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

The committee member:

- Is selected to serve on the committee by the Chair of the Committee in agreement with the Chair of the Commission. These assignments are ultimately approved by the Chair of the ACR Board of Chancellors. Freestanding committee members will be selected by the Committee Chair and 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. Committee 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 committee's goals and projects. It is important to keep the committee chair apprised of the status assigned work on a regular basis.
- Actively participates in committee work and scheduled conference calls.
- Collaborates respectfully and effectively with other committee 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](#).