NAACO
NORTH AMERICAN ASSOCIATION OF COMMENCEMENT OFFICERS, INC.

NAACO Board of Directors: 2027–2028 Terms

Overview

Serving on the NAACO Board of Directors is both an honor and a commitment to advancing excellence in academic ceremonies and higher education traditions. Board members play a vital role in shaping the association's strategic direction, ensuring effective governance, and fostering a strong, engaged professional community.

Each Board member is expected to act in the best interests of NAACO and its members—demonstrating integrity, collaboration, and a deep commitment to the association's mission. Through thoughtful leadership and active participation, Board members help strengthen the value of membership, support professional development opportunities, and sustain NAACO's culture of connection, learning, and celebration.

Officers and Directors should be familiar with NAACO's core values, strategic plan, bylaws, and policies and procedures.

Length of Term

- Directors-at-Large: Three (3) years
- Officers: One (1) year - The terms served as President-Elect, President, and Immediate Past President ascend respectively after one year and do not count toward a Director-atLarge term.

Vacant Board Roles

President

Provides leadership and oversight for all business conducted on behalf of the association and, in collaboration with the Board, carries out the mission and functions of NAACO. After serving a one-year term, the President automatically transitions to Immediate Past President.

Responsibilities include:

- Serve as the public spokesperson for the association, as needed
- Set agendas and preside over the annual conference and the members-only business meeting
- Set agendas and preside over all meetings of the Board of Directors
- Cast the deciding vote in the event of a tied motion on the Board or Executive Committee
- Serve as a member of the Budget Committee (with the Treasurer and President-Elect)
- Represent the Board in potential conference site visits
- Appoint committee chairs and, in consultation with the Board, appoint officers as needed to fill vacancies

- Provide formal notice of new Board appointments to the appointee's institution president and direct supervisor
- Acknowledge Board service to institutional leaders following completion of terms

President-Elect

Per the bylaws, the President-Elect assumes the duties of the President in the President's absence. If the President is unable to complete the term, the President-Elect serves as President for the remainder of that term.

Responsibilities include:

- Chair the Corporate Advisory Council (CAC)
- Serve as liaison for the Corporate Fall Showcase and review/approve layout
- Represent NAACO at select partner events (e.g., AACRAO, CASE)
- Identify and appoint potential committee, council, and task force members and chairs for the following year
- Coordinate and lead exhibitor and corporate sponsor briefing meetings (with support from Headquarters)
- Serve as a voting member of the Executive Committee
- Collaborate closely with the President and Executive Director on strategic initiatives to ensure leadership continuity

Treasurer

The Treasurer of the Association shall be the chief financial officer of the Association. The Treasurer shall report to the Board of Directors.

Responsibilities include:

- Reporting to the Board on a monthly basis and reporting to the membership at least annually
- Supervise all funds received by the Association or any of its committees, and such funds shall be disbursed only by their direction and authority.
- Review Year-End Financial Statements & Form 990
- Serves as a voting member of the executive committee.

Director-at-Large: Events

Serves as Board liaison to the Event Experience Committee, partnering with the committee chair to develop and execute initiatives aligned with NAACO's goals.

Responsibilities include:

- Perform special assignments as requested by the President
- Welcome "new to NAACO" delegates at the annual conference
- Review and approve automatic email text and other communications related to conference events
- Review event-related website content (e.g., Gradly event app)
- Partner with Headquarters staff to coordinate event logistics and execution • Represent the Board in potential conference site visits
- Prepare and present reports:
  - To membership during the annual business meeting
  - Quarterly to the Board of Directors

– Semi-annually to the Corporate Advisory Council

Director-at-Large: Membership

Serves as Board liaison to the Membership Committee, partnering with the committee chair to execute initiatives that support membership growth, engagement, and retention.

Responsibilities include:

- Appoint regional directors through the approved "Get Involved" process
- Coordinate membership and regional activities through strategic planning
- Support regional meetings and ensure host institutions meet guidelines, deadlines, and budget requirements
- Communicate with potential, new, and current members (with Headquarters support) • Review and provide updates to membership information on the NAACO website (in coordination with the Director-at-Large – Communications)
- Prepare and present reports:

– To membership during the annual business meeting
– Quarterly to the Board of Directors
– Semi-annually to the Corporate Advisory Council