ACSN
ALUMNI CAREER SERVICES NETWORK

Committee Description:
PROGRAMMING

Chair/Co-Chair Responsibilities:

PREPARE FOR COMMITTEE MEETINGS/UPDATE ACSN BOARD

- FALL & SPRING:
  - Serve on ACSN Board and provide regular updates on programs
  - Meet monthly with Committee to set and execute on programming calendar
  - Host virtual programs at times that work with your schedule

- SUMMER/CONFERENCE:
  - Provide written year-end summary report for Annual Report
  - Attend annual in-person Board meeting at annual Conference

CREATE STRATEGIES TO IDENTIFY EDUCATIONAL SPEAKERS

- FALL & SPRING:
  - Identify and implement strategies to develop a pipeline of speakers for educational programming

- SUMMER/CONFERENCE:
  - Assist Conference Committee as needed with speaker ideas
  - Identify future program content based on Conference presentation and feedback

Committee Member Responsibilities:

PLAN AND EXECUTE 1-HOUR VIRTUAL EVENTS FOR ACSN MEMBERS

- FALL & SPRING:
  - Host at least 1 program in Fall and Spring, depending on committee size
    - Identify topic
    - Create Zoom link
    - Share event details (speaker info, date, Zoom link) with Marketing Committee Chair and CAM via Marketing form
    - Prep speaker(s)
    - Host live event (introduce speaker, manage Chat, manage Q&A)
    - Distribute evaluation

HOST 'SHARE & TELL' PROGRAM 2-3x PER YEAR

- FALL & SPRING:
  - Host 1 program in either Fall or Spring, depending on committee size
    - Event overview: Allow 5 ACSN members to ask questions in each session, allowing 8 minutes per question where colleagues provide insight and answers

Position Terms

2 years – Chair/Co-Chair
1 year – Committee Member

If you enjoy using the following skills, this committee role may be for you:

- Willingness to be a connector with potential speakers, ACSN members, and ACSN Board
- Enjoy hosting webinars and learning about industry best practices
- Utilize creative problem-solving skills; willingness to try new ideas
- Attention to detail and strong organizational skills
- Strong desire to strengthen ACSN as an organization for the future

ACSN Mission

The Alumni Career Services Network (ACSN) supports and enhances the development of alumni career services practitioners by providing meaningful opportunities for professional growth and networking while demonstrating the value of alumni career services to key stakeholders.

ACSN Vision

ACSN will become the premiere global thought leader in our field by promoting best practices and the value proposition of alumni career services. ACSN will cultivate strong relationships with corporate partners, colleges and universities and other key influencers to advance our profession and the delivery of services to alumni.