



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 identified below.

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. The Chair of the ACR Board of Chancellors ultimately approves these assignments.
- 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 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.
- Is required to follow the [ACR Conflict of Interest Policy](#), which requires annual disclosure, and updates when changes occur, of any relationships (financial or otherwise as outlined in the policy) that present an actual, potential or perceived conflict of interest through the duration of their service as an ACR volunteer. The [COI Risk Manager](#) can be accessed to update your disclosure via your My ACR online account.