



## **JOB DESCRIPTION - CHAIR**

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### **TITLE**

Chair, The American Colleges Overseas (ACO)

### **REPORTS TO**

The American Colleges Overseas is a Committee of the Council of International Schools and receives direction and support from the office of Higher Education in the USA. The Chair of the ACO works directly with the Executive Director of the Higher Education Office.

### **SUMMARY**

The Chair of the ACO is the elected spokesperson and leader of the ACO committee, which is part of the Council of International Schools (CIS). The Chairperson is elected first to the position of Vice Chair serving a two year term (November to November) and then assumes the Chairpersonship for an additional two years (November to November).

Elections take place at the annual open business meeting of the ACO at the CIS Conference Forum each November. Any employee of an ACO University is eligible for nomination and members present at the annual open business meeting of the ACO determine who will represent them on committee.

### **MAIN DUTIES**

The main duties of the position include but are not limited to the following:

- Serve as the Spokesperson for the ACO
- Plan, conduct and provide leadership at the closed business meeting of the ACO (January) as well as the open business meeting of the ACO at the CIS conference forum each (November)
- Represent the ACO at the CIS annual winter meeting in Miami, Florida USA and serves on the planning committee for the CIS conference forum each November
- Provides direction for the ACO on regional and global issue arising that may effect ACO schools
- Corresponds and interacts with the CIS Office of Higher Education officials regarding issues and concerns from ACO member schools
- Represents the ACO at international conferences and education meetings when appropriate or asked by the membership
- Provides oversight for the ACO website making sure the ACO member schools are appropriately represented