



JOB DESCRIPTION – VICE-CHAIR

TITLE

Vice-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 ACO Vice-Chair reports directly to the ACO Chair and may be asked to assist with communication with the Executive Director of the Higher Education Office.

SUMMARY

The Vice-Chair of the ACO is an elected position, 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/vote on this position.

MAIN DUTIES

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

- Assist the Chair in any issues and concerns that affect ACO member institutions
- Contribute to the agenda preparation for both the open-business meeting in November and the closed-business meeting in January; assist the Chair in conducting these meetings
- Help write up the session proposals and descriptions for ACO presentations at conferences
- Play a key role in organizing any ACO-sponsored events at conferences, such as ACO dinners, coffee breaks, etc.
- Assist the Chair in offering ideas for the ACO website as well as requesting updated information (photos and university profiles) from institutions; request “news events” from member institutions for web posting (such as joint-recruitment tours, conference presentations, etc.)