



**Participation Agreement**  
Western Association for College Admission Counseling  
Executive Board  
2019-2020

This Participation Agreement is effective between \_\_\_\_\_ (the undersigned) and the Western Association for College Admission Counseling (WACAC).

Thank you for agreeing to serve WACAC – you are fulfilling a crucial leadership position in the organization! Your professionalism and work ethic are valued, and we trust that your involvement in WACAC will benefit you, your institution, and the organization. In order to assure that you completely understand your role, we have prepared this participation agreement for your review and signature.

**Leadership Expectations of all Executive Board Members**

**Attendance:** Be present at all Executive Board meetings as noted below. Scheduled conflicts should be shared with the WACAC President at the earliest practical time. If a board member misses two consecutive board meetings, the participation agreement will be reviewed by the WACAC Presidents.

**July 28-30** – Board Retreat in San Jose, CA (two full days)

**Sept 25-26** – Exec Board & Membership Meetings at the NACAC Conference in Louisville, KY

**December 6** – Exec Board Winter Retreat in Pasadena, CA (one full day)

**February 10** – Exec Board Meeting in Sacramento, CA (half day)

**May 26-29** – Exec Board & Membership Meetings at Annual Conference in Long Beach, CA

**Responsibilities:** Understand and execute responsibilities related to your delegate, committee chair, and/or officer role. Specific responsibilities are detailed in the WACAC Bylaws; general duties include:

- Responding to WACAC-related emails in a timely fashion
- Monitoring WACAC website pages relative to your role and notifying the Executive Assistant of any necessary updates
- Maintaining active participation in Board meetings, including adhering to group norms
- Making economical decisions on behalf of the organization as outlined in the WACAC 2019-2020 Fiscal Policy document.

**Social Media:** Board members are in a position of leadership within WACAC and their individual postings on social media may be viewed by others as the opinion of WACAC. Board members should take this perception into account when posting online.

**Events:** Board members are representative of the organization and are therefore expected to represent the organization in a professional and inclusive manner.

**Confidentiality:** Members of the WACAC Board and its various committees have an ethical obligation to respect the privacy of members, board volunteers, and staff. Board members may occasionally attend meetings or engage in other activities where sensitive/confidential information is discussed or presented in writing. Confidential information means any information or material that is proprietary to, or that is not generally known, outside of WACAC Board meetings. This includes but is not limited to:

- Information about WACAC finances and/or investment management
- Personal contact information for Board members
- AP violations and the member sanctions process
- Personnel matters related to volunteers or staff

Details of conversations that occur in Board meetings, whether held in person, or by telephone, or email, or web-based communication should be kept confidential unless and until they become available to the public via announcements or minutes.

Your signature affirms that you understand and are willing to fulfill the responsibilities of your leadership position in WACAC to the best of your ability.

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*Board Member Signature*

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*Date*