

### Region Conference Chair

- Selected by the Region Steering Committee
- serves a 1 or 2 year term
- must have been a member for at least one year (Associate Members are not eligible)

For a more complete outline of the responsibilities of NACADA Region Conference Chairs, please refer to the Leadership Handbooks at <http://www.nacada.ksu.edu/Leadership/index.htm> and <http://www.nacada.ksu.edu/RConf/index.htm>

or call Diane Matteson, Region Division Liaison, at 785-532-5717.

## Overview of Region CONFERENCE Chair Responsibilities

Region Conference Chairs, in cooperation with the Region Chair & Region Steering Committee, lead and direct a yearly regional conference after determining the needs of NACADA members, in relation to the NACADA Missions, and how best the regional conference can fill those needs. The Region Conference Chairs report to the Region Chair.

### Major Leadership Responsibilities:

- Conference committee leadership: Each region has a conference committee, led by the Region Conference Chair. Generally the conference chairs are responsible for soliciting volunteers from their region to complete specific tasks or areas of responsibility (i.e. publicity, on-site registration, program development, etc.). The Chair is responsible for convening and conducting the meetings of this group.
- Coordinating the various activities of the conference committee.
- Coordination of communication with the Executive Office staff.

### Meetings to attend:

- Regional Conference in the Spring
- Conference committee meetings or teleconferences
- Regional Conference training meeting(s) at the NACADA National Conference

### Budgets to prepare and monitor:

- Regional Conference Budget: Work in conjunction with the Region Chair and/or committee to finalize the budget and registration fees for this spring meeting.
- Monitor the regional conference expenditures in relation to the projected attendance and registration fees.

### Written reports/communications:

- Communications with members: Announcements are sent by e-mail as needed. A web page, maintained at the Executive office, is updated by Region Conference Chair or a designated committee member.
- Final conference summary of the conference, along with suggestions for future conference chairs.

### Resources and Support:

- The Executive Office provides staff assistance for web updates, regional communications, financial management, membership information and statistics, etc.
- Conference registrations are sent to the Executive office and reports are generated at your request.
- Your institution gives approval & support to your commitment to this position, including your registration fees and expenses for attendance at the National Conference and travel expenses for the Regional Conference.
- The Region Conference Budget may include registration fees for your participation in the regional conference.
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### DIVERSITY

NACADA Values diversity within our leadership in regard to institutional type, size, and employment position as well as diversity in regard to ethnicity, gender identity, culture, and sexual orientation.