

Committee Chair Handbook

Administrative Division

Congratulations on your election to a leadership position within the National Academic Advising Association. This guide is designed to assist you in the performance of your responsibilities as a Committee Chair. Used in conjunction with the comprehensive information available on the NACADA web site at www.nacada.ksu.edu, it should answer many of your questions concerning the Association.

Besides the duties unique to each position, Chairs are responsible for representing their constituencies, participating in meetings, nurturing new leadership, and promoting membership in the Association. With these opportunities also come the responsibilities of recruiting Committee members, overseeing the preparation of your group's annual plan of work, and a host of other activities.

An additional comprehensive leadership resource, the General Leadership Handbook, is available to you at <http://nacada.ksu.edu/Leadership/GeneralLeadershipHandbook.htm>.

Good luck and welcome to NACADA leadership!

Transition Tips for Standing Committee Chairs

- Immediately upon your being elected as a Committee Chair, make sure to talk with the current Chair to obtain an overview of your responsibilities, share insights into your new role, and identify items you need to attend to during your first few months. Your main responsibility during the months preceding the Annual Conference is to learn your new role and ask questions, so be sure to take advantage of this developmental time. You will assume the duties of Committee Chair at the conclusion of the Annual Conference.
- Each committee has an Executive Office staff member who serves as its Liaison. It is the Liaison's responsibility to provide guidance to the Chair in fulfilling his/her responsibilities and achieving the group's goals; to communicate with the Chair on a regular basis; and to provide continuity by assisting in the transition to a new Chair. Once you are elected, set a time to talk with your Liaison to discuss ideas and insights into your new role. **A list of Executive Office Committee Liaisons and their contact information is included at the end of this handbook.** Again, take advantage of this time to learn and ask questions of your Liaison in preparation for assuming your leadership position in the fall.
- The Annual Conference is a good time to meet and visit with other Chairs, as well as the other NACADA leaders you will be working most closely with – the Division Representatives, Executive Office Liaisons and staff members, Council members, and Board of Directors.
- When a NACADA-related email or other correspondence arrives, read it as soon as possible and determine action needed and timeline. It is very easy to put these responsibilities aside when you have pressing matters to attend to on a daily basis.

- Be prepared for the Division meeting at the Annual Conference. You will be receiving information prior to the Division meeting; it is extremely beneficial to have read it prior to attending the meeting, since typically some items are addressed rather quickly. Make notes so that you don't miss an opportunity to provide valuable input on items of interest to you and your group.
- Enjoy your time as Chair, and take full advantage of the learning time that is built into the months before you assume your leadership position. Dive in and learn your responsibilities quickly. Your term will be up before you know it and you will want to be as effective a leader as possible.
- ***When you are the outgoing Chair***, make it your responsibility to schedule a time to talk with the incoming Chair to share information and identify items that will need attention first.

Committee Chair Responsibilities

Committee Chairs are elected by members of their Committee for a two-year term. Prior to taking office, candidates must have completed a full term as a member of the respective Committee. Committee Chairs provide leadership for Committee activities in support of the profession by representing its members and their needs and concerns through the Division Representatives and communicating with the members. The Committee Chairs report to the Administrative Division Representatives.

Major leadership responsibilities:

- Coordinating the various activities of the Committee.
- Leading committee meetings during the Annual Conference.
- Chairing Committee meetings.
- Recruiting new members to the Committee.
- Coordinating communication with the Division Representatives and the Executive Office Liaisons.
- Submitting reports in a timely fashion.
- Requesting necessary Committee web page updates through the Executive Office Liaison. To access your Committee's web page, visit <http://www.nacada.ksu.edu/AdministrativeDivision/index.htm>, then click on your Committee's name.

Meetings to attend:

- Division Leadership meeting at the Annual Conference.
- Committee meeting at the Annual Conference. (Each Committee meets during the Annual Conference. Details are sent to Chairs during the summer. Chairs are encouraged to communicate information about these annual meetings with Committee members before the conference.)
- Committee or Division meetings via teleconferences, as scheduled.

Written reports/communications:

- Announcements are sent to Committee members by email as needed. A web page, maintained at the Executive Office, is updated through the Committee Chair. To access your Committee's web page, visit <http://www.nacada.ksu.edu/AdministrativeDivision/index.htm>, then click on your committee's name.
- Utilize the Committee list serve for discussions, soliciting information and ideas from Committee members, or communicating information to Committee members.
- Submit a post-conference Leadership report. The Administrative Division Representative will email the report form to Committee Chairs after the Annual Conference in the fall. This report is submitted to the Administrative Division Reps and your Executive Office Liaison. Report items will focus on the ways the Committee is carrying out the NACADA Strategic Plan, located at <http://nacada.ksu.edu/PolicyProc/strategicplan.htm>.
- Submit an annual Leadership report in the summer to advise the Council and Board of progress toward the goals set in the post-conference report. The Administrative Division Representatives will email the report form to Committee Chairs. This report is submitted to the Administrative Division Reps and your Executive Office Liaison.

Resources and support:

- Your institution gives approval and provides support to your commitment to this position, including your registration fees and all expenses for the Annual Conference.
- NACADA will reimburse Committee Chairs for expenses related to the day and night of the Administrative Division meeting prior to the Annual Conference (but *not* during conference) as follows: shared lodging (one-half the lowest standard room rate) and up to a predetermined amount per day for meals (less meals provided by NACADA). A reimbursement form will be distributed at this meeting.
- As a Committee Chair, you will work closely with the two Administrative Division Representatives; one is elected by the Committee Chairs and Advisory Board Chairs, and one is appointed by the incoming President. Both Division Representatives share the responsibilities of convening meetings; advising Chairs on activities; presenting Division items to the Council as needed; orienting new Chairs within the Division; gathering post-conference and annual reports from Chairs and distributing these reports to the Executive Office and Council; and preparing timely written Division reports to the Council and Board of Directors. **The current Administrative Division Representatives and their contact information are listed at the end of this handbook.**
- The Executive Office provides staff assistance for web updates, communications to members, membership information and statistics, etc. Your Executive Office

Liaison will provide guidance in fulfilling Committee responsibilities and achieving goals; will communicate on a regular basis; and will provide continuity by helping to identify potential new Committee members and assisting in the transition to a new Chair. **A list of Executive Office Liaisons and their contact information is included at the end of this handbook.**

- For an outline of the responsibilities of committee Chairs, you may also refer to the NACADA Leadership information at <http://nacada.ksu.edu/Leadership/CommitteeChairOverview.htm>, visit the [Administrative Division web site](#), or contact **Maxine Coffey**, Administrative Division Liaison, at 785-532-5717 or mcoffey@ksu.edu.

Timeline of Activities for Committee Chairs: 2011 - 2012

October

- Attend Division meeting prior to Annual Conference.
- Participate in Annual Conference.
- Participate in Committee meeting at Annual Conference; this meeting will be conducted by the current Committee Chair. (Incoming Committee Chairs will take office at the conclusion of the Annual Conference.)

November

- Begin ongoing review and updating of Committee web page. To access your Committee's web page, visit <http://www.nacada.ksu.edu/AdministrativeDivision/index.htm>, then click on your Committee's name.
- Submit a post-conference Leadership report after the Annual Conference focusing on the ways the Committee is carrying out the NACADA Strategic Plan. The Division Rep will email the report form to Committee Chairs. Send your report to current Division Reps and the Executive Office liaison.

December

- Communication of all types (bulletins, letters) via email is encouraged.

January

- Provide any necessary updates of committee activities to Administrative Division Reps and Executive Office Liaison for inclusion in reporting for the Midyear Board Meeting.

February

- Participate in NACADA's online Leadership election process.
- Review Committee web page for any necessary updates; request updates from the Executive Office Liaison. To access your Committee's web page, visit <http://www.nacada.ksu.edu/AdministrativeDivision/index.htm>, then click on your Committee's name.

March & April

- Appoint new Committee members to ensure continuity, diversity of representation and new ideas. Your Executive Office Liaison is a great resource to assist in identifying potential new Committee members.
- Begin to identify potential leadership candidates and nominate them/encourage them to consider running for office in the next election.
- Facilitate communication between yourself and the newly elected Chair or members of your group.
- Assist with orientation process for new members of your group.

May

- Gather information for annual reports.
- Register for the Annual Conference as soon as possible. A registration form and information on conference hotels is updated annually and will be posted at <http://www.nacada.ksu.edu/annualconf/2011/index.htm>.

June

- Submit an annual Leadership report in the summer to advise the Council and Board of progress toward the goals set in the post-conference report. The Division Rep will email the report form to Committee Chairs; send the report to current Division Representatives and the Executive Office Liaison.

July

- Begin to identify agenda items for the fall committee meeting in conjunction with the Annual Conference.

August

- Contact Committee members regarding agenda items for Committee meeting at the Annual Conference.

September

- Prepare agenda for Committee meeting in conjunction with the Annual Conference.
- Prepare for Division meeting by reviewing agenda and all NACADA Leader reports.
- Review and request any updates needed for the Committee web page. To access your Committee's web page, visit <http://www.nacada.ksu.edu/AdministrativeDivision/index.htm>, then click on your Committee's name.

October

- Attend Division meeting prior to Annual Conference.
- Participate in Annual Conference.
- As current Committee Chair, conduct the fall Committee meeting at the Annual Conference.
- Schedule a time to talk with the incoming Chair of your Committee to share information and items that will need attention first (in second year of term).
- Work closely with the incoming Chair and the Executive Office Liaison during the transition to new leadership.

NACADA Administrative Division Representatives and Executive Office Liaisons

The Administrative Division represents administrative services of the Association and has as its primary charge to develop and refine policies, procedures, and activities of the Division and its sub-units. The Administrative Division is composed of the following Committees and Advisory Boards; for more information, contact the Executive Office Liaisons listed below, and or the Administrative Division Representatives.

Administrative Division Representatives:

Administrative Division Representative (elected 2010-12): Nathan Vickers, nvickers@austin.utexas.edu.

Administrative Division Representative (appointed 2009-11): Susan Fread, sfread@lccc.edu.

Administrative Division Representative-Elect (elected 2011-13): Pamela Marsh-Williams, marshwil@acad.umass.edu.

Administrative Division Executive Office Liaison: Maxine Coffey, mcoffey@ksu.edu.

Standing Committee Executive Office Liaisons:

Awards Committee: Farrah Turner, fturner@ksu.edu

Diversity Committee: Leigh Cunningham, Leigh@ksu.edu

Finance Committee: Charlie Nutt, cnutt@ksu.edu

Member Career Services Committee: Maxine Coffey, mcoffey@ksu.edu

Membership Committee: Bev Martin, bmartin@ksu.edu

Professional Development Committee: Leigh Cunningham, leigh@ksu.edu

Research Committee: Marsha Miller, miller@ksu.edu

Advisory Board Executive Office Liaisons:

AACSS (Academic Advising Consultants and Speakers Service Advisory Board): Michele Holaday, mholaday@ksu.edu

Administrators' Institute Advisory Board: Jennifer Rush, jlrush@ksu.edu

Annual Conference Advisory Board: Rhonda Baker, baker@ksu.edu

Assessment Institute Advisory Board: Jennifer Rush, jlrush@ksu.edu

Emerging Leader Program Advisory Board: Leigh Cunningham, leigh@ksu.edu

Publications Advisory Board: Marsha Miller, miller@ksu.edu

Summer Institute Advisory Board: Diane Matteson, matteson@ksu.edu

Webinar Advisory Board: Leigh Cunningham, leigh@ksu.edu