

**Institute Advisory Boards**

Advise the Executive Office on strategies and activities for providing services to members and for organizational operations. The work of advisory boards is coordinated by the Executive Office. Advisory Boards meet during the National Conference each year or virtually via a video conference platform. Advisory Boards review and recommend changes to the Executive Office in format and content of activities in support of the Advisory Board's charge. They are part of the Administrative Division for communication purposes.

**Advisory Board Chair**

Advisory Board Chairs are appointed by the President-Elect and provide leadership for Advisory Boards whose function is to provide the Executive Office with guidance and recommendations concerning the conduct of NACADA programs and the development of resources. Advisory Board Chairs report to the Executive Office.

**Major Leadership Responsibilities:**

- Coordinate the various activities of the advisory board and lead advisory board meetings during the Annual Conference.
- Work with the Executive Office staff to identify issues that need attention and discussion.
- Work with the Executive Office and President to identify new members of the advisory board annually.
- Coordinate communication with the Division Representatives and the Executive Office.
- Provide written reports to the Board of Directors twice annually.

**Leadership Opportunity**

- appointed by the President-Elect
- serves a 2-year term

**Term Commitment**

- Chair agrees to serve a term of no less than two years as active Chair
- Chair agrees to serve a term of no less than one year as outgoing Chair once active Chair term has expired
- Chair may be appointed to a second active term of two years if circumstances deem in necessary
- Due to the timing of the event overseen by this Advisory Board, the term start and end dates vary from typical Advisory Board rolls:
  - October of elected year: Incoming Chair is appointed to the roll, however Current Chair remains as Chair through the end of the next Institute (February of the next year)
    - Current Chair continues to facilitate the Institute through its conclusion.
    - Incoming Chair shadows and assists Current Chair with Institute duties: faculty selection, curriculum changes, etc.
  - March following the Institute, Incoming Chair takes roll of Advisory Board Chair and coordinates future Institutes. Current Chair moves into the role of Outgoing Chair and assists Chair in the development of next Institute as needed
  - Requested reports, meetings etc. will be handled by the Incoming Chair starting in October of election year.

## Advisory Board Members

Advisory board members serve a two-year term and meet yearly at the NACADA annual conference or virtually via a video conference platform. Members are asked to participate in a listserv and to join subcommittees when projects arise. While keeping a diverse group in mind, the advisory board members are chosen with the intent of showing representation across all regions and globally.

### Requirements for consideration:

- A current NACADA membership is required and must be maintained throughout appointment
- Previous attendance as a participant at the Institute
- Previous or ongoing service/leadership within a NACADA Committee, Interest Group or Advisory Board is highly favorable

### Leadership Opportunity:

- appointed by the Advisory Board Chair with approval of the Board of Director's President Elect
- serves a 2-year term

### Term Commitment:

- Members agree to serve a term of no less than two years
- Members agree to maintain a current NACADA membership throughout the term
- Members may be appointed to a second active term of two years if circumstances deem it necessary (i.e. ongoing work of a sub-committee)

### To be considered for this Advisory Board:

- Contact Jennifer Rush, Advisory Board liaison, at [jlrush@ksu.edu](mailto:jlrush@ksu.edu)

## Institute Management Team

The Management Team supports the efforts of the Advisory Board Chair in development and achievement of direct event outcomes and the overall achievement of NACADA's Strategic Goals. The Management Team consists of the current and incoming or outgoing Chair, the NACADA Executive Director and the Executive Office Liaison.

- Implements the curriculum provided by the Advisory Board.
- Solicits applications from qualified NACADA members who are interested in serving as faculty for assigned events.
- Selects and invites the appropriate faculty based on:
  - Topic expertise
  - Contribution and presentation experience at conference etc.
  - Communication skills in small group facilitation, teaching to both large and small groups, and providing individual and team consultations
  - Adherence to NACADA's Diversity Statement
    - **NACADA Diversity Statement:** 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, age, culture, and sexual orientation.
- Facilitates and communicates with selected faculty regarding duties, timelines, expectations etc.

## Executive Office

Supports the association in all activities and provides services to the members. This includes establishment of procedures and the implementation of all approved activities designated by the Board of Directors. In addition, the Exec Office staff will maintain the Archives of the Association, act as the fiscal agent of the Association, provide web services to all units of the Association, and lend expertise in meeting planning, contract negotiations, service contracts, marketing and promotion, copy editing, grant writing in support of Association activities, research efforts, and clerical support as needed. The Executive Office has been given more responsibility for the implementation of Association activities to lessen the burden on the volunteer leadership of the association. This includes coordination of publications and events, marketing of all activities and the association in general, conference planning support, tech services, and other tasks as assigned. The Executive Director serves on the Board of Directors without voting privileges and meets with the Council.

**Executive Office  
Liaison**

Supports the Advisory Board Chair, Management Team and Event Faculty

- Provides guidance to chair in fulfilling his/her responsibilities
- Assists in the identification of future chairs and in the transition of a new chair
- Develops a plan for continued communication with the chair
- Establishes a calendar for meeting deadlines and responsibilities for Liaison and chair
- Provides guidance to chair and management team in the achievement of the Strategic Goals
- Provides guidance in the achievement of event outcomes.