

February 27, 2019

DIVISION REPRESENTATIVES — *Elected* Division Representatives direct and lead the sub-units of their Division, and are elected by the Chairs whom they will represent within the Division. They are supported by an additional Division Rep who is *appointed* by the President, and serves an alternate 2-year term (overlapping vs. concurrent). All Division Reps serve on the NACADA Council. Division Reps must have prior experience as a Chair of a sub-unit within the respective Division. Division Reps attend the meetings of the Division and the Council scheduled around the NACADA Annual Conference, a mid-year Council meeting, and teleconferences. **The Administrative Division Rep must have previously served a full term as a Standing Committee Chair or Advisory Board Chair.**

Effective Division Representatives should be:

- knowledgeable about the Division;
- outstanding communicators;
- able to meet deadlines;
- able to follow-through on assignments;
- work well in a team-oriented environment; and,
- committed to advancing the Association.

The **Council** is comprised of representatives from the three Divisions plus the Vice President and the Executive Director. The Council receives recommendations from Divisions on policies, procedures, and programs to meet member needs and to advance the association. The Council members review these issues and either refers them back for further study or advances them to the Board with priority recommendations for implementation.