Administrative Division Chair Handbook

Congratulations on your election to a leadership position within NACADA: The Global Community for Academic Advising. This guide is designed to assist you in the performance of your responsibilities as a 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 members, overseeing the preparation of your group’s annual plan of work, and a host of other activities.

Good luck and welcome to NACADA leadership!

Transition Tips for Chairs

• Immediately upon your being elected as a 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 Chair at the conclusion of the fall Annual Conference.

• Each Committee or Advisory Board 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 their 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 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 summer before Annual Conference is a good time to visit with other Chairs on Zoom meetings and through email, as well as the other NACADA leaders you will be working most closely with such as the Division Representatives, Executive Office Liaisons and staff members, Council members, and Board of Directors. There will be several online meetings and even trainings specifically designed for new Administrative Division leaders.

• Preparing for your role will also mean reviewing written communication carefully. 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 quite a bit of 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.

**Chair Responsibilities**

Committee Chairs are elected by members of their Committee for a two-year term. Advisory Board Chairs are appointed by the NACADA President. Prior to taking office, candidates must have completed a full term as a member of the respective group. Chairs provide leadership for 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 Chairs report to the Administrative Division Representatives.

**Major leadership responsibilities:**

- Coordinating the various activities of the group.
- Leading meetings during the Annual Conference.
- Chairing meetings.
- Recruiting new members.
- Coordinating communication with the Division Representatives and the Executive Office Liaisons.
- Submitting reports in a timely fashion.
- Requesting necessary web page updates through the Executive Office Liaison.

**Meetings to attend:**

- All Administrative Division meetings that take place after your election.
- Administrative Division Leadership meeting at the Annual Conference.
- Your Advisory Board/Committee Meeting at the Annual Conference. (Each group meets during the Annual Conference. Details are sent to Chairs during the summer. Chairs are encouraged to communicate information about these annual meetings with group members before the conference.)

**Written reports/communications:**

- Announcements are sent to members by email as needed. A web page, maintained at the Executive Office, is updated through the Chair.
- Utilize the list-serv for discussions, soliciting information and ideas from group members, or communicating information to group members.
- Submit a Post-Conference Report in November (deadline to be announced). The Administrative Division Representative will email the report form to Chairs after the Annual Conference in the fall. This report is submitted to the Administrative Division Reps and your Executive Office Liaison. Reported items will focus on the ways the group is carrying out the NACADA Strategic Plan.
- Submit an Annual Report in the following summer (usually mid-August, date to be announced) 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 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 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. Reimbursement procedures can be found on the NACADA web site at https://www.nacada.ksu.edu/About-Us/NACADA-Leadership.aspx. (Be sure you are LOGGED IN to the website to see all information.) Updated information is posted prior to each year’s Annual Conference.
- As a Chair, you will work closely with the two Administrative Division Representatives. One of the Reps is elected by the Division Chairs (the Committee Chairs and Advisory Board Chairs), and one is appointed by the incoming NACADA President, from names submitted by the Division Representatives and EO Liaison. 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 responsibilities and achieving goals; will communicate on a regular basis; and will provide continuity by helping to identify potential new 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 Chairs, you may also refer to the NACADA Leadership information at https://www.nacada.ksu.edu/About-Us/NACADA-Leadership/Administrative-Division.aspx, or contact Leigh Cunningham, Administrative Division Liaison, at 785-532-5717, (Leigh@ksu.edu).

Timeline of Activities for Chairs

October
- Attend the Admin Division meeting held just prior to Annual Conference.
- Participate in Annual Conference.
- As current Chair, conduct the fall meeting at the Annual Conference.
- Encourage members to consider taking part in the nomination and election process to ensure a smooth leadership transition after your term is complete.
- For second-year Chairs, encourage the incoming Chair to take an active role in the meeting at Annual Conference.

November
- Begin ongoing review and updating of Advisory Board and Committee web pages. To access your group's web pages, visit https://nacada.ksu.edu/Community/Administrative-Division.aspx
- Submit a Post-Conference Report after the Annual Conference focusing on the ways your group members are carrying out the NACADA Strategic Plan. The Division Rep will email the report form to Chairs. Send your report to current Division Reps and the Executive Office liaison. (Deadline to be announced.)

December
- Communication of all types (bulletins, letters) to members via email is encouraged.
- Begin to identify potential leadership candidates and nominate them/ encourage them to consider running for office in the upcoming election.
January
- Participate in NACADA’s online election process by voting and encouraging your members to run for positions and vote.
- Provide any necessary updates of activities to Administrative Division Reps and Executive Office Liaison for inclusion in reporting for the Midyear Board Meeting.

February
- Prepare for appointment of new Committee and Advisory Board members to ensure continuity, diversity of experience and background, the inclusion and engagement of many members, and new ideas. Your Executive Office Liaison is a great resource to assist in identifying potential new members.
- Review AB and Committee web pages for any necessary updates; request updates from the Executive Office Liaison.

March & April
- Facilitate communication between yourself and the newly elected Chair or members of your group.

May
- Assist with the onboarding process for new members of your group by organizing Zoom orientation meetings and including new members in email communications after they are elected and throughout the summer heading into the fall Annual Conference.
- 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/Events/Annual-Conference.aspx

June
- Review Post-Conference Report (from November)
- Submit an Annual Report in the summer (usually August; deadline to be announced) to advise Admin Division Reps, and the Council and Board of progress toward the goals set in last November’s Post-Conference Report. The Division Rep will email the report form to Chairs; send the report to current Division Representatives and the Executive Office Liaison.
- For second-year Chairs, encourage the incoming Chair to take part in summer orientations, trainings, and other activities.

July
- Begin to identify agenda items for the fall meeting in conjunction with the Annual Conference.
- Schedule meetings as needed to meet goals.

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

September
- Prepare agenda for meeting in conjunction with the Annual Conference.
- Prepare for Division meeting by reviewing agenda and all NACADA Admin Division reports.
- Review and request any updates needed for the group web pages.
- For second-year Chairs, encourage the incoming Chair to ask questions about Annual Conference responsibilities to prepare for a smooth leadership transition.
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 Liaison listed below, and/or the Administrative Division Representatives.

Administrative Division Representatives:

2018-2020 (elected) Teri Farr, University of Illinois--Champaign-Urbana (tjfarr@illinois.edu)
2019-2020 (appointed) Carol Pollard, University of North Texas (carol.pollard@unt.edu)
Administrative Division Executive Office Liaison: Leigh Cunningham (Leigh@ksu.edu)

Executive Office Liaisons - Committees

Awards Committee: Dawn Krause, dawnkrause@ksu.edu
Finance Committee: Alan Klug, aklug@ksu.edu
Global Initiatives Committee: Rhonda Baker, baker@ksu.edu
Inclusion and Engagement Committee: Leigh Cunningham, leigh@ksu.edu
Membership Recruitment and Retention Committee: Bev Martin, bmartin@ksu.edu
Professional Development Committee: Leigh Cunningham, leigh@ksu.edu
Research Committee: Leigh Cunningham, leigh@ksu.edu
Sustainable NACADA Leadership Committee: Jennifer Rush, jlrush@ksu.edu

Executive Office Liaisons - Advisory Boards:

AACSS (Academic Advising Consultants and Speakers Service) Advisory Board: Cathy Swartz, swartz@ksu.edu
Administrators Institute Advisory Board: Jennifer Rush, jlrush@ksu.edu
Annual Conference Advisory Board: Farrah Turner, fturner@ksu.edu
Assessment Winter Institutes & Seminar Advisory Board: Jennifer Rush, jlrush@ksu.edu
Emerging Leader Program Advisory Board: Leigh Cunningham, leigh@ksu.edu
International Conference AB: Rhonda Baker, baker@ksu.edu
NCAA AB: Elisa Shaffer, elshaffer@ksu.edu
Publications Advisory Board: Ashley Thomas, ashleythomas@ksu.edu
Summer Institute Advisory Board: Jennifer Rush, jlrush@ksu.edu
Webinar Advisory Board: Leigh Cunningham, leigh@ksu.edu and Elisa Shaffer, elshaffer@ksu.edu