

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 an Administrative Division (AD) unit Chair. Used in conjunction with the comprehensive information available in the AD section of the NACADA website at <https://nacada.ksu.edu/Community/Administrative-Division.aspx>, it should answer many of your questions concerning your responsibilities as Chair.

Besides the duties unique to each position, AD Chairs are responsible for representing their unit's members, 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 being elected/appointed 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. If you are not already in contact with the current Chair, you can find their email address on your unit's webpage. 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. Many incoming Chairs find it helpful to be copied on correspondence of any business that the current Chair conducts during this period, so this may be something you would like to request. You will assume the duties of Chair at the conclusion of the fall Annual Conference.
- Each Committee or Advisory Board (AB) has an Executive Office (EO) 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/appointed, set a time to talk with your Liaison to discuss ideas and insights into your new role. EO Liaisons and their contact information may be found on your unit's webpage. 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 in online meetings and through email, as well as the other NACADA leaders you will be working most closely with such as the Division Representatives (Reps), EO Liaisons and staff members, Council members, and Board of Directors. There will be several online meetings and trainings specifically designed for new AD 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.
- Prepare for the AD meeting at the Annual Conference. You will be receiving quite a bit of information prior to the AD meeting; it is extremely beneficial to have read it prior to the meeting, since typically some items are addressed rather quickly. You may find it beneficial to request an online meeting with the current Chair, EO Liaison, and/or possibly a Division Rep, to brainstorm discussion and ask questions. (Your EO Rep can set up a

Zoom meeting for you.) 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-Elect for a two-year term. 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 Reps and communicating with the members. All division Chairs report to the Division Reps.

Major leadership responsibilities:

- Coordinating the various activities of the group.
- Leading meetings during the Annual Conference.
- Calling and leading online meetings as deemed appropriate throughout the year. (Your Liaison can assist with scheduling and running the Zoom platform.)
- Recruiting new members.
- Coordinating communication with the Division Reps and the EO Liaison.
- Submitting reports in a timely fashion.
- Requesting necessary webpage updates through the EO Liaison.

Meetings to attend:

- All Administrative Division meetings that take place after your election/appointment.
- Any online meetings of your AB/Committee that take place after your election/appointment.
- Administrative Division Leadership meeting at the Annual Conference.
- Your AB/Committee Meeting at the Annual Conference. (Most Administrative Division groups meet on-site during the Annual Conference, although a few do not. Details about meeting times are sent to Chairs during the late spring or early summer. Chairs communicate information about these annual meetings with group members in time for conference-travel planning.)

Written reports/communications:

- Announcements are sent to members by email/listserv as needed. A webpage, maintained at the EO, is updated by the Liaison at the request of the Chair or the Division Reps.
- Utilize the listserv for discussions, soliciting information and ideas from group members, or communicating information to group members.
- Submit a Post-Conference (Year Beginning) Report in November (deadline to be announced). The Division Reps will provide the report form to Chairs after the Annual Conference in the fall. This report is submitted to the Division Reps and your EO Liaison. Reported items will focus on the ways the group is carrying out the NACADA Strategic Plan.
- Submit a new member Appointments Report in mid-spring (deadline to be announced). The Division Reps will

provide the report template to Chairs at the beginning of each new year. This report includes intended new/renewed appointments for the upcoming term, highlighting purpose of appointment (including DEI considerations). This report is submitted to the Division Reps and your EO Liaison. (Advisory Board reports will also be submitted to the incoming President, who will consider these recommendations in making new member appointments.) If an incoming Chair has been identified at the time this report is being prepared, it will be beneficial for the continuity of the unit—as well as giving the incoming Chair input into the makeup of the team they will be leading—to include them in this process where possible/applicable/appropriate.

- Submit an Annual (End of Year) Report in the summer (usually mid-August, date to be announced) to advise the Council and Board of progress toward the goals set in the Post-Conference (Year Beginning) report. The Division Reps will provide the report form to Chairs. This report is submitted to the Division Reps and your EO 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). Reimbursement procedures can be found on the NACADA website at <https://www.nacada.ksu.edu/About-Us/NACADA-Leadership.aspx>. (Be sure you are LOGGED IN to the website to see all information.) Depending on the accounts payable situation at your institution, you may want to consider how expenses should best be charged. (One past Chair recommended considering if NACADA specific hotel charges would best be split off your bill and paid for with a personal credit card when possible.) Updated information is posted prior to each year's Annual Conference.
- As Chair, you will work closely with the two Division Reps. One of the Reps is elected by the Division Chairs (the Committee Chairs and AB Chairs), and one is appointed by the incoming NACADA President, from names submitted by the Division Reps and EO Liaison. Both Division Reps 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 reports from Chairs and distributing these reports to the EO and Council; and preparing timely written Division reports to the Council and Board of Directors. **Contact information for the current Division Reps and the EO Division Liaison may be found on the Division Leadership page at <https://nacada.ksu.edu/About-Us/NACADA-Leadership/Administrative-Division.aspx>.**
- The EO provides staff assistance for web updates, communications to members, membership information and statistics, etc. Your EO 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. **EO Liaison contact information may be found on your unit's webpage.**
- Operational Guidelines for the Administrative Division may be found on the division Leadership page at <https://nacada.ksu.edu/About-Us/NACADA-Leadership/Administrative-Division.aspx>.
- More information about the Administrative Division's positioning in the overall NACADA Leadership structure may be found in the NACADA Leadership section at <https://nacada.ksu.edu/About-Us/NACADA-Leadership.aspx>. (Be sure you are logged into the website to view all available information.)

Timeline of Activities for Administrative Division Chairs

October

- Attend the on-site Administrative Division meeting held just prior to Annual Conference. (The content of this meeting can vary from year to year, so incoming Chairs may want to chat with current Chairs to get a sense of what to expect.)
- Participate in Annual Conference.
- As current Chair, conduct your unit's fall meeting at the Annual Conference. (Most division units hold an on-site meeting at Conference; a few do not. Groups that do not hold an on-site meeting will have their Annual online meeting either shortly before or shortly after 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. Some have found it helpful for the incoming Chair to facilitate the part of the meeting that is about the year to come and planning/arranging for that work (i.e. assigning members to subcommittees).
- Identify potential leadership candidates and nominate them / encourage them to consider running for office in the upcoming election (the nomination period generally closes at the end of October).
- This is a good time to consider whether, where applicable, anyone in the unit is deserving of an award nomination and to review the timelines and nomination requirements. In some cases, a Chair may choose to appoint a nominating team to put forward nominations from outside the group for relevant awards.
- After Annual Conference, work with your EO Liaison to ensure that meeting Minutes are posted to the group's webpage.

November

- Begin ongoing review and updating of AB and Committee webpages. (Be sure that new members have been added and completed members have been removed.) To access your group's webpages, visit <https://nacada.ksu.edu/Community/Administrative-Division.aspx>
- Check with Liaison to ensure that the group's listserv has been updated.
- Submit a Post-Conference (Year Beginning) Report after the Annual Conference focusing on the ways your group members are carrying out the NACADA Strategic Plan. The Division Rep will provide the report form to Chairs. If you want to have input from your group prior to submitting the report, be sure to ask for that in plenty of time. Send your report to current Division Reps and the EO Liaison (deadline to be announced).

December

- Communication of all types to members is encouraged. An online meeting may be helpful in getting your agenda rolling.

January / February

- Consider whether an online meeting would be helpful in keeping the work of your group running smoothly.
- Participate in NACADA's online election process by voting. Encourage your unit's members to vote.
- Prepare for appointment of new Committee and AB members to ensure continuity, diversity of experience and background, the inclusion and engagement of many members, and new ideas. Your EO Liaison is a great resource to assist in identifying potential new members.
- Provide any necessary updates of activities to Division Reps and EO Liaison for inclusion in reporting for the Midyear Leadership Meeting. (The dates of the Midyear meetings vary. You will be notified in advance when these will be due.)

March / April

- Consider whether an online meeting would be helpful in keeping the work of your group running smoothly.
- Submit Member Appointments Report to the Division Reps and EO Liaison. (Report template will be provided and notice of deadline for report submission given by the Reps.)

- When new appointments have been approved, ask EO Liaison to add them to the group's webpage (noted as "Incoming") so that Event Planners will know to include them in planning for the Annual Conference.
- Review your group's webpage to see if any additional updates are needed; request updates from EO Liaison.
- Check with EO Liaison to ensure new members have been added to the group's listserv.
- Facilitate communication between yourself and the newly elected/appointed Chair and/or members of your group.

May

- Consider whether an online meeting would be helpful in keeping the work of your group on track.
- Assist with the onboarding process for new members of your group by organizing online orientation meetings and including new members in email communications after they are elected/appointed and throughout the summer heading into the fall Annual Conference.
- Register for the Annual Conference as soon as possible (taking into consideration any requirements from your institution). 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

- Consider whether an online meeting would be helpful in keeping your group's work moving along as intended.
- Begin reviewing Post-Conference (Year Beginning) Report (from November) in preparation to submit an Annual (End of Year) Report in the summer to advise the Division Reps, the Council, and the Board of Directors of your progress toward the goals set in last November's Post-Conference Report. The Division Rep will provide the report form to Chairs along with information about deadline (usually mid-August)
- 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.
- Consider whether an online meeting would be helpful as the group moves toward completion of the year's goals.

August

- Consider whether an online meeting would be helpful to support the group's ongoing work.
- Submit Annual (End of Year) Report to Division Reps and EO Liaison (deadline to be announced)
- Review and request any updates needed for the group webpages.

September

- Consider whether an online pre-conference meeting would be helpful in preparing to make the most of the face-to-face time of the Annual Conference meeting.
- If you would like the EO photographer to take a picture of your group during your Annual Conference meeting, ask your Liaison to schedule that with the photographer.
- Prepare agenda for meeting in conjunction with the Annual Conference; ask EO Liaison to post to the group's webpage and send out to group members prior to the beginning of Conference.
- Prepare for Division meeting by reviewing agenda and all NACADA Admin Division reports. Discuss with Liaison who will be responsible for taking/drafting meeting minutes.
- For second-year Chairs, encourage the incoming Chair to ask questions about Annual Conference responsibilities to prepare for a smooth leadership transition.
- Begin to identify potential leadership candidates and nominate them / encourage them to consider running for office in the upcoming election (the nomination system usually opens at the beginning of September).

October (post-conference)	<ul style="list-style-type: none"> •Chairs work with Liaisons to prepare conference meeting minutes and update webpages and listservs
November	<ul style="list-style-type: none"> • Chairs prepare and submit post-conference reports
December	<ul style="list-style-type: none"> •Would an online meeting with your group be beneficial? •Chairs begin considering possible candidates for next term members
January	<ul style="list-style-type: none"> •How is identification of potential candidates for next term coming along? •Would an online meeting with your group be beneficial?
February	<ul style="list-style-type: none"> •Participate in election process by voting; encourage your unit's members to vote •Provide any needed updates to DivReps and EO Liaison for inclusion in Midyear meeting reports
March	<ul style="list-style-type: none"> •Prepare member appointment report and be ready to submit to EO Liaison (for DivReps) by end of this month • How is the work of the group progressing? Is an online meeting needed?
April	<ul style="list-style-type: none"> •When new appointments have been approved, ask Liaison to update webpage/listserv •Prepare for and/or begin Onboarding of Incoming Chair and/or group members
May	<ul style="list-style-type: none"> •How are onboarding activities progressing? •How is the work of the unit progressing? Would an online meeting be useful?
June	<ul style="list-style-type: none"> •Register for Annual Conference as soon as possible; encourage group members to do so
July	<ul style="list-style-type: none"> •Begin preparing Annual Report that will be due in August •How is the work of the group progressing? Would an online meeting be helpful?
August	<ul style="list-style-type: none"> •Submit End-of-Year report
September	<ul style="list-style-type: none"> •Finalize agenda items for Annual Conference and prepare for on-site meeting. Ask EO Liaison about scheduling photo on-site and posting Agenda to web. •Is a pre-conference Zoom meeting needed?
October (conference)	<ul style="list-style-type: none"> •Leadership and unit meetings at Annual Conference •Encourage group members to nominate candidates for election •New Leaders assume roles at end of Annual Conference