

Mission: The Emerging Leaders Program (ELP) exists to encourage members from diverse groups to get involved in leadership opportunities within the organization; outfit participants with the skills and tools necessary to pursue leadership positions within NACADA; increase the number of leaders from diverse groups, and encourage and assist members of underrepresented populations to attend state, regional, or national conferences.

Function: The ELP Advisory Board's role is to

- assist the Executive Office in identifying members from diverse backgrounds and encouraging them to apply to become an Emerging Leader or Mentor
- make recommendations to the Executive Office regarding policies and procedures related to publicizing the program, the selection of ELP Classes, and funding of program participants
- assist the Executive Office with development and implementation the programming/curriculum for the ELP Orientation sessions that take place at the Annual Conference
- review Program progress on a regular basis and make recommendations to the Executive Office for changes or improvement

Membership: Most ELP-AB members have taken part in the program as an Emerging Leader and/or Mentor and are dedicated to utilizing their experience of the program to assist with its continuance and help improve it for future class members. ELP-AB members serve a two-year term and meet on-site yearly at the NACADA annual conference. Online meetings via the Zoom platform take place as needed throughout the year.

Responsibilities of All Members

1. Annual Advisory Board meeting
 - a. **Who/What/When** – All ELP-AB members are expected to attend the yearly meeting of the ELP-AB at Annual Conference (which generally takes place in early October). The exact day and time of the meeting varies and is determined by the Annual Conference coordinator; it has frequently been scheduled on the final morning of the conference.
2. Online meetings
 - a. **Who/What/When** – All AB members are expected to attend any online AB meetings (via Adobe Connect) called by the Chair.
3. Subcommittee(s) / Working Groups
 - a. **Who/What** – Subcommittee / working group contributions all support the Advisory Board's mission. As needs change, so will subcommittees, but all AB members are expected to serve on at least one of these groups.
4. ELP Class Selection
 - a. **Who/What/When** – All AB members (including Chairs) are expected to take part in the review of incoming ELP Class applications (all Emerging Leader and Mentor applications). The application period begins on January 15 and ends March 15. Members are given access to the system and can view applications as they come in, but should be aware that the largest percentage are generally submitted at the end of that period. Reviewers have until March 30th to complete their work, and should expect to devote a considerable number of hours to this endeavor in the March 15-30th period.
5. Class Selection Review

- a. **Who/What/When** – Following the selection process each year, All AB members are expected to give process review feedback to the Chair, as requested.

Responsibilities of the Chair (in addition to those listed under “All Member” responsibilities)

1. Annual meeting facilitation
 - a. **Who/What/When** – Over the summer, the Chair works with the EO coordinator, Past Chair, and Incoming Chair (when appropriate) to develop the Agenda for each year’s Annual Conference meeting, and then facilitates the meeting during conference.
2. Administrative Division meetings
 - a. **Who/What/When** – The Chair is expected to attend (in person) the yearly Administrative Division Meeting (which generally takes place during the afternoon on the day prior to the Annual Conference “pre-con” day), as well as online meetings as called by the Division Representatives throughout the year (via Adobe Connect). The Chair will communicate information gleaned from these meeting to AB members as appropriate.
3. Advisory Board Member identification/recruitment
 - a. **Who/What** – The Chair works with the Executive Office (and the Incoming Chair when appropriate) to identify and recruit potential new members for recommendation to the President-Elect for appointment.
 - b. **When** – Identification of potential new members should be ongoing and possibilities shared with the EO coordinator. Recruitment may begin during the Annual Conference meeting or any time thereafter. The list of recommended new members should be ready to send to the President-Elect immediately following the election (generally the end of February).
4. Advisory Board Chair identification/recruitment
 - a. **Who/What** – The Chair works with the Executive Office to identify (from qualified members) and recruit an Incoming Chair for recommendation to the President-Elect for appointment.
 - b. **When** – Identification of the next Chair should be ongoing and possibilities discussed with the EO coordinator. Recommendation for the Incoming Chair should be ready to send to the President-Elect immediately following the election (generally the end of February), which is half-way through the second year of the Chair’s term.
5. Subcommittees / Working Groups
 - a. **What** – The chair serves on all subcommittees / working groups, but appoints chairs/leaders for these groups as appropriate.
6. ELP Class Selection
 - a. **Who/What** – The Chair oversees the selection process for new Class members each year. The Chair works with the EO coordinator to prepare the online selection system to the reviewers. When member review is complete, the Chair, Past Chair, and Incoming Chair (when appropriate) make the final selection for the incoming class.
 - b. **When** – Once reviewers have completed their work (March 30th), the EO coordinator compiles the scores and comments into a spreadsheet, which the Chairs then review. The Chairs meet online (or via conference call) and make their final selection no later than April 14th. The EO coordinator then sends notifications and informs the EO Annual Conference coordinator.
7. Class Selection Review
 - a. **Who/What/When** – Following the selection process each year, the Chair solicits feedback from reviewers to determine if discussion and/or changes to the review process are needed.
8. Incoming Class Orientation

- a. **Who/What** – The Chair works with the EO coordinator and the Orientation subcommittee to prepare materials for and conduct the Orientation session (see subcommittee info below).
- 9. Awards Ceremony
 - a. **Who/What/When** – The Chair attends the Awards Ceremony, which usually immediately follows the Orientation session, and assists the President in presenting the Certificates of Completion to the completing class members.
- 10. Mid-termer Meeting at Annual Conference
 - a. **Who/What** – The Chair is expected to attend the Mid-termer review meeting session (see subcommittee info below).
- 11. Program Assessment
 - a. **Who/What** – The Chair assists the EO coordinator with overseeing program assessment and provides written reports to the Administrative Division.
 - b. **When** – Reports are submitted at least twice annually, as called for (generally post-Annual Conference and summer update).
- 12. Other
 - a. The Chair facilitates Advisory Board discussion on issues via listserv, email, and/or conference calls, as needed.
 - b. The Chair works with the Executive Office staff on any additional issues that need attention or discussion.

Responsibilities of the Past Chair (in addition to those list under “All Member” responsibilities)

- 1. ELP Class Selection
 - a. **Who/What** – When the review process is complete (March 30th), the Past Chair assists the Chair in making the final selection for the incoming class. The Chairs meet online (or via conference call) and make their final selection no later than April 14th.
- 2. Annual Advisory Board meeting
 - a. **Who/What/When** – The Past Chair is expected to attend the yearly meeting of the ELP-AB at Annual Conference. The exact day and time of the meeting varies and is determined by the Annual Conference coordinator; it has frequently been scheduled on the final morning of the conference.
- 3. Mid-termer Meeting at Annual Conference
 - a. **Who/What** – The Past Chair works with the EO coordinator and the subcommittee to prepare materials for and conduct the Mid-termer review meeting session (see subcommittee info below).
- 4. Social gathering at Annual Conference
 - a. **Who/What/When** – The Past Chair leads the subcommittee in planning a social gathering that the incoming and mid-term classes can attend while (or slightly after) the completing Class, Chair, and EO coordinator are attending the Awards Ceremony (see subcommittee info below).

Responsibilities of Incoming Chair (in addition to those list under “All Member” responsibilities)

- 1. Administrative Division meetings
 - a. **Who/What/When** – The Incoming Chair is expected to attend any online meetings (via Adobe Connect) called by the Division Representatives from the time the appointment is made, and to attend (in person) the Administrative Division Meeting at Annual Conference

- that is held a few days prior to assuming the Chair position (this generally takes place during the afternoon on the day prior to “pre-con” day).
2. Annual meeting
 - a. **Who/What/When** – Over the summer, the Incoming Chair works with the Chair and the EO coordinator to develop the Agenda for the Annual Conference meeting, and then is expected to attend that meeting, at the end of which the “gavel” is passed from Chair to Incoming Chair. (The Incoming Chair may be asked to assist in facilitating that meeting.)
 3. Advisory Board Member identification/recruitment
 - a. **Who/What** – If identified in time, the Incoming Chair works with the Chair and Executive Office to identify and recruit potential new members for recommendation to the President-Elect for appointment.
 4. ELP Class Selection
 - a. **Who/What** – If appointment is made by the March 15th application deadline, the Incoming Chair assists the Chair and Past Chair in making the final selection for the incoming class. The Chairs meet online (or via conference call) and make their final selection no later than April 15th.
 5. Incoming Class Orientation
 - a. **Who/What** – The Incoming Chair is a member of the Orientation subcommittee and assists the Chair and the EO coordinator to prepare materials for and conduct the Orientation session (see subcommittee info below).

Responsibilities of Incoming Class Orientation Subcommittee

1. Organization and facilitation of Orientation Session
 - a. **Who/When/What** – Generally a team of 3 or 4, led by the AB Chair and assisted by the EO coordinator, is sufficient to run the Incoming Class Orientation session (past class members who are not AB members may also be recruited to assist, as needed). Orientation materials are prepared during the spring and early summer to be ready for posting to the Web in August. The Orientation session takes place on “pre-conference day,” generally in the afternoon, during Annual Conference. Following conference, materials are reviewed to see if any changes are needed.

Responsibilities of Mid-Termer Class Meeting Subcommittee

1. Organization and facilitation of Mid-Termer Class Meeting Session
 - a. **Who/When/What** – Generally a team of 2 or 3, led by the ELP-AB Past Chair, is sufficient to run the Mid-Termer meeting. The purpose of this meeting is to give the “middle” class an opportunity to share successes and challenges, and to begin to set goals for their final year. Session materials are prepared during the spring and early summer to be ready for posting to the Web in August. The meeting takes place sometime during the Annual Conference, but the time varies depending on how the Annual Conference coordinator is able to schedule it. Following conference, materials are reviewed to see if any changes are needed.

Responsibilities of Annual Conference Social Subcommittee

1. Organization and facilitation of Annual Conference ELP social event

- a. **Who/When/What** – Generally a team of 3 or 4 (past class members who are not AB members may be recruited to assist), led by the ELP-AB Past Chair, is sufficient to organize and “shepherd” this “event,” which is intended to give the Incoming Class an opportunity to bond in a casual social environment following the Orientation session. This is not a “regular” conference event, so a venue (and transportation, if needed) must be located prior to arrival at the conference city.

Responsibilities of Mentor-recruiting Subcommittee

1. Recruitment of Mentor applicants
 - a. **What** – From the program’s inception, locating enough potential mentors to meet the needs of the program has proven challenging. The purpose of this subcommittee is to brainstorm, and then execute, new ideas for recruiting and encouraging potential mentor candidates.
 - b. **When** – The group should begin the brainstorming process in Spring, as soon as the class selection process is complete, and be ready to execute their plan by mid-Fall (soon after Annual Conference).

Responsibilities of Region and International Conference Presentation Subcommittee

1. Regional / International Conference Presentation
 - a. **What** – This subcommittee’s mission is to organize the submission of proposals for presentations (or panel discussions) about ELP at the ten regional conferences and any international conferences. Current and/or past Emerging Leaders are recruited to submit the proposals and lead the presentation teams for their regions. A “generic” proposal (which can be modified to meet the themes of individual conferences) is developed and shared with the team leaders. With the assistance of the EO coordinator, a “generic” PowerPoint (which also may be modified as appropriate) is developed/updated and shared with each presentation team.
 - b. **When** – The opening/closing dates of the regional proposal systems vary according to the date of the conference, but in general presentation proposals are submitted in the Fall, with all conference taking place in the Spring, so this committee may need to begin its work in during the Summer or very early Fall of each year.

Responsibilities of Annual Conference Presentation Subcommittee

1. Annual Conference Presentation
 - a. **What** – This subcommittee’s mission is to organize the submission of a proposal for a presentation (or panel discussion) about ELP for Annual Conference, and then, if accepted, to lead and/or carry out that presentation / panel discussion.
 - b. **When** – The proposal system generally opens in the early Fall and closes at the end of February. The subcommittee should meet during or shortly after each Annual Conference to begin planning for the next year.