Tier # 2

Charge for subcommittee: Identification of information and resources that can provide leadership assistance to any newly elected/selected/appointed individuals

Target Audience(s): Members about to, or who are currently serving in their first elected, selected, or appointed leadership positions.

Identified Issues: First time NACADA leaders may not have had any formal training to assist them in their new role.

Goals (including individual Objectives to complete)
  Objective 1. Conduct an audit of current activities/resources available to new leaders
  Objective 2. Identify other NACADA committees who also provide leadership resources
  Objective 3. Prepare a set of potential resources for preparation of new leader

Existing Resources (including existing training and development materials)
  • Executive Office staff
  • ELP program
  • Administrator’s Institute, Winter Institute, Assessment Institute
  • NACADA website (Clearinghouse, AAT)/NACADA publications/NACADA webinars
  • Organization and Administration structure chart
  • [Required] conference participation and attendance
  • Direct advising experience

Additional Needed (Suggested) Resources (including additional materials, collaborations, funding, etc.) From “2017 Sustainable Leadership Committee Leader Survey for Current and Incoming Leaders”
  • Time management and organizational skills workshops/webinars (both new and current leaders said this)
  • Formal mentoring program with previous leaders and new leaders of the same position, and from different regions (Goal: transferring knowledge from current to new leaders)
  • A webinar on the realistic commitment requirements for each leadership position (available to members prior to submitting a nomination)
• A booklet/manual with a timeline of what is expected when (roles and responsibilities for each position with timelines)
• Budget workshop to understand NACADA budgets
• A “Resources for Leadership” index on the NACADA webpage (include how to write a report)
• Presentation/public speaking/how-to-run-a-meeting tutorials
• More clearly marked volunteer opportunities for stepping up to a higher level
• “Flowchart” for how information is communicated for different committees and groups; (communication should be either on all mediums or a clear distinction between how different types of information will come.)
• Access and visualization of NACADA data (demographics, etc) to better understand the organization
• Communication workshops to:
  o Build volunteer buy-in
  o Build listening and responding skills

**Delivery Methods for Above Resources:**

• E-mail or Zoom meetings (top suggestions)
• Podcasts
• In person, e.g. mentor networking at conferences

**Desired Learning Outcomes for Participants**

**Assessment of Effectiveness**

**Changes Based on Assessment**

*to be determined after earlier components are finalized*