

**NACADA Sustainable Leadership Committee
Leadership Academy
Tier Subcommittee Outline Template**

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:
 - Build volunteer buy-in
 - 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