

The Webinar Advisory Board's (WAB) initial charge was to develop and coordinate a process for submission, recruitment, review, and selection of topics for online programs. WAB members continue to assist the Executive Office with development of the annual webinar series topics, recommend presenters for webinars, review participant evaluations, make recommendations for changes or improvements in the process or the delivery, and oversee or facilitate the content review for specific Web Events when needed.

Responsibilities of All Members

1. Online meetings
 - a. **Who/What/When** – All WAB members are expected to attend online WAB meetings (via Zoom) called by the Chair and/or EO Webinar Producer and give input to the conversation as needed. Most years, at least four online meetings will occur:
 - **Pre-Annual Conference meeting (August/September).** The NACADA term year officially begins in conjunction with each year's Annual Conference in September/October. The WAB Chair (or Chairs – current and incoming) will represent the WAB members at the annual Administrative Division meeting that takes place in conjunction with that conference each year to update the division on the work of the WAB over the previous year and intentions for the coming year. The August/September WAB meeting will be to assist the Chair(s) in preparing for this division meeting. The results of the year's goals will be reviewed and goals for the coming year will be discussed. Subcommittees, if needed, will be formed and subcommittee chairs appointed.
 - **Post-Annual Conference meeting (late October-early December).** The Chair(s) will report to the WAB members on any information learned at the Annual Conference division meeting. Subcommittee chairs will report on plans made to meet their group's goals.
 - **Spring First and Second Quarter meetings.** The WAB will meet sometime in January-March and April-June timeframes to discuss subcommittee progress and any new needs that may have arisen.
 - **Other meetings as called by the Chair.** Will take place as needed.
2. Webinar review
 - a. **Who/What/When** – All WAB members are registered by the EO Webinar producer for all webinars and are expected to view each webinar broadcast (either live or the recording) and complete the evaluation that follows. WAB members are encouraged (but not required) to share the recording and evaluation links with colleagues on their campus to further the evaluation process.
3. Recordings review
 - a. **Who/What/When** – All WAB members are expected to take part in the review of past event recordings, as needed. These may be recordings that are currently offered for sale in the NACADA store (first review) or older recordings that have been made available to members on the NACADA YouTube channel (subsequent reviews). Instructions for review are provided by the EO Webinar Producer and posted to the group's webpage.
4. Webinar proposal recruitment
 - a. **Who/What/When** – When WAB members have the opportunity to attend any NACADA event that includes presentations (i.e. Region and Annual Conferences), either on-site or virtually, they are asked to be on the alert for presentations that would translate well into the webinar format and encourage those presenters to submit webinar proposals.
5. Subcommittee(s)
 - a. **Who/What** – Subcommittee contributions all support the committee's mission. As the needs of the association change, so do subcommittees and their efforts.

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

1. Administrative Division meetings
 - a. **Who/What/When** – The Chair is expected to attend the Annual Administrative Division Meeting (held in conjunction with Annual Conference), as well as any additional meetings as called by the Division Representatives throughout the year. The Chair will communicate information gleaned from these meeting to WAB members as appropriate.
2. Advisory Board Member identification/recruitment
 - a. **Who/What** – The Chair works with the EO Webinar Producer (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 Webinar Producer. The list of recommended new members should be ready to send to the President-Elect immediately following the election (generally the end of February).
3. Advisory Board Chair identification/recruitment
 - a. **Who/What** – The Chair works with the EO Webinar Producer 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 Webinar Producer. 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.
4. Reports
 - a. **Who/What** – The Chair provides written reports of WAB activity to the Administrative Division.
 - b. **When** – Reports are submitted at least twice annually, as called for (generally post-Annual Conference and summer update).
5. Other
 - a. The Chair facilitates WAB discussion on issues via listserv, email, and/or online meetings, as needed.
 - b. The Chair works with the EO Webinar Producer on any additional issues that need attention or discussion.

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

1. Transition
 - a. **Who/What/When** – The Past Chair assists the new Chair with any transition issues and provides historical context information, as needed.

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 called by the Division Representatives from the time the appointment is made, and to attend the Annual Administrative Division Meeting held in conjunction with Annual Conference.
2. Advisory Board Member identification/recruitment
 - a. **Who/What** – If identified in time, the Incoming Chair works with the Chair and EO Webinar Producer to identify and recruit potential new members for recommendation to the President-Elect for appointment.