

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 Web Event 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 give input to the conversation as needed. At least four online meetings will occur each year:
 - **September meeting.** The NACADA Advisory Board year officially begins in conjunction with each year's Annual Conference in October. The WAB Chair (or Chairs – current and incoming) will represent the WAB members at the annual Administrative Division meeting that takes place at conference each year to update the division on the work of the WAB over the previous year and intentions for the coming year. The September meeting will be to assist the Chair(s) in planning for this meeting. The results of the year's goals will be reviewed and goals for the coming year will be discussed. Subcommittees will be formed and subcommittee chairs appointed.
 - **November meeting.** The Chair(s) will report to the WAB members on any information learned at the Annual Conference meeting. Subcommittee chairs will report on plans made to meet their group's goals.
 - **Spring First Quarter meeting.** The WAB will meet sometime in February to discuss subcommittee progress and any new needs that may have arisen.
 - **Spring Second Quarter meeting.** The WAB will meet sometime in April or May 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.
3. 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, but all committee members are expected to serve on at least one of these groups.

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

1. 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 WAB members as appropriate.

2. 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. 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 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.
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 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. 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 (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. 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.

Webinar Advisory Board's role in supporting NACADA's Strategic Goals

1. Expand and communicate the scholarship of academic advising.
Who/What - WAB members provide input and participation in the Web Event series. Webinars allow NACADA members to share their expertise with a wide-ranging audience. Webinars provide an alternative format from the *NACADA Journal* and conference presentations to present and discuss research in advising. WAB members review hot topics to expand academic advising knowledge outside the conference seasons.
2. Provide professional development opportunities that are responsive to the needs of advisors and advising administrators.
Who/What – The WAB supports the work of the EO to provide professional development to members that is affordable and timely. The WAB and the Web Event series consider areas of interest to membership who may be unable to attend regional, annual, or international Conferences.
3. Pursue innovative technology tools and resources to support the Association.
Who/What – The unit seeks to review the use of varied digital formats to expand the scholarship of academic advising to members and to the global community at large. The WAB also supports the other alternative online formats available, including YouTube. WAB will continually support the digital format to help expand and experiment with new technologies to support the association as a whole.
4. Create an inclusive environment within the Association that promotes diversity.
Who/What – The WAB and EO continue to recruit presenters from diverse groups to promote the diversity of the association. Webinars provide an opportunity to show diversity across the association.
5. Promote the role of effective academic advising in student success to college and university decision makers.
Who/What – The WAB supports other internet formats to show the rich areas of knowledge and topics of the association. Providing the opportunity to view some of these webinars in a more open venue focuses attention on the major issues facing both students and advisors and provide a venue for reflection, discussion, and planning.
6. Develop and sustain effective Association leadership.
Who/What - The webinar format can promote effective leadership by promoting the Emerging Leaders Program and other leadership opportunities.