



AC Chair Newsletter – March 2022

Happy first week of spring! We know this is a long newsletter, but it is full of important information, so please read it carefully. It's broken down into sections if you need to read it in chunks. Deadlines are bolded for your convenience.

Annual Conference

- [Registration](#) is now open!
- Annual conference proposal reviews are underway! The completion deadline is **3/28/2022**.
 - Review the training video/slide on the [ACD Leaders Resource webpage](#).
 - Remember to select two sponsored sessions.
- Annual Conference AC session confirmations will arrive in **May**.
 - The day of your business meeting rotates annually (first day, second day, third day of conference which is a half day), as a reminder.
- If your AC chooses to have a social, those details must be confirmed in **June** for NACADA to include it in the conference program. Consider having a joint social with another AC!
- The submission deadline for the 2022 Annual Conference [Juried Art Exhibition](#) is **5/15/2022**.

Leadership Engagement

- When was the last time you met with your steering committee? Remember to get their vital input and work towards your AC goals.
- Steering Committee member appointments were due by **12/31/2021**. Liz sent a reminder email on 3/18/2022 to Chairs that have not submitted.
- Have you checked in with your Cluster Rep this year? Please reach out to them with any questions and take the opportunity to collaborate, work, learn from and engage with other Chairs in your Cluster!

Member Engagement

- Online events
 - Be sure to submit requests at a **minimum of 15 business days in advance** (sooner if you need more time for marketing).

- Online events are **limited in April** due to Global Awards season and **August, September, and October** due to Annual Conference preparations. Be sure to plan to secure a zoom meeting room!
- We've created new [promo templates](#) with Canva for use on social media. They allow you to get a little more creative in your promos.
- There are other options for member engagement beyond online events! Consider regular social media posts, newsletters, writing groups, or fostering conversation through your listserv or a chat program (like Slack or Discord).

Division Leadership

- Take a moment to congratulate incoming Leaders to the ACD!
- Consider reaching out to your AC's incoming chair if you are an outgoing chair. We do not expect elected Chairs to begin attending AC or Cluster meetings until their term begins, but they may if they choose.
- More information on training and onboarding for new Leaders is forthcoming.
- Applications to join the Division's Steering Committee as a Cluster Rep (term 2022-2024) will open **4/1/2022** and be due by **4/20/2022**. We will send more details to eligible candidates (outgoing and former AC chairs).

ACD Service Award

- Nominate a member who has given exceptional service to an individual AC, Cluster, or the whole division for an [ACD Service Award](#). Winners of the award are recognized with a plaque and attend the Global Awards Ceremony at Annual Conference. The deadline is 5/1/2022.
- We need a reviewer from each Cluster to evaluate each nomination. Recruit a volunteer from your AC and submit their name to your Cluster Rep by **4/20/2022**. We only assign about 2-4 nominations to each reviewer as not many nominations are received per year, so this will not take much time. Evaluating the nominations will take place approximately between **5/7-5/23/2022**. Final selections will be made by **5/27/2022**.

Global Advising Week

- Global Advising Week is coming up in May! NACADA will send more details to association members soon, but it is an excellent opportunity to plan for involvement that week.

[Potential Advising Communities \(PACs\)](#)

- In February, The Council voted to approve (with recommendations) the *Institutions Serving Hispanic Students* PAC. The proposal will move forward to the Board of Directors for approval in April or May.
- *International Student Academic Success* PAC is currently working on a survey to send to identified ACs to recruit potential membership and interest.

Division Goals

- The ACD Steering Committee has two working groups to accomplish Division Goals. Here are some updates:

- Division Promotion and Collaboration: Our workgroup met with Dayna and Farrah from the Executive Office on the operations of the ACD Fair.
 - For 2022 we will continue to host this morning event open to all conference attendees during breakfast. We are looking forward to creating a welcoming and open space for all to explore the ACD Division and your individual Advising Communities.
 - We will be going back to have each AC represented at the fair.
 - Our Clusters Reps on the committee Darryl, Jamie, John, and Tony have been playing such big role in the transformation of the ACD Fair.
 - If you any ideas or questions about the fair, please let us know!
- Division Processes and Procedures: This group is finishing up a new comprehensive handbook for AC Chairs and will be exploring new communication options for the division.

For upcoming deadlines and planning purposes, please refer to the [ACD Chair Timeline 2021-2022](#).

Cheers!



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