



# AC Steering Committees

*As an Advising Community Chair,  
you cannot go it alone!*

## What's the Purpose?

An AC Steering Committee is a great member avenue to active participation in the running of the Community and a conduit into other leadership roles within NACADA. The make up of an AC Steering Committee may vary by Community, but the overriding purpose is to support the goals of every AC to advance NACADA's strategic goals. Larger Communities may need more people on their Steering Committee because there is more work to coordinate. Steering Committee members commit to a minimum of quarterly meetings and must provide feedback to the Chairs throughout the year. Steering Committee members may lead subcommittees (publishing, social media, resources, proposals, etc.).

## What do SC members do exactly?

The AC Steering Committee (SC) helps achieve the goals in the Post Conference Report (due annually in November). Here are some tasks SC members are typically assigned:

- Create or maintain consistent communication within AC through email and/or social media outlets.
- Be a research champion. Encourage scholarship within your AC in whatever form works best for your members. This could be publishing an article in *AAT* or working on something more scholarly for the *NACADA Journal or Review*.
- Host an online discussion or create a series of discussions based on topics of interest or expertise within the AC.
- Other tasks to help AC move forward, such as coordinating the ACD Poster Fair, social events at national or regional events.
- Proposal experts within the group are always welcome, especially if one of your AC goals is to increase the number of proposals submitted for annual, regional or even international conferences.

## What are the terms of service?

Each Community may structure their Steering Committee as they wish, so the number of people on it and whether or not they have job descriptions is up to your group. Your AC should establish time commitment and length of service, a method of succession for committee members and plan for recruitment of new members as some move off. Some type of record keeping regarding SC members is necessary as Chairs transition out of their role after two years. Remember, Steering Committee members must be NACADA members since it is a leadership development role.