



## How to Get Involved in the Advising Communities Division

Following are some common ways to get involved in our division. If any of these spark interest, contact the Chair of the Advising Community directly for more information. Contact information for each Chair is available on each Advising Community webpage. That listing is located [here](#).

### 1. Review Proposals - Smaller Time Commitment and Online

- February time frame for actual review work
- Review 8-10 proposals and provide qualitative feedback
- Familiarizes members with the type and quality of proposals being submitted for Annual Conference
- May prepare members to submit proposals in the future at the regional or global level
- Limited amount of time needed and during a very specific period of time
- Provides a real service to the Chair so they can select the best sponsored sessions that represent the group's topic

### 2. Become a Steering Committee Member - Larger Time Commitment

- Helps drive the direction of the AC
- Provides constructive feedback to the Chair throughout the year
- Commits to at least quarterly meetings
- Participates on a working group, helps to facilitate an online discussion or an event
- May facilitate publications or proposals
- May cover the year's communication strategy
- Interested in future leadership of the AC

### 3. Other Duties as Assigned - Time Commitment Varies

- Organize and facilitate an online discussion on a hot topic
- Plan a series of social media or LISTSERV posts to your group on a hot topic
- Share templates, forms or examples from your institution relevant to the group's topic
- Develop an FAQ for your topic area
- Update the community resources page
- Commit to drafting the Community Snapshot for the group
- Create a newsletter for the group and commit to sending it out periodically
- Organize an in-person or online social for the group
- Find ways to collaborate with other Advising Communities
- Help create a survey on your group's topic in order to better serve the members
- Plan and submit a presentation proposal, perhaps with others in your AC
- Commit to submission of an article for [Academic Advising Today](#) related to your group's topic