**Region 2 Operating Principles – May 2020**

In keeping with the NACADA bylaws and the NACADA Regional Chairs Handbook, the Regional Division has developed the following set of guidelines to assist in the Regional Steering Committee structure, elections and meetings.

**Operating Principles for Region 2**

**1. Mission and purpose**

**NACADA Mission:** NACADA promotes student success by advancing the field of academic advising globally. We provide opportunities for professional development, networking and leadership for our diverse membership.

**The Purpose of the Region:** The Region’s purpose is to support NACADA’s mission by facilitating professional development activities, networking opportunities, leadership development, and member recruitment and service for the membership within their geographic area.

The regions propose activities to support academic advisors, faculty advisors and advising administrators within their geographic regions. Region members conduct annual region conferences, state, province or area drive-ins, promote NACADA membership and develop programs which fit the needs of their specific region.

Region Chairs, working with their Steering Committees, lead the functions of the regions. The following Operating Principles outline the responsibilities of the Region Steering Committee in accomplishing the work of the region and supporting NACADA’s mission.

**2. Membership**

1. Region 2 membership includes NACADA members from **Delaware, District of Columbia, Maryland, New Jersey, E. Pennsylvania and W. Pennsylvania, and Virginia.**
2. Region leadership is comprised of the Region Chair and the Region Steering Committee.
3. Membership meetings will be conducted twice annually at the Region Conference and at the Annual Conference.
4. NACADA annual membership dues cover membership in the Region.
5. All NACADA leaders must be NACADA members.

**3. Diversity (Inclusion) Statement**

The Region supports the NACADA Diversity statement which is located at [http://www.nacada.ksu.edu/About-Us.aspx](%20http%3A//www.nacada.ksu.edu/About-Us.aspx). (4/11/2017)

**4. Review of Operating Principles**

The Region Operating Principles must be reviewed at least every three years to be current with the NACADA mission and goals.

**5. Amendments of Operating Principles**

Amendments or other changes to the Operating Principles can be submitted by any member of the region, including current Steering Committee members, according to the following guidelines:

* Amendments must be submitted ***two months prior to the Regional Conference*** each year for initial consideration by the Regional Steering Committee at their Spring Meeting.
* If the Steering Committee initially supports the change, the current members of the Region will put those changes to a vote. NACADA’s online voting system must be used to conduct the vote. The vote will be advertised to region members on the website and via email.
	+ This vote is expected to take place as soon as possible and ***no later than the upcoming Annual Conference.***
* If the Region Steering Committee does not support the initial suggested change, the region member may present the proposed change to the regional membership in attendance at the Regional Business Meeting held during the Regional Conference.
	+ If a 51% quorum at that meeting agrees that the changes should be put to a vote of the region membership, those changes will be put to a region-wide vote as described above.
* A vote by the Region to change the Operating Principles does not require a quorum of region members to vote; it only requires a 51% majority of those who do vote.
* NO changes that are contradictory to the policies governing regions as established by NACADA can be made to the Operating Principles.
* All changes to operating principles must be approved by the Region Division Representatives and the Executive Office Liaison. This is to ensure consistency and that the changes do not conflict with policies established by NACADA.
* When changes are approved to these Operating Principles the Region Chair will be responsible for entering the changes into the Operating Principles and publically publishing the new version.

**6. Steering Committee**

1. **Structure and Purpose of Steering Committee**

 The Region Steering Committee helps the Region Chair set region direction by establishing goals and outcomes, provides assistance in establishing the region’s budget, and provides historical perspective during transitions of regional leadership.

 The Region 2 Steering Committee is made up of between 16-18 members from the Region. The Steering Committee represents the diversity of the region as well as represents each state/district/commonwealth within the Region Minimum requirements to hold any position require the following: current NACADA membership, active involvement in academic advising activities on local campus, institutional support (i.e. financial, supervisor) to attend Region Conference in the spring and attend additional steering committee meetings in June and December, excellent communication, presentation, organization, planning and follow through skills.

It is strongly encouraged that Regional Steering Committees invite members of their Region who are in a current term of a regional leadership program or of the NACADA Emerging Leaders Program to participate in the Steering Committee.

 The committee membership and duties will be as follows:

 **i. Region Chair** – two-year term elected by region membership

1. Organizes and chairs Steering Committee meetings.

 2. Provides tie-break vote at Steering Committee meetings.

 3. Represents the Steering Committee and Region at the Annual Conference.

 4. Produces the annual report for the region.

 5. Works with Steering Committee in establishment, submission, and execution of annual Region goals.

 6. Performs Region Chair Duties outlined in the Region Chair Handbook.

**ii. Immediate Past Region Chair** – one year as ex-officio.

 1. Serve as a resource and guide to the new Region Chair and Region Steering Committee.

 **iii. State/District/Commonwealth Liaisons**. The following positions comprise the steering committee: **Delaware State Liaison, District of Columbia Liaison, Maryland State Liaison, New Jersey State Liaison, Pennsylvania (East) State Liaison, Pennsylvania (West) State Liaison, Virginia State Liaison.**

Suggested Minimum Qualifications:

1. Must work in the state/district/commonwealth for at least a year.

 2. Liaisons must be employed at an institution in their respective state/district/commonwealth throughout their term.

 3. Must have attended at least one state/district/commonwealth one-day advising conference (such as a Drive-In).

 Responsibilities:

 1. Promote and encourage membership in NACADA throughout their respective state/district/commonwealth. Serves on sub-committees or task forces to address regional issues. Brings concerns, issues and needs from their state/district/commonwealth to the attention of the Region Chair and Steering Committee.

 2. Coordinate local activities/workshops, such as NACADA sponsored Drive-In conferences.

 3. Maintain communication between NACADA, the state/district/commonwealth membership, and any allied organizations in their state/district/commonwealth.

 4. Attend NACADA sponsored state/district/commonwealth events to support membership and promote the activities, events, and benefits of NACADA.

 5. Report activities through the use of statewide email campaigns directed at NACADA members through the use of approved channels for the Region.

 6. Required to attend Region Steering committee meetings held in June and December, which are critical to strategic planning process (i.e., goal setting, budget, conference evaluation) for the Region.

 7. Conduct membership meetings at the Regional Conferences. Conduct membership meetings at the Annual Conference if able to attend.

 **iv. Current Region Conference Chair(s)**

Suggested Minimum Qualifications:

 1. Detail-orientated with strong organizational, project management, and event planning skills.

2. Excellent written and verbal communication skills, including the ability to speak publicly on behalf of region.

3. Collaborative nature with ability to oversee conference committee members across multiple institutions.

 4. Must have previously attended at least one regional conference.

Responsibilities:

 1. Coordinate all functions of the Regional Conference.

 2. Select all sub-committee chairs for the conference.

 3. Present a final expected budget and theme to the Regional Steering. Committee no later than the December Steering Committee meeting.

 4. Coordinate the arrangements for conference. Coordinate the lodging and meeting logistics for December Steering Committee meeting to be held in conference location.

 5. Submit final Region Conference budget by June 15 to the Region 2 Chair.

 6. Submit final conference report to EO and Region 2 Chair.

 7. Maintain communication between NACADA and the state and allied organizations. Promotes and encourages membership in NACADA throughout their respective state/commonwealth/district. Serves on sub-committees or task forces to address regional issues. Brings concerns, issues and needs form their state/province to the attention of the Region Chair and Steering Committee.

8. If institutional funding allows, attend the Annual Conference training session for conference chairs.

 9. Participate in online training modules provided by the NACADA Executive Office.

 10. Required to attend Region Steering committee meetings held in June and December, which are critical to strategic planning process (i.e., goal setting, budget, conference evaluation) for the Region.

**v. Next Year’s Region Conference Chair(s)**

 Suggested Minimum Qualifications:

 1. Detail-orientated with strong organizational, project management, and event planning skills.

2. Excellent written and verbal communication skills, including the ability to speak publicly on behalf of region.

3. Collaborative nature with ability to oversee conference committee members across multiple institutions.

 4. Must have previously attended at least one regional conference.

 Responsibilities:

 1. Gather information from surveys and Regional Steering Committee members and identify potential meeting sites and meeting chairs.

 2. Outreach to area conference and tourism agencies and submit RFPs (Request for Proposals).

 3. Develop professional rapport with sales directors as an ambassador of NACADA Region 2.

 4. Prepare a detailed report and make recommendations of at least three potential sites to the Regional Steering committee so that sites are selected at least two years in advance.

 5. Conduct a vote of Region 2 steering committee to select final conference location.

6. Communicate with Region Chair and NACADA Executive Office to assist contract negotiations.

7. Shadow the current Region Conference Chair(s) during the Region Conference to understand the Region Conference planning process.

 8. If institutional funding allows, attend the Annual Conference training session for conference chairs.

9. Participate in online training modules provided by the NACADA Executive Office.

10. Required to attend Region Steering committee meetings held in June and December, which are critical to strategic planning process (i.e., goal setting, budget, conference evaluation) for the Region.

**vi. Awards Chair**

Suggested Minimum Qualifications:

1. Detail-orientated with strong organizational skills in order to solicit and manage all nominations and readers.

2. Excellent communication skills and ability to speak publicly on behalf of awards program, as well as host the awards ceremony.

3. Collaborative nature to promote program, coordinate readers, and oversee sub- committee.

Responsibilities:

1. Coordinate the Regional awards program, soliciting nominations by promoting the opportunity to the region, and notifying the Region Steering committee of award winners.

2. Ensure that funds are distributed to award winners and notify EO of the recipients each year.

3. Order the award plaques for the Region awards programs.

4. Host the awards ceremony and any additional awards-related events.

5. Maintain sub-committee to assist in all aspects of the awards process.

6. Required to attend Region Steering committee meetings held in June and December, which are critical to strategic planning process (i.e., goal setting, budget, conference evaluation) for the Region.

**vii. Communications Chair**

 Suggested Minimum Qualifications:

 1. Ability to manage a team remotely and maintain consistent communication and direction on communication strategy

 2. Experience utilizing various social media and publishing platforms, including Wordpress/Blogger, Instagram, Facebook, Twitter, and Youtube

 3. Excellent written communication skills and attention to detail in editing

 4. Experience using basic design software, such as Canva and Adobe Suite is helpful, but not mandatory.

 Responsibilities:

 1. Develop and coordinate regional communications plan in support of state and regional conferences, awards and mentoring program.

 2. Collaborate with members of Region Steering Committee to facilitate communication with Region membership.

 3. Updates content on Region 2 NACADA web page, Facebook page, and Region Conference blog.

 4. Oversees all Region 2 so cial media platforms.

 5. Maintain subcommittee to assist in administering over all aspects of communications.

 6. Facilitate communication and publicity in support of regional and state drive-in conferences.

 7. Required to attend Region Steering committee meetings held in June and December, which are critical to strategic planning process (i.e., goal setting, budget, conference evaluation) for the Region.

**viii. Mentoring & Membership Chair**

 Suggested Minimum Qualifications:

 1. Past engagement in NACADA Region 2 Mentoring Program as a Mentor or Mentee; Past or current NACADA ELP Leader or Mentor; or Past experience in mentoring programs at institutions or other organizations.

 2. An understanding of how mentoring programs are organizations from recruitment to matching to ongoing training.

 3. Excellent written and communication skills and ability to communicate with membership on engagement initiatives.

 Responsibilities:

 1. Identify membership recruitment activities, especially those that help to diversify the region membership.

 2. Collaborate with Liaisons and the Communications Chair to implement regional membership drive campaigns.

 3. Develop, coordinate, and assess the Regional Mentoring Program. Activities include the recruitment, selection, and paring of regional mentors and mentees and annual program assessment with recommendations to improve the program.

 4. Collaborate Conference Co-Chairs on the logistics (budget, menu, location) to implement the Mentor Reception at the Regional Conference.

 5. Coordinate intentional communication between regional mentors and mentees.

 6. Required to attend Region Steering committee meetings held in June and December, which are critical to strategic planning process (i.e., goal setting, budget, conference evaluation) for the Region.

**ix. Diversity, Inclusion, & Engagement Chair**

 Suggested Minimum Qualifications:

 1. Detail-orientated with strong organizational skills.

 2. Excellent written and oral communication skills.

 3. Collaborative nature to oversee sub-committee or representatives of diverse backgrounds.

 4. Experience with and passion for issues of diversity and inclusion in higher education.

 5. Willingness to work with multiple NACADA constituencies, including, but not limited to, NACADA’s Inclusion and Engagement Committee.

 Responsibilities:

 1. Recommends actions, initiatives, and programming in support of diversity and inclusion.

 2. Recruits Region 2 members from underrepresented populations (including but not limited to ethnicity, gender, gender identity, disabilities, sexual orientation, institutional type, and employment position).

 3. Solicits nominations of advisors/advising administrators from underrepresented populations for regional and annual awards, scholarships, Emerging Leaders Program, and leadership positions.

 4. Encourages submission of proposals regarding diversity and inclusion issues to the Region 2 and Annual NACADA Conferences.

 5. Encourages practices with respect to diversity and inclusion at the Region 2 NACADA Conferences.

 6. Encourages region members to contribute to the expansion of diversity and social justice-related research and publications.

 7. Seeks, maintains, and communicates resources for advising underrepresented populations and supporting faculty and staff from underrepresented populations.

 8. Establish and maintain subcommittee do address the diverse needs of the regional population.

 9. Required to attend Region Steering committee meetings held in June and December, which are critical to strategic planning process (i.e., goal setting, budget, conference evaluation) for the Region.

**b. Election/Appointment of Steering Committee Members**

 i. Steering Committee members, with the exception of Region Conference Chairs, are elected by region membership for two-year terms with the election staggered between representatives to allow for continuity of regional activities.

 ii. Region Chairs, with the support of the Steering Committee, appoint Region Conference Chairs.

 iii. The Region Chair will call for nominations via email around the time of the Annual Conference in October. Elections will be held via executive office between Annual Conference and Regional Conference. Members may nominate themselves or others colleagues for available positions.

 iv. For positions elected by entire regional membership, nominees must be vetted by the Regional Steering Committee to ensure candidates meet the minimum job qualifications prior to elections being run.

 v. Qualifications for all positions: Current NACADA membership, active involvement in academic advising activities on local campus, institutional support (i.e. financial, supervisor) to attend Region Conference in the spring and attend additional steering committee meetings in June and December, excellent communication, presentation, organization, planning and follow through skills.

 vi. In the case of mid-term vacancies or elections that generate no candidates, the Region Chair may fill the position by appointment with approval of the Steering Committee. The appointed member may then run for one additional full term.

**c. Terms of office**

 i. Newly elected members will start their term at the spring Regional Conference (or at the fall Annual Conference).

 ii. Region 2 does allow representatives to complete a second two-year term.

 1. To be eligible to serve in a second consecutive term, steering committee members must be reviewed by the Region Chair and Immediate Past Region Chair to ensure job responsibilities have been met during their term.

iii. After four (4) years of service on the Steering Committee in one (or two) elected positions, the member must remain off the Steering Committee in any elected position for a minimum of three years. After that three-year break in service, a region member is again allowed up to four years of service in these positions. This restriction does not apply to the positions of Region Chair (whose terms rules are governed by the NACADA Bylaws) or Region Conference Chair.

**d. Removal of Steering Committee Members**

 i. An appointed or elected Steering Committee member may be removed for cause, at any time, by the Region Chair, in consultation with remaining members of the Steering Committee and the NACADA Executive Office.

 ii. If a Steering Committee member moves out of the Region, they can no longer serve on the Steering Committee and should be replaced.

 iii. If a Steering Committee member no longer meets the minimum qualifications as outlined in 6.a (current NACADA membership, active involvement in academic advising activities on local campus, institutional support, etc.), they may no longer serve on the Steering Committee and may be removed within 30 days by the Region Chair, in consultation with remaining members of the Steering Committee and the NACADA Executive Office.

**e. Unexpected Vacancies**

 i. The Region Chair, in consultation with the Steering Committee, will appoint an appropriate replacement to complete the remainder of the term.

 1. The replacement will be eligible to run for a future term as outlined in Section b above.

 ii. In the event that the Region Chair relocates to a new region during their term they will forfeit their Chair position at the time of the move (see exception in #2 below).

 1. If there is a Chair-elect at this time, that person will be moved into the Chair position to finish the departing Chair’s term and continue for their own elected term.

 2. In other situations the Regional Division Representatives, in consultation with the relocating Region Chair, will select and appoint a new Chair to complete the departing Chair’s term. The Regional Division Representatives may allow the relocating Chair to continue as the Region Chair based on location and availability if there is not a Chair-elect. This person will be able to run for election in the next term.

**f. Meetings of the Steering Committee**

 i. Appointed and elected members of the Region Steering Committee are required to participate in the Regional Steering Committee Meetings the first Thursday & Friday of June (either virtual or in person) and first Thursday & Friday of December (at site of upcoming Regional Conference.

 ii. Appointed and elected members of the Region Steering Committee are expected to participate in the Regional Steering Committee Meetings at both the NACADA Regional Conference and the NACADA Annual Conference (if intuitional funding supports this).

 iii. Additional meetings throughout the year may be scheduled or arranged by the Region Chair to conduct Regional Business as needed. These meetings may be conducted via teleconference.

 iv. In all cases, the majority of those Steering Committee members present will constitute a quorum for conducting Regional Business.

 v. Missing two required meetings (as outlined in part i.) can result in being dismissed from the position.

**7. Sub-Committees**

To assist in the fulfillment of regional goals and processes, subcommittees shall be formed at the discretion of the Region 2 Chair.

a. Leadership & Membership

 i. Each subcommittee is to be chaired by a member of the Regional Steering Committee who is appointed by the Region Chair.

 1. The subcommittee chair term is one year. Reappointment is possible, but for no more than two consecutive years.

 ii. Membership on the subcommittees is to be open, as able, to the general region membership. Membership is to be no more than 10 members, including the subcommittee chair. The subcommittee chair is responsible for managing membership on the subcommittee.

b. Reporting

 i. Chairs of subcommittees will send a report to the Region Chair no later than 48 hours prior to the next Steering Committee meeting.

 ii. Reports are to include goals since the last meeting, action items toward those goals, requests for assistance, general announcements, and proposed new goals for the next meeting.

 iii. Failure to report will result in replacement of the subcommittee chair.

c. Examples of subcommittees

 i. Communications

 ii. Awards

**8. Yearly Regional Conference Determination**

a. Region 2 Conferences are held in the spring of each year.

b. Site selection is based on the following format: Future Regional Conference Chairs, in collaboration with Region Steering Committee, will research and report out on recommendations for Region Conference location.

c. Region Conference Chair is selected by the Region Chair in consultation with the Steering Committee.

**9. Region State/Province professional development funds**

At the discretion of the Steering Committee, and if built into the Region budget, professional development funds up to $500 USD (this is the max amount allowed) can be allocated to each state/commonwealth/district each year. These funds are in addition to individual state budgets and are to only be used when a state account has insufficient funds to host an event.

**10. Budget**

In line with the organizational structure and the philosophy of NACADA, regions have flexibility in handling the financial needs associated with their operation. This flexibility is intended to encourage creativity, broaden incentives to have successful conferences, and to increase membership.

**The Region Chair and the Steering Committee:**

1. Prepare and submit an annual region budget to the Region Division Representatives.

2. Monitor region expenditures by carefully reviewing all reports sent by, or requested from, the Region Division Representatives or the Executive Office.

3. Ensure the cost effective utilization of NACADA funds.

**Region Chairs are responsible for three budgets:**

1. Region Budgets used for region wide activities and projects.

2. Region Conference budgets used for the spring Region Conference.

3. Budgets for NACADA - sponsored state/commonwealth/district Drive-in Conferences.

**Complete information and instructions are located in the Region Chair Handbook at**<http://www.nacada.ksu.edu/About-Us/NACADA-Leadership/Regional-Division/Region-LeaderResources.aspx> - Region Chair Handbook, Region Financial Responsibilities section.