

## Commission and Interest Group Division Post-Conference and Annual Leadership Report Guidelines

The goals, plans and activities established by Commissions and Interest Groups should be directly related to the mission statement strategies within the NACADA Strategic Plan. In doing so, your units and the CIG Division are helping to further the missions of the Association. The process of assigning activities to specific strategic goals can easily be done during the reporting process completed after the annual conference each fall. Having these activities directly linked to the Strategic Plan will assist the Division Reps and Executive Office in preparing agendas and action items for Council and Board meetings.

### **STEPS IN COMPLETING POST-CONFERENCE REPORTS** (after annual fall conference)

To prepare for submitting your post-conference report, it is recommended that you have a printed copy of the following documents to assist you:

1. **A list of your unit's goals, plans and activities** for the next year
2. **NACADA Strategic Plan** ([www.nacada.ksu.edu/Leadership/StrategicPlan/index.htm](http://www.nacada.ksu.edu/Leadership/StrategicPlan/index.htm))
3. **A copy of last year's annual report** (submitted in previous summer)
4. **List of unit members serving on committees** in your unit or assisting with activities (include institutions)

**Section 1 — Identify the members volunteering and serving within your unit** (on steering committees, other committees, served as webmaster, proposal readers, helped with Fair, wrote articles, etc.).

**Section 2 —** Enter the goals and activities being proposed for your unit for the next year, including the person(s) responsible for the task, a target date for completion, and assessment criteria to be used to determine if the goal was met. Referring to the Strategic Plan, assign each goal or activity to the appropriate mission strategy to which it most closely relates.

- It is recommended that you plan only a few primary activities and/or goals on which your commission will focus for the next year. Remember — **you do not need to list an activity for every mission statement listed**. Be sure to describe the assessment criteria that will be used to determine if these goals are met. (Before next fall, you will report on the progress made towards these goals.)
- **If an activity requires a budget request, include it here** when describing the activity (Commission Chairs only). New or continuing activities should *not* be entered in the "Assess" column of a previous activity, especially if a new Chair is in office.
- **Notes:**
  - If your Commission plans to offer the **Service to Commission Award** next year, be sure to list this in the "Activity" column as a goal where applicable and include the \$50 budget request with that activity statement.
  - If you are an **Interest Group planning to seek Commission status** next year, be sure to list that goal in the "Activity" column. (Otherwise, these reports are optional for Interest Groups.)

**Section 3 —** Include issues of concern or items for consideration by the Division and/or Council.

**Section 4 —** Describe how you have incorporated diversity and inclusiveness of membership into planning your unit's goals and activities. What criteria were used to accomplish this (such as institutional type, ethnicity, new professionals, experienced professionals, role—faculty, administrator, advisor; region, etc.)?

**Section 5 —** Enter a summary of your annual meeting held during the fall conference, and any other meetings or teleconferences held for your unit during the year. Be sure to include the date of each meeting.

### **REPORT NOTES:**

- **A goal or activity does not need to be entered for each mission statement listed.** Focus only on those goals most important or could have significant benefit to the unit and its members that will be reasonably achievable within the next year or within your term as Chair.
  - The "**Date Completed**" and "**Progress Made and Assessment of Strategies/Actions Taken**" columns will be completed in the summer when submitting the annual fall report for your unit.
  - **To make any changes** once your report is submitted, contact the CIGD Division Liaison to the Executive Office. Visit [www.nacada.ksu.edu/Leadership/cidiv.htm](http://www.nacada.ksu.edu/Leadership/cidiv.htm) for contact information.
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## **STEPS IN COMPLETING ANNUAL FALL REPORT UPDATES** (in late summer)

By late summer, Chairs are asked to provide updates and status reports on the goals, activities, volunteers, and other information entered in their post-conference reports from the previous fall, which have been posted on the web. Chairs will access their respective post-conference reports to make their annual fall updates. Please use the following procedures to update that report.

To prepare for submitting your annual fall report, it is recommended that you have a printed copy of the following documents to assist you:

1. **A copy of your post-conference report** (submitted the previous fall)
2. **Information on the status of each goal/activity planned** or the progress towards its completion.
3. **List of unit members who served on committees in your unit** or assisted with activities (including institutions) over the past year.

**Section 1** — Update the list of volunteers previously entered as needed to reflect current unit members who served over the past year and assisted with your unit's activities and goals (committee members, proposal readers, etc.). Add new volunteers as appropriate as well as delete the names of individuals previously submitted who may not have served as initially reported. **Note:** Changes for new *incoming* committee members serving *after* the annual conference or for those rotating off a committee will be made in your post-conference report due in November.

**Section 2** — Update “**Date Completed**” and “**Progress Made and Assessment of Strategies/Actions Taken**” columns for each unit goal or activity included on your post-conference report submitted last fall to reflect its current status.

- Date Completed — Update as appropriate. If still pending, note such in this column and indicate a new projected completion date as appropriate.
- Progress Made and Assessment of Strategies/Actions Taken — Report the current status or progress of each activity. Include brief assessment of strategies and actions taken to determine if goal was met.

Report the status of each goal even if it has not yet been completed or is in progress. If new activities were completed beyond those initially projected, make a new entry under the applicable mission statement, and complete all the columns for that entry.

**Note:** New goals or activities that your unit may be planning for next year should *not* be added at this time. These will be submitted in your post-conference report due in November.

**Section 3** — If your unit has any issues of concern or items for consideration by the Division, Council, or Board of Directors at the fall leadership meetings, include those in this section.

**Section 4** — Add comments or observations you would like to share based on your plans to incorporate diversity and inclusiveness of membership into your unit's goals and activities as projected last fall.

**Section 5** — Report any conference calls or meetings conducted among unit members since the annual conference last fall. You might include a summary of discussions that you initiated on your unit's list serve or e-mail communications sent to all members of your unit.

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**Submission of Completed Leadership Reports** — Once you have completed the entries and/or updates to your respective Leadership reports, e-mail the report as a Word document to the CIGD Division Liaison to the Executive Office. These reports will be posted to a special web page for access by the Division Reps, Steering Committee members, and Unit Chairs for review purposes.

If you have any questions about completing items or updating any section of your Leadership report, please contact one of the CIGD Division Representatives or the CIGD Liaison to the Executive Office. Visit [www.nacada.ksu.edu/Leadership/cidiv.htm](http://www.nacada.ksu.edu/Leadership/cidiv.htm) for contact information for these individuals.

Thank you!