Commission & Interest Group Division Meeting
October 5, 2013 • 251 EF - Salt Palace Convention Center
Salt Lake City, UT

Agenda

I. Introduction & Welcome
1. Welcome
2. What is the CIGD?
3. Role of Executive Office and Liaison
4. Ice Breaker
5. Group Photo
6. Welcome from Board of Directors

II. Division Related Information
1. Packet Review
2. Approval of 2012 Division Meeting Minutes (Vote)
3. Division Updates
4. CIGD Service Award
5. CIGD Sponsored Sessions

III. Chair Roles and Responsibilities
6. Chair Expectations
7. CIGD Fair
8. Tips for being a SUPER Chair
9. How to increase participation:
   o Annual Conference Meeting
   o Member Activity
10. Steering Committees
11. Communicating with your membership
    o CIG webpages
    o Other Communication Methods
    o Email vs. Listservs
    o Listserv Etiquette
12. Timeline Cheat Sheet Review

IV. Additional Items
13. New NACADA Mission, Vision, Goals
14. New Leadership Reports
15. Other Items

BREAK

V. Assessment/New Reporting Method/Cluster-Small Group Activities

VI. Announcements
• CIG Division Meeting Feedback Form (provided in the packet) – Please return to Reps
• Annual Town Hall Business Meeting on Tuesday, October 8, 5:45-6:45pm
• Leadership Dinner will be held following this meeting from 5-7pm – Marriott, Grand Ballroom A-D
• Leadership Reception will be held tonight from 8:30-10:30pm – Hilton, Alpine Ballroom 2nd Floor

VII. Adjournment