

## **Advisory Board Chair Handbook Administrative Division**

Congratulations on your appointment as an Advisory Board Chair within the National Academic Advising Association. This guide is designed to assist you in the performance of your responsibilities as a NACADA leader. Used in conjunction with the comprehensive information available on the NACADA web site at [www.nacada.ksu.edu](http://www.nacada.ksu.edu), it should answer many of your questions concerning the Association.

Besides the duties unique to each position, Advisory Board Chairs are responsible for representing their constituencies, participating in meetings, nurturing new leadership, and promoting membership in the Association. With these opportunities also come the responsibilities of recommending potential Advisory Board members, overseeing the preparation of your group's annual plan of work, and a host of other activities.

An additional comprehensive leadership resource, the General Leadership Handbook, is available to you at <http://nacada.ksu.edu/Leadership/GeneralLeadershipHandbook.htm>.

Good luck and welcome to NACADA leadership!

### **Transition Tips for Advisory Board Chairs**

- Immediately upon your being appointed to an Advisory Board Chair position, make sure to talk with the current Chair to obtain an overview of your responsibilities, share insights into your new role, and identify items you need to attend to during your first few months. Your main responsibility during the months preceding the Annual Conference is to learn your new role and ask questions, so be sure to take advantage of this developmental time. You will assume the duties of Advisory Board Chair at the conclusion of the Annual Conference.
- Each Advisory Board has an Executive Office staff member who serves as its Liaison. It is the Liaison's responsibility to provide guidance to the Chair in fulfilling his/her responsibilities and achieving the Advisory Board's goals; to communicate with the Chair on a regular basis; and to provide continuity by assisting in the transition to a new Chair. Once you are appointed to your position, set a time to talk with your Liaison to discuss ideas and insights into your new role. **A list of Executive Office Liaisons and their contact information is included at the end of this handbook.** Again, take advantage of this time to learn and ask questions of your Liaison in preparation for assuming your leadership position in the fall.
- The Annual Conference is a good time to meet and visit with other Chairs, as well as the other NACADA leaders you will be working most closely with – the Division Representatives, Executive Office Liaisons and staff members, Council members, and Board of Directors.

- When a NACADA-related email or other correspondence arrives, read it as soon as possible and determine action needed and timeline. It is very easy to put these responsibilities aside when you have pressing matters to attend to on a daily basis.
- Be prepared for the Division meeting at the Annual Conference. You will be receiving information prior to the Division meeting; it is extremely beneficial to have read it prior to attending the meeting, since typically some items are addressed rather quickly. Make notes so that you don't miss an opportunity to provide valuable input on items of interest to you and your group.
- Enjoy your time as Chair, and take full advantage of the learning time that is built into the months before you assume your leadership position. Dive in and learn your responsibilities quickly. Your term will be up before you know it and you will want to be as effective a leader as possible.
- ***When you are the outgoing Chair***, make it your responsibility to schedule a time to talk with the incoming Chair to share information and identify items that will need attention first.

### **Advisory Board Chair Responsibilities**

Advisory Board Chairs are appointed to two-year terms by the President-Elect and provide leadership for Advisory Boards whose function is to provide the Executive Office with guidance and recommendations concerning the conduct of NACADA programs and the development of resources. Advisory Board Chairs report to the Executive Office.

#### **Major leadership responsibilities:**

- Coordinating the various activities of the Advisory Board.
- Leading Advisory Board meetings during the Annual Conference.
- Working with the Executive Office staff to identify issues that need attention and discussion.
- Developing and coordinating outcomes for the events or activities overseen by the Advisory Board.
- Working with the Executive Office Liaison to identify potential new members of the Advisory Board annually.
- Coordinating communication with the Division Representatives and the Executive Office.
- Submitting reports in a timely fashion.
- Requesting necessary Advisory Board web page updates from the Executive Office Liaison. To access your Advisory Board's web page, visit <http://www.nacada.ksu.edu/AdministrativeDivision/index.htm>, then click on your Advisory Board's name.

#### **Meetings to attend:**

- Administrative Division Leadership meeting at the Annual Conference. (This meeting includes Chairs of both the Advisory Boards and the standing Committees. Details are sent to Chairs during the summer.)

- Advisory Board meeting at the Annual Conference. (Each Advisory Board meets during the Annual Conference. Details are sent to Chairs during the summer. Chairs are encouraged to communicate information about these annual meetings with Advisory Board members before the conference.)
- Advisory Board or Division meetings via teleconferences, as scheduled.

### **Written reports/communications:**

- Announcements are sent to Advisory Board members by email as needed. A web page, maintained at the Executive Office, is updated through the Advisory Board Chair. To access your Advisory Board's web page, visit <http://www.nacada.ksu.edu/AdministrativeDivision/index.htm>, then click on your Advisory Board's name.
- Utilize the advisory board list serve for discussions, soliciting information and ideas from Advisory Board members, or communicating information to Advisory Board members.
- Submit a post-conference Leadership report after the Annual Conference in the fall focusing on the ways the Advisory Board is carrying out the NACADA Strategic Plan, which is located at <http://nacada.ksu.edu/PolicyProc/strategicplan.htm>. The Administrative Division Chair will email the report form to Advisory Board Chairs. This report is submitted to the Administrative Division Reps and your Executive Office Liaison.
- Submit an annual Leadership report in the summer to advise the Council and Board of progress toward the goals set in the post-conference report. The Administrative Division Representative will email the report form to Advisory Board Chairs. This report is submitted to the Administrative Division Reps and your Executive Office Liaison.

### **Resources and support:**

- Your institution gives approval and provides support to your commitment to the Advisory Board Chair position, including your registration fees and all expenses for the Annual Conference.
- NACADA will reimburse Advisory Board Chairs for expenses related to the day and night of the Administrative Division meetings prior to the conference (but *not* during conference) as follows: shared lodging (one-half the lowest standard room rate) and up to a predetermined amount per day for meals (less meals provided by NACADA). A reimbursement form will be distributed at this meeting.
- As an Advisory Board Chair, you will work closely with the two Administrative Division Representatives; one is elected by the Advisory Board Chairs and the Committee Chairs, and one is appointed by the incoming President. Both Division Representatives share the responsibilities of convening meetings; advising Chairs on activities; presenting Division items to the Council as needed; orienting new Chairs within the Division; gathering post-conference and annual reports from

Chairs and distributing these reports to the Executive Office and Council; and preparing timely written Division reports to the Council and Board of Directors.

**The current Administrative Division Representatives and their contact information are listed at the end of this handbook.**

- The Executive Office provides staff assistance for web updates, communications to members, membership information and statistics, etc. Your Executive Office Liaison will provide guidance in fulfilling Advisory Board responsibilities and achieving goals; will communicate on a regular basis; and will provide continuity by helping to identify potential new Advisory Board members and assisting in the transition to a new Chair. **A list of Executive Office Liaisons and their contact information is included at the end of this handbook.**
- For an outline of the responsibilities of advisory board Chairs, you may also refer to the NACADA Leadership information at <http://nacada.ksu.edu/Leadership/AdvisoryBoardChairOverview.htm>, visit the [Administrative Division web site](#), or contact **Maxine Coffey**, Administrative Division Liaison, at 785-532-5717 or [mcoffey@ksu.edu](mailto:mcoffey@ksu.edu).

### **Timeline of Activities for Advisory Board Chairs: 2011 - 2012**

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#### October

- Attend Division meeting prior to Annual Conference.
- Participate in Annual Conference.
- Participate in Advisory Board meeting at Annual Conference; this meeting will be conducted by the current Advisory Board Chair. (Incoming Advisory Board Chairs will take office at the conclusion of the Annual Conference.)

#### November

- Begin ongoing review and updating of Advisory Board web page. To access your Advisory Board's web page, visit <http://www.nacada.ksu.edu/AdministrativeDivision/index.htm>, then click on your Advisory Board's name.
- Submit a post-conference Leadership report after the Annual Conference focusing on the ways the Advisory Board is carrying out the NACADA Strategic Plan. The Division Rep will email the report form to Advisory Board Chairs. Send your report to current Division Reps and the Executive Office Liaison.

#### December

- Communication of all types (bulletins, letters) via email is encouraged.

#### January

- Provide any necessary updates of Advisory Board activities to Administrative Division Reps and Executive Office Liaison for inclusion in reporting for the Midyear Board Meeting.

#### February

- Participate in NACADA's online Leadership election process.
- Review Advisory Board web page for any necessary updates; request updates from the Executive Office liaison. To access your Advisory Board's web page, visit <http://www.nacada.ksu.edu/AdministrativeDivision/index.htm>, then click on your Advisory Board's name.

#### March & April

- Make recommendations of potential new advisory board members through your Executive Office Liaison, who is also a great resource to assist in identifying potential new Advisory Board members.
- Begin to identify potential leadership candidates and nominate them/encourage them to consider running for office in the next election.
- Facilitate communication between yourself and the newly appointed Chair or members of your group.
- Assist with orientation process for new members of your group.

#### May

- Gather information for annual reports.
- Register for the Annual Conference as soon as possible. A registration form and information on conference hotels is updated annually and is posted at <http://www.nacada.ksu.edu/annualconf/2011/index.htm>.

#### June

- Submit an annual Leadership report in the summer to advise the Council and Board of progress toward the goals set in the post-conference report. The Division Rep will email the report form to Advisory Board Chairs. Send the report to current Division Representatives and the Executive Office Liaison.

#### July

- Begin to identify agenda items for the fall Advisory Board meeting in conjunction with the Annual Conference.

#### August

- Contact Advisory Board members regarding agenda items for Advisory Board meeting at the Annual Conference.

#### September

- Prepare agenda for Advisory Board meeting in conjunction with the Annual Conference.
- Prepare for Division meeting by reviewing agenda and all NACADA Leader reports.
- Review and request any updates needed for the Advisory Board web page. To access your Advisory Board's web page, visit <http://www.nacada.ksu.edu/AdministrativeDivision/index.htm>, then click on your Advisory Board's name.

#### October

- Attend Division meeting prior to Annual Conference.
- Participate in Annual Conference.
- As current Advisory Board Chair, conduct the fall Advisory Board meeting at the Annual Conference.
- Schedule a time to talk with the incoming Chair of your Advisory Board to share information and items that will need attention first (in second year of term).
- Work closely with the incoming Chair and the Executive Office Liaison during the transition to new leadership.

### **NACADA Administrative Division Representatives and Executive Office Liaisons**

The Administrative Division represents administrative services of the Association and has as its primary charge to develop and refine policies, procedures, and activities of the Division and its sub-units. The Administrative Division is composed of the following Committees and Advisory Boards; for more information, contact the Executive Office Liaisons listed below, and /or the Administrative Division Representatives.

### **Administrative Division Representatives:**

Administrative Division Representative (elected 2010-2012): Nathan Vickers, [nvickers@austin.utexas.edu](mailto:nvickers@austin.utexas.edu).

Administrative Division Representative (appointed 2009-11): Susan Fread, [sfread@lccc.edu](mailto:sfread@lccc.edu).

Administrative Division Representative-Elect (appointed 2011-2013): Pamela Marsh-Williams, [marshwil@acad.umass.edu](mailto:marshwil@acad.umass.edu).

Administrative Division Executive Office Liaison: Maxine Coffey, [mcoffey@ksu.edu](mailto:mcoffey@ksu.edu).

### **Advisory Board Executive Office Liaisons:**

AACSS (Academic Advising Consultants and Speakers Service) Advisory Board: Michele Holaday, [mholaday@ksu.edu](mailto:mholaday@ksu.edu)

Administrators' Institute Advisory Board: Jennifer Rush, [jlrush@ksu.edu](mailto:jlrush@ksu.edu)

Annual Conference Advisory Board: Rhonda Baker, [baker@ksu.edu](mailto:baker@ksu.edu)

Assessment Institute Advisory Board: Jennifer Rush, [jlrush@ksu.edu](mailto:jlrush@ksu.edu)

Emerging Leader Program Advisory Board: Leigh Cunningham, [leigh@ksu.edu](mailto:leigh@ksu.edu)

Publications Advisory Board: Marsha Miller, [miller@ksu.edu](mailto:miller@ksu.edu)

Summer Institute Advisory Board: Diane Matteson, [matteson@ksu.edu](mailto:matteson@ksu.edu)

Webinar Advisory Board: Leigh Cunningham, [leigh@ksu.edu](mailto:leigh@ksu.edu)

### **Standing Committee Executive Office Liaisons:**

Awards Committee: Farrah Turner, [fturner@ksu.edu](mailto:fturner@ksu.edu)

Diversity Committee: Leigh Cunningham, [Leigh@ksu.edu](mailto:Leigh@ksu.edu)

Finance Committee: Charlie Nutt, [cnutt@ksu.edu](mailto:cnutt@ksu.edu)

Member Career Services Committee: Maxine Coffey, [mcoffey@ksu.edu](mailto:mcoffey@ksu.edu)

Membership Committee: Bev Martin, [bmartin@ksu.edu](mailto:bmartin@ksu.edu)

Professional Development Committee: Leigh Cunningham, [leigh@ksu.edu](mailto:leigh@ksu.edu)

Research Committee: Marsha Miller, [miller@ksu.edu](mailto:miller@ksu.edu)