

**The “HOW TO” Steps**

**#10- Being a chair is a GREAT leadership opportunity**

* It is a big job, but it’s not meant to overwhelm you
* Remember who you’re serving- NACADA and NACADA is excited to have you in this position
* Feel good about being selected to serve in this role

**#9- NACADA has a ton of ways to support you in your leadership position**

* Online meetings using Zoom, NACADA website, conference calls, key people answer emails at all times of the day, Steering Committee Members, Facebook and other social media
* NACADA even has a YouTube video for Zoom (see the resources below). NACADA makes it super easy to learn new platforms and ways to reach your group

**#8- Seek out volunteers within your community**

* Seek out those who may like some leadership experience- we can all benefit from it
* Volunteering is great for professional growth, NACADA networking and personal fun and contribution

**#7- Swag works wonders**

* Especially at the ACD fair and meetings- you might give away candy, handouts, or even small giveaways personalized for your group

**#6- Sometimes there might be a select number of active members**

* No matter how hard we try to get others involved, you may have only a few active volunteers and that’s ok
* It’s great to recruit future NACADA leaders, but understand that some may have more of an interest at the conference than when back at their home institution
* Some groups are smaller and their support or steering group might be only a few people- that’s ok

**#5- Set realistic, measurable goals**

* Understand that your everyday job back home will keep you busy. We all wear many hats, so be realistic with the goals you set.
* Don’t bite off more than you can chew
* Take a look at other groups reports (available in resources below) to get a sense of what might be doable in a year

**#4: Be creative**

* Pick a theme for your poster or your meeting -- Who doesn’t love a theme?
* Need help or examples? Many ACs post pics of their fair posters and you can get great ideas from what other groups have done.
* Its ok to “steal” from another AC

**#3- Getting into your groove**

* It may take a year to get into your groove as a chair
* Understand there is a learning curve- and every year is a learning year!
* Reach out to other ACD chairs and your Cluster Rep for support
* Network with other group chairs to get ideas as well

**#2- Make this chair role your own!**

* It’s up to you to make it what you want
* This is a great opportunity to make a difference in advisors and students’ lives with your specific advising population and/or interest
* Create the role and contribution you want in this advising area!

**#1- Have fun!!**

* Enjoy this leadership opportunity and think about ways to stay involved with NACADA once your term concludes
* NACADA is a great organization with many knowledgeable and fun members who want to see you succeed

**Links to Resources**

* [How to host a Zoom Meeting](https://docs.google.com/document/d/1i3WdCb7hvjCO3-5kcz67LO8Lqa7nYWQxxDd8cidqfXY/edit?usp=sharing)
* [Advising Community Division Reports](https://www.nacada.ksu.edu/About-Us/NACADA-Leadership/Advising-Communities-Division/Individual-ACD-Reports.aspx) (prior years/samples)
* [ACD Leader Resources](https://www.nacada.ksu.edu/About-Us/NACADA-Leadership/Advising-Communities-Division/ACD-Leader-Resources.aspx)

**AC Division Best Practice Developed By**

Ross Hawkins and Rebecca Cofer, NACADA Steering Committee Members, 2015.

Hawkins, R. & Cofer, R. (2015, October 14). Top ten things to know about being a CIG Division Chair. *NACADA CIG Division Suggested Practices*. Retrieved from <https://docs.google.com/document/d/1M69LHLXcCKIB3hX5_RIEXKy7syuxxTA15Hoe8dJ1qVM/edit?usp=sharing>