

Region Operating Principles Template

(July 2021)

The following Operating Principles outline the responsibilities of the Region Chair and members of the Region Steering Committee in accomplishing the work of the region and supporting NACADA's mission. In keeping with the NACADA bylaws, Region Chair Handbook, Region Conference Chair Handbook, and the Drive-In Handbook, the Region Division developed the following set of guidelines to assist in the Region structure, elections, and meetings. The Operating Principles are consistent across all regions; the *italicized information* can be individualized for each region's needs, but it cannot conflict with NACADA bylaws, policies, or aforementioned handbooks.

Operating Principles for Region 8

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. Region leaders conduct annual Region Conferences, hold area drive-in conferences, promote NACADA membership, and develop programs which fit the needs of their region.

Diversity Statement

NACADA: The Global Community for Academic Advising values and promotes inclusive practices within the association and the advising profession. NACADA provides opportunities for professional development, networking, and leadership for our diverse membership and fosters involvement and engagement across identity groups, geographic regions, and professional levels. NACADA promotes the principle of equity and respects the diversity of advising professionals across the vast array of intersections of identity, which includes but is not limited to age cohort, institutional type, employment role, location, nationality, socioeconomic status, faith, religion, ethnicity, ability/disability, gender identity, gender expression, and/or sexual orientation.

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. This review will be led by the Region Division Representatives with input from the Region Chairs.

Membership

Region 8 includes NACADA members from Alaska, Alberta, British Columbia, Idaho, Montana, Oregon, Washington, and Yukon. Region 8 holds general membership meetings at least twice per year.

Region Leadership

Region leadership is comprised of the Region Chair and the Region Steering Committee who are responsible for leading and executing the functions of the regions.

Purpose and Structure of Region Steering Committee

Purpose: The Region Steering Committee helps the Region Chair set region direction through establishing goals and outcomes, aiding in establishing the region budget, carrying out responsibilities and initiatives, and providing historical perspective during transitions of region leadership. Region Steering Committee members unable to fulfill any aspects of their role should immediately consult with their Region Chair.

Structure: The Region Steering Committee represents the diversity of the region, as well as represents each geographical area within the Region. All Region Steering Committee roles are two-year terms, elected by the region membership, unless otherwise explicitly stated. The Region Steering Committee membership and duties will be as follows:

- a. Region Chair
 - i. Refer to Region Chair Duties outlined in the Region Chair handbook.
- b. Past Region Chair
 - i. Acts in advisory role to the current Region Steering Committee
 - ii. Serves for one year in ex-officio capacity after Region Chair duties conclude
- c. Area liaisons (two per state/province and one for Yukon)
 - i. Maintains communication between region and any geographic area and allied organizations
 - ii. Promotes and encourages membership in NACADA throughout their geographic area
 - iii. Serves on region subcommittees or working groups to address region issues
 - iv. Brings concerns, issues, and needs from their geographic area to the attention of the Region Chair and Region Steering Committee
 - v. Participates in goal setting, strategy, and budget development for the region
 - vi. Encourages and facilitates the awards nomination process throughout their area of the region
 - vii. Encourages local professional development through state/province/territory conferences or events
- d. Region Conference Chair(s)
 - i. Attends or views recording of each online training session and is responsible for the information presented
 - ii. If possible, attend the Region Conference Chair Training at the Annual Conference

- iii. Serves in an ex-officio capacity for the duration of the conference planning process
 - iv. See Region Chair Handbook and Region Conference Chair Handbook for a complete listing of Region Conference Chair Duties
- e. Awards Coordinator
 - i. Promotes region award offerings
 - ii. Recruits volunteers to read and evaluate award nomination packets and communicates volunteer reader contact information to the Executive Office
 - iii. Communicates evaluation process to volunteer readers
 - iv. Determines final awardees following volunteer reader evaluation and communicates awardee details to the Executive Office
 - v. Facilitates recognition of awardees through a variety of media and at the Region Conference
- f. Communications Coordinator
 - i. Manages and updates content for Region 8 website in conjunction with the Executive Office liaison
 - ii. Assists with publicity for Region 8 conference, as well as state/province/territory professional development events
 - iii. Coordinates communication for the Region 8 Awards & Scholarship program
 - iv. Maintains the regional communication plan in consultation with the Steering Committee
 - v. In conjunction with the Executive Office and the Region Chair, liaises with the press on regional issues meriting that type of promotion or response
 - vi. Works with the state/province/territory liaisons on communication related to membership initiatives
- g. Inclusion and Engagement Coordinator
 - i. Represents Region 8's diversity interests
 - ii. Recruits Region 8 members from underrepresented populations (including but not limited to ethnicity, gender, gender identity, differently-abled, sexual orientation, institution type, and employment position)
 - iii. Solicits nominations of advisors/advising administrators from underrepresented populations for regional and annual awards, scholarships, Region mentorship program, Emerging Leaders Program, and association leadership positions
 - iv. Encourages submission of proposals regarding diversity and social justice issues to Region 8 and NACADA Annual and International conferences
 - v. Supports and develops professional development opportunities regarding diversity and social justice issues locally and at the Region 8 conference
 - vi. Encourages region members to contribute to the expansion of diversity and social justice-related research and publications
 - vii. Seeks, maintains, and communicates resources for advising underrepresented populations and supporting faculty and staff from underrepresented populations
- h. Two-Year College/Institution Liaison
 - i. Recruits Region 8 members from two-year colleges and institutions specifically
 - ii. Promotes professional development and engagement opportunities for current and prospective NACADA members currently working in two-year colleges/institutions
 - iii. Encourages the inclusion of advisors at two-year colleges and institutions within the steering committee through the state/province liaison structure

- iv. Encourages advisors at two-year colleges and institutions to submit conference proposals for presentation at the Region 8 conference
- v. Promotes and encourages advisors at two-year colleges and institutions to participate in the awards & scholarship programs

Subcommittees & Working Groups

To assist in the fulfillment of region goals and initiatives, subcommittees and working groups may be formed and disbanded at the discretion of the Region Chair. Subcommittees may be established to complete routine duties associated with the business of the region; some examples of subcommittees include communications, technology, research, awards, and/or geographic areas. Working groups exist to complete a specific, one-time project or task and will disband upon completion of their charge or at the discretion of the Region Chair; working groups may include elections, needs assessments, and/or Operating Principles review.

- a. Each subcommittee and working group is to be chaired by a member of the Region Steering Committee.
- b. The opportunity for membership on a subcommittee or working group will be advertised to members via email from the NACADA Executive Office.
- c. Subcommittee and working group members must be current NACADA members. Membership is to be no more than 10 members, including the chair.

Elections and Appointment of Region Steering Committee Members

- a. Region Steering Committee members are elected (or, in some cases, appointed) for two-year terms unless otherwise stated in their position description.
- b. Qualifications for all positions: member of NACADA, in-person attendance at region and Annual conferences (if possible), and in-person or remote attendance of all other meetings of the Region Steering Committee.
- c. Mid-term vacancies or elections that generate no candidates may be filled by Region Chair appointment with approval of the Region Steering Committee and may then run for election for one additional full term.
- d. Region Steering Committee elections will occur at the same time across the Association.
- e. Region Steering Committee nominations will open in November for all regions after the NACADA general election nominations close. Region Steering Committee elections will occur in December and/or January, prior to the NACADA general election and following region election guidelines and dates set by the Executive Office.

Terms of Office for Region Steering Committee Members

- a. Newly elected members will start their term at the Region Conference.
- b. Region Steering Committee members may run for election in a second consecutive term.
- c. After serving two consecutive terms, a member must wait two years before serving in another Region Steering Committee position.
- d. In the instance of appointing someone to fill a vacancy, if more than one full year remains in the term, the new Region Steering Committee member may serve only one additional full term.

Removal of Region Steering Committee Members

- a. An appointed or elected Region Steering Committee member may be removed for cause, including, but not limited to, absence from Region Steering Committee meetings, not performing minimum responsibilities, negatively representing the Association, no longer working at an institution in the Region, etc.
- b. Removal of a Region Steering Committee Member may occur at any time by the Region Chair in consultation with the Region Division Representatives and the NACADA Executive Office.
- c. If a Region Steering Committee member no longer works at an institution (excluding in the instance of a Retiree member) in the Region, they must notify the Region Chair.
- d. The Association by-laws govern removal of the Region Chair.

Unexpected Vacancies

- a. In the event a Region Steering Committee member accepts employment in a different region during their term, they forfeit their position on the Region Steering Committee.
 - i. If there is a Region Steering Committee member-elect for the same position when this occurs, the Region Steering Committee member-elect assumes the Region Steering Committee member role to finish the term and continue for their elected term.
 - ii. If there is no Region Steering Committee member-elect, the Chair, in consultation with the Region Steering Committee, will select and appoint a member of the region to complete the term. This person will be able to run for election in the next term.
 - iii. The Chair and Region Steering Committee may allow the relocating Region Steering Committee member to continue based on location and availability if there is not a Region Steering Committee member-elect.
- b. The Association by-laws govern the unexpected vacancy of the Region Chair.

Meetings of the Region Steering Committee

- a. All members of the Region Steering Committee are expected to participate in Region Steering Committee meetings during the NACADA Region Conference and, if possible, the NACADA Annual Conference.
- b. Region Steering Committee members, including chairs of subcommittees and working groups, will provide regular reports in a manner determined by the Region Chair.
- c. Additional meetings throughout the year are scheduled or arranged by the Region Chair to conduct the business of the region.
- d. In all cases, the majority of those Region Steering Committee members present will constitute a quorum for conducting the business of the region.

Amendments to Operating Principles

Amendments or other changes to the operating principles can be proposed by any member of the region, including current Region Steering Committee members, according to the below guidelines.

Proposing Amendments

- a. Any NACADA member in Region 8 may submit, in writing via email to the Region Chair, suggested amendment(s) to the Operating Principles.
- b. A Region Steering Committee member may suggest amendment(s) during a Region Steering Committee meeting.

c. Prior to voting, the amendment(s) must be approved by both the Region Representatives and Executive Office liaisons. This is to ensure consistency and that the proposed amendment(s) do not conflict with by-laws and policies established by NACADA.

Consideration and Voting

- a. The Region Steering Committee will discuss any proposed amendment(s) during a meeting but will hold a vote no later than their next meeting to determine if the amendment(s) will be supported to move forward to a region-wide vote.
- b. If two-thirds of quorum support the amendment(s), it will be up for a region-wide vote. If the Region Steering Committee vote fails, the amendment(s) will not go to a member vote.
- c. If the Region Steering Committee initially supports the amendments, those amendments will be put to a vote, using the online voting system of the Executive Office.
- d. Current members of the Region will be informed of the proposed amendment(s) via announcement to members on the website and email.
- e. A region-wide vote will take place. If approved by two-thirds vote of members voting, the amendment(s) will be adopted.

Region Conference Determinations

- a. The Region Conference Chair Handbook details processes and procedures related to the Region Conference.
- b. The conference chairs are appointed by the Region Chair in consultation with the Region Steering Committee and Executive Office liaisons.

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 increase professional development opportunities for NACADA members in the Region, encourage creativity, and to increase NACADA membership. Details regarding spending and budget maintenance are in the Region Chair Handbook and should be made in consultation with the Executive Office.

The Region Chair and the Region Steering Committee will:

- a. Prepare and submit an annual region budget to the Division Representatives.
- b. Monitor region expenditures by carefully reviewing all reports sent by, or requested from, the Division Representatives or the Executive Office.
- c. Review and approve requests up to \$500 USD or equivalent for geographic area liaison professional development activities, independent of the annual region budget.
- d. Ensure the cost-effective utilization of NACADA funds.

Awards

The Region 8 website will announce any awards, travel grants, and scholarships offered in any given year, region budget permitting.

The Excellence in Advising Awards are offered by all regions. Excellence in Advising Awards recognize individuals who demonstrate qualities and practices that make significant contributions to the improvement of academic advising.

- a. Awardees receive complimentary registration to the upcoming Region Conference where their awards will be presented. Awardees should plan to attend their Region Conference in the spring and have support of their office/department to do so.
- b. Nominations/applications will be reviewed by the Region Awards subcommittee.
- c. The Excellence in Advising Awards have four categories:
 - i. Excellence in Advising –Primary Role: recognizes individuals whose primary role at the institution is the direct delivery of advising services to students
 - ii. Excellence in Advising –Faculty Advisor: recognizes individuals whose primary responsibility is teaching and who spend a portion of their time providing academic advising services to students
 - iii. Excellence in Advising –New Advisor: recognizes individuals who have demonstrated qualities associated with outstanding academic advising of students and who have served as an advisor for a period of three (3) or fewer years
 - iv. Excellence in Advising –Advising Administrator: recognizes individuals who may provide direct academic advising services to students but whose primary responsibility is as an administrator or director of an academic advising program
- d. The subcommittee will evaluate nominations/applications on the evidence of qualities and practices that distinguish the nominee as an outstanding academic advisor. Such evidence may include, but is not limited to, interpersonal/human relations skills, professional practices, documented success, and documented advisor development.
- e. To be eligible to apply, nominees/applicants must be members of NACADA and may only apply in their own region. Membership for the administrator category is encouraged but not required. Additionally, nominees/applicants must have worked in the advising profession for a minimum of one year, prior to January 1 of the current year.
- f. Individuals may self-nominate.