

Region 2 Operating Principles – April 2017

In keeping with the NACADA bylaws and the NACADA Regional Chairs Handbook, the Regional Division has developed the following set of guidelines to assist in the Regional Steering Committee structure, elections and meetings.

Operating Principles for Region 2

1. 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.

The regions propose activities to support academic advisors, faculty advisors and advising administrators within their geographic regions. Region members conduct annual region conferences, state, province or area drive-ins, promote NACADA membership and develop programs which fit the needs of their specific region.

Region Chairs, working with their Steering Committees, lead the functions of the regions. The following Operating Principles outline the responsibilities of the Region Steering Committee in accomplishing the work of the region and supporting NACADA's mission.

2. Membership

- a. Region 2 membership includes NACADA members from **Delaware, District of Columbia, Maryland, New Jersey, E. Pennsylvania and W. Pennsylvania, and Virginia.**
- b. Region leadership is comprised of the Region Chair and the Region Steering Committee.
- c. Membership meetings will be conducted twice annually at the region conference and at the annual conference.
- d. NACADA annual membership dues cover membership in the Region.
- e. All NACADA leaders must be NACADA members

3. Diversity (Inclusion) Statement

The Region supports the NACADA Diversity statement which is located at <http://www.nacada.ksu.edu/About-Us.aspx>. (4/11/2017)

4. 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.

5. Amendments of Operating Principles

Amendments or other changes to the Operating Principles can be submitted by any member of the region, including current Steering Committee members, according to the following guidelines:

- Amendments must be submitted ***two months prior to the Regional Conference*** each year for initial consideration by the Regional Steering Committee at their Spring Meeting.
- If the Steering Committee initially supports the change, the current members of the Region will put those changes to a vote. NACADA's online voting system must be used to conduct the vote. The vote will be advertised to region members on the website and via email.
 - This vote is expected to take place as soon as possible and ***no later than the upcoming Annual Conference***.
- If the Region Steering Committee does not support the initial suggested change, the region member may present the proposed change to the regional membership in attendance at the Regional Business Meeting held during the Regional Conference.
 - If a 51% quorum at that meeting agrees that the changes should be put to a vote of the region membership, those changes will be put to a region-wide vote as described above.
- A vote by the Region to change the Operating Principles does not require a quorum of region members to vote; it only requires a 51% majority of those who do vote.
- NO changes that are contradictory to the policies governing regions as established by NACADA can be made to the Operating Principles. .
- All changes to operating principles must be approved by the Region Division Representatives and the Executive Office Liaison. This is to ensure consistency and that the changes do not conflict with policies established by NACADA.
- When changes are approved to these Operating Principles the Region Chair will be responsible for entering the changes into the Operating Principles and publically publishing the new version.

6. Steering Committee

a. Structure and Purpose of Steering Committee

The Region Steering Committee helps the Region Chair set region direction by establishing goals and outcomes, provides assistance in establishing the region's budget, and provides historical perspective during transitions of regional leadership.

The Region 2 Steering Committee is made up of between 16 members from the Region. The Steering Committee represents the diversity of the region as well as represents each state/district/commonwealth within the Region. Qualifications to hold any position require the following: Current NACADA membership, active involvement in academic advising activities on local campus, institutional support (i.e. financial, supervisor), excellent communication, presentation, organization, planning and follow through skills.

It is strongly encouraged that Regional Steering Committees invite members of their Region who are in a current term of a regional leadership program or of the NACADA Emerging Leaders Program to participate in the Steering Committee.

The committee membership and duties will be as follows:

- i. Region Chair – two year term elected by region membership
 1. Refer to Region Chair Duties outlined in Region Chair handbook
- ii. Past Region Chair – one year as ex-officio
 1. Serve as a resource and guide to the new Region Chair and Region Steering Committee.
- iii. State/District/Commonwealth liaisons. The following positions comprise the steering committee: **Delaware State Liaison, District of Columbia Liaison, Maryland State Liaison, New Jersey State Liaison, Pennsylvania (East) State Liaison, Pennsylvania (West) State Liaison, Virginia State Liaison.**
 1. Promote and encourage membership in NACADA throughout their respective state/district/commonwealth. Serves on sub-committees or task forces to address regional issues. Brings concerns, issues and needs from their state/district/commonwealth to the attention of the Region Chair and Steering Committee.
 2. Coordinate local activities/workshops, such as NACADA sponsored Drive-In conferences.
 3. Maintain communication between NACADA, the state/district/commonwealth membership, and any allied organizations in their state/province.
 4. Attend NACADA sponsored state/district/commonwealth events to support membership and promote the activities, events, and benefits of NACADA.
 5. Report activities through the use of statewide email campaigns directed at NACADA members through the use of approved channels for the Region.
 6. Required to attend Region Steering committee meetings held in June and December, which are critical to strategic planning process (i.e., goal setting, budget, conference evaluation) for the Region.
 7. Conduct membership meetings at the Regional Conferences. Conduct membership meetings at the Annual conference if able to attend.
- iv. Current Region Conference Chair(s)
 1. Coordinate all functions of the Regional Conference.
 2. Select all sub-committee chairs for the conference.
 3. Present a final expected budget and theme to the Regional Steering Committee no later than the December Steering Committee meeting.
 4. Coordinate the arrangements for conference. Coordinate the lodging and meeting logistics for December Steering Committee meeting to be held in conference location.
 5. Submit final Region Conference budget by June 15 to the Region 2 Chair.
 6. Submit final conference report to EO and Region 2 Chair.
 7. Maintain communication between NACADA and the state and allied organizations. Promotes and encourages membership in NACADA throughout their respective state/province. Serves on sub-committees or task forces to address regional issues. Brings concerns, issues and needs from their state/province to the attention of the Region Chair and Steering Committee.
- v. Next year's Region Conference Chair(s)

1. Shadow the current Region Conference Chair(s) during the Region Conference to understand the Region Conference planning process.
 2. If institutional funding allows, attend the Annual conference training session for conference chairs.
 3. Assist the Region Steering Committee as needed.
 4. Maintains communication between NACADA and the state and allied organizations. Promotes and encourages membership in NACADA throughout their respective state/province. Serves on sub-committees or task forces to address regional issues. Brings concerns, issues and needs from their state/province to the attention of the Region Chair and Steering Committee.
- vi. Board Members
1. Awards Chair
 - a. Coordinate the Regional awards program, soliciting nominations by promoting the opportunity to the region, and notifying the Region Steering committee of award winners.
 - b. Ensure that funds are distributed to award winners, notify EO of the recipients each year.
 - c. Order the award plaques for the Region awards programs.
 - d. Required to attend Region Steering committee meetings held in June and December, which are critical to strategic planning process (i.e., goal setting, budget, conference evaluation) for the Region.
 2. Communications Chair
 - a. Develop and coordinate regional communications plan in support of state and regional conferences, awards and mentoring program.
 - b. Collaborate with members of Region Steering Committee to facilitate communication with Region membership.
 - c. Updates content on Region 2 NACADA web page, Facebook page, and Region Conference blog.
 - d. Manage all Region 2 social media platforms
 - e. Facilitate communication and publicity in support of regional and state conferences.
 - f. Required to attend Region Steering committee meetings held in June and December, which are critical to strategic planning process (i.e., goal setting, budget, conference evaluation) for the Region.
 3. Membership and Mentoring Chair
 - a. Identify membership recruitment activities, especially those that help to diversify the region membership.
 - b. Collaborate with Liaisons and the Communications Chair to implement regional membership drive campaigns.
 - c. Develop, coordinate, and assess the Regional Mentoring Program. Activities include the recruitment, selection, and pairing of regional mentors and mentees and annual program assessment with recommendations to improve the program.

- d. Collaborate Conference Co-Chairs on the logistics (budget, menu, location) to implement the Mentor Reception at the regional conference.
- e. Coordinate intentional communication between regional mentors and mentees
- f. Required to attend Region Steering committee meetings held in June and December, which are critical to strategic planning process (i.e., goal setting, budget, conference evaluation) for the Region.

4. Site selection Coordinator

- a. Gather information from surveys and Regional Steering Committee members and identify potential meetings sites and meeting chairs
- b. Outreach to area conference and tourism agencies and submit RFPs (Request for Proposals)
- c. Develop professional rapport with sales directors as an ambassador of NACADA Region 2
- d. Prepare a detailed report and make recommendations of at least three potential sites to the Regional Steering committee so that sites are selected at least two years in advance
- e. Conduct a vote of Region 2 steering committee to select final conference location
- f. Required to attend Region Steering committee meetings held in June and December, which are critical to strategic planning process (i.e., goal setting, budget, conference evaluation) for the Region.

b. Election/Appointment of Steering Committee Members

- i. Steering Committee members are elected for two-year terms with the election staggered between representatives to allow for continuity of regional activities.
- ii. Qualifications for all positions: current member of NACADA, available to attend region conference in the spring and attend additional steering committee meetings in June and December. Teleconference meetings as needed.
- iii. In the case of mid-term vacancies or elections that generate no candidates, the Region Chair may fill the position by appointment with approval of the Steering Committee. The appointed member may then run for one additional full term.

c. Terms of office

- i. Newly elected members will start their term at the spring regional conference (or at the fall annual conference.)
- ii. Region 2 does allow representatives to complete a second two year term.

d. Removal of Steering Committee Members

- i. An appointed or elected Steering Committee member may be removed for cause, at any time, by the Region Chair, in consultation with remaining members of the Steering Committee.
- ii. If a Steering Committee member moves out of the Region, they can no longer serve on the Steering Committee and should be replaced.

e. Unexpected Vacancies

- i. The Region Chair, in consultation with the Steering Committee, will appoint an appropriate replacement to complete the remainder of the term.

1. The replacement will be eligible to run for a future term as outlined in Section b above.
- ii. In the event that the Region Chair relocates to a new region during their term they will forfeit their Chair position at the time of the move (see exception in #2 below).
 1. If there is a Chair-elect at this time, that person will be moved into the Chair position to finish the departing Chair's term and continue for their own elected term.
 2. In other situations the Regional Division Representatives, in consultation with the relocating Region Chair, will select and appoint a new Chair to complete the departing Chair's term. The Regional Division Representatives may allow the relocating Chair to continue as the Region Chair based on location and availability if there is not a Chair-elect. This person will be able to run for election in the next term.
- f. **Meetings of the Steering Committee**
 - i. Appointed and elected members of the Region Steering Committee are expected to participate in the Regional Steering Committee Meeting at both the NACADA Regional Conference and the NACADA Annual Conference.
 - ii. Additional meetings throughout the year may be scheduled or arranged by the Region Chair to conduct Regional Business as needed. These meetings may be conducted via teleconference.
 - iii. In all cases, the majority of those Steering Committee members present will constitute a quorum for conducting Regional Business.
 - iv. Missing two meetings or more can result in being dismissed from the position

7. Sub-Committees

To assist in the fulfillment of regional goals and processes, subcommittees shall be formed at the discretion of the Region 2 Chair.

- a. Leadership & Membership
 - i. Each subcommittee is to be chaired by a member of the Regional Steering Committee who is appointed by the Region Chair.
 1. The subcommittee chair term is one year. Reappointment is possible, but for no more than two consecutive years.
 - ii. Membership on the subcommittees is to be open, as able, to the general region membership. Membership is to be no more than 10 members, including the subcommittee chair. The subcommittee chair is responsible for managing membership on the subcommittee.
- b. Reporting
 - i. Chairs of subcommittees will send a report to the Region Chair no later than 48 hours prior to the next Steering Committee meeting.
 - ii. Reports are to include goals since the last meeting, action items toward those goals, requests for assistance, general announcements, and proposed new goals for the next meeting.
 - iii. Failure to report will result in replacement of the subcommittee chair
- c. Examples of subcommittees
 - i. Research
 - ii. Volunteering

8. Yearly Regional Conference Determination

- a. Region 2 conferences are held in the spring of each year.
- b. Site selection is based on the following format: Site Selection Coordinator, in collaboration with Region Steering Committee, will research and report out on recommendations for Region Conference location.
- c. Conference Chair is selected by the Region Chair in consultation with the Steering Committee.

9. Region State/Province professional development funds

- a. At the discretion of the Steering Committee, and if built into the Region budget, professional development funds up to \$500 USD (this is the max amount allowed) can be allocated to each state/province each year.

10. 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 encourage creativity, broaden incentives to have successful conferences, and to increase membership.

The Region Chair and the Steering Committee

1. Prepare and submit an annual region budget to the Region Division Representatives
2. Monitor region expenditures by carefully reviewing all reports sent by, or requested from, the Region Division Representatives or the Executive Office
3. Ensure the cost effective utilization of NACADA funds

Region Chairs are responsible for three budgets

1. Region Budgets used for region wide activities and projects
2. Region Conference budgets used for the spring region conference
3. Budgets for NACADA - sponsored state/province drive-in conferences

Complete information and instructions are located in the Region Chair Handbook at

<http://www.nacada.ksu.edu/About-Us/NACADA-Leadership/Regional-Division/Region-Leader-Resources.aspx> - Region Chair Handbook, Region Financial Responsibilities section.

Region 2 awards

Excellence in Advising Awards are selected within each region. These awards recognize individuals who demonstrate qualities and practices that make significant contributions to the improvement of academic advising. Winners will receive complimentary registration to their region conference.

Submission timeline: **July 1-November 1** each year (or Jan 30 for Regions which hold conferences in May)

Region Awards committees review applications/nominations and winners will be announced in December or early January (or March 1 for Regions which hold conferences in May). The awards are presented at region conferences in the spring.

Categories:

Excellence in Advising – Primary Role

Recognizes individuals whose primary role at the institution is the direct delivery of advising services to students.

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.

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.

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.

Several regions offer additional Excellence in Advising awards – please see your region community page for more information.

Criteria:

The Selection Committee will evaluate applications/nominations 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
- Documented advisor development

Eligibility:

- Applicants/Nominees must be members of NACADA and may apply only in their own region. However, membership is encouraged for the Administrator category but not required.
- Individuals may self-nominate.
- Applicants should plan to attend their spring Region conference and have support of their office/department.
- Have worked in the advising profession for a minimum of one year, prior to Jan 1 of current year.

Submission via the NACADA Awards on-line nomination which includes the following documents:

1. **Nomination/Application Letter:** This letter should summarize the nominee/applicant's qualifications and why the individual is being nominated for the award. This document should provide the evidence and specific examples that demonstrate excellent performance. Input from others is encouraged as the nomination letter is composed and may include quotes or comments from colleagues and students. The letter **SHOULD NOT** exceed three pages, single spaced. Documents must be submitted in PDF form, including letters, etc.
2. **Letters of Support:** Include up to two additional letters of support. These letters may come from colleagues, employees, supervisors, or students - anyone who might augment the selection committee's understanding of the nominee. Letters **SHOULD NOT** exceed two pages single spaced. Documents must be submitted in PDF form, including letters, etc.
3. **Nominee Resume or Curriculum Vita-** Please limit entries to material that pertains directly to academic advising, presenting relevant information from the nominees overall resume/vita. Please include your current job with either a position description or a list of job responsibilities. Documents must be submitted in PDF form, including letters, etc.
4. **Personal Philosophy Statement – (Optional but encouraged.)** Please provide a personal philosophy statement regarding their (nominees) approach to advising and/or advising administration. This document **SHOULD NOT** exceed two pages single spaced. Documents must be submitted in PDF form, including letters, etc.