Operating Principles for Region 6

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 **6** membership includes NACADA members from Iowa, Manitoba, Minnesota, Nebraska, North Dakota, Saskatchewan, and South Dakota.
    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, those changes will be put to a vote, using the online voting system used by the Executive Office, by the current members of the Region via electronic announcement to 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 views the changes should be put to a vote of the entire membership, those changes will be put to a vote to the entire region 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 to the operating principles can be made that are contradictory to the policies governing regions as established by NACADA.
- All operating policy changes need to be approved by the Region Reps and 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 through establishing goals and outcomes, provides assistance in establishing the region's budget, and provides carry-over historical perspective during transitions of regional leadership.

Region 6 has a Steering committee made up **of between 12-18** members from the Region. The Steering committee represents the diversity of the region as well as represents each state and province within the Region. **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. T**he 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. Provide carry-over historical perspective support during transition.
  iii. State**/Province** liaisons – **One** per state**/province -** two year staggering terms, see elections section below.
       1. Oversight of yearly state/province professional development fund, expenditures approved by Region Chair and Region Reps. See current budget for yearly funds appropriated.

2. 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 form their state/province to the attention of the Region Chair and Steering Committee. Maintains communication between NACADA and the state and allied organizations.
3. Attendance at Regional NACADA conference is required. Attendance at the national NACADA conference is strongly encouraged.
4. Identify and nominate candidates within state/province for leadership positions and awards.
iv. Communication Chair
1. Develops and coordinates regional communications plan in support of state and regional conferences and awards and mentoring programs
2. Collaborates with state and province Liaisons to facilitate communication with membership
3. Update content for Region 6 Website
4. Manages all regional social media platforms and develops new social media platforms, as appropriate
5. Facilitate communication and publicity in support of regional and state conferences
6. Liaise with Technology and Advising Commission to ensure regional technology needs are met
v. Current Region Conference Chair(s)
1. The responsibilities for the position are defined by NACADA and are listed in the Regional Conference Chair's Handbook.
2. Attendance at National NACADA region conference the year prior to the responsible Region conference required.
3. Participate in steering committee meetings and discussions at Regional and National conferences.
vi. Next year's Region Conference Chair(s)
1. Participate in steering committee meetings and discussions at Regional and National conferences when in attendance.
2. 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 form their state/province to the attention of the Region Chair and Steering
vii. Other coordinator positions based on region discretion (some of these position may be filled by the current state/province liaisons who serve in dual roles) – goal is to not get the Steering Committee so large that it is a challenge to have all involved in meetings. You may want to consider these as subcommittees instead of positions (see number 7 Sub-committee for guidelines).
1. Awards
2. Communications
3. Technology
4. Social media
5. Budget

6. Site selection chair
7. Where possible it is recommended that current ELP participants be encouraged to serve on the steering committee.

b. **Election/Appointment of Steering Committee Members**
   i. Steering committee members are elected (or appointed) for two year terms with the election (appointment) staggered between representatives to allow for continuity of regional activities.
   ii. Election cycles for state/province representatives will be: Manitoba, North Dakota, Iowa even years; Minnesota, Nebraska, Saskatchewan, South Dakota odd years.
   iii. The Region Chair is charged with appointing coordinator positions as needed, in consultation with remaining members of the Steering Committee. Coordinator position appointments are set for 2-year, renewable terms.
   iv. Qualifications for all positions: member of NACADA, available to attend region conference in the spring and possible additional meeting/teleconference requirements as needed.
   v. Mid-term vacancies or elections that generate no candidates may be filled by Region Chair appointment with approval of the steering committee and 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.
   ii. Region 6 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 future terms 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 position at this time that person will be moved into the Chair position to finish the term and continue for their elected term.
      2. In other situations the Regional Division Representatives in consultation with the relocating Region Chair will select and appoint a Chair to complete the 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.

7. Sub-Committees

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

a. Leadership & Membership
   i. Each subcommittee is to be chaired by a member of the Regional Steering Committee and is appointed by the Region Chair.
      1. The subcommittee chair term is for 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, any 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. Communications & Outreach
   ii. Conference
   iii. Awards
   iv. Research
   v. Volunteering

8. Yearly Regional Conference Determination

a. Yearly Region 6 conferences are held in the spring of the year.
b. Site selection is based on the following format: please see Regional Conference Chair's Handbook.
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 can be set up to $500 (this is the max amount allowed) per state/province.

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 Division Representatives
2. Monitor region expenditures by carefully reviewing all reports sent by, or requested from, the 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. NACADA - sponsored state and province drive-in conferences budgets

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 awards

As of 2015 the following awards are offered by all Regions. Regions may also offer other awards and scholarships.

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.

Travel Policy for NACADA Region Travel

Approved by Council at Mid-Year Mtg 2015

Proposal:

Establish reimbursable travel guidelines for region budgets to create consistency. Outline what we consider "Institutional Commitment" to include. Provide support for Region Chairs in fulfilling their role in recruiting and providing professional development opportunities for the region.

Rationale:

We have been encouraging more involvement of region steering committees in the oversight of region and state/province activities and encouraging Region Chairs or the State Liaison to represent the steering committee, when possible, at State drive-in/meetings. There have been requests for additional travel by steering committee members, region chairs, and conference planning committee members outside of attending regional conferences. In the past some region budgets have covered this travel and some have not. Our goal is to outline what can be covered by region budgets.

Guidelines:

Institutional support <u>In the application process there is a statement that the nominee has to sign that says:</u> Financial support will be provided by me or my institution for travel to required NACADA Leadership meetings if elected to the position identified above: (To be eligible to run for the nominated position, you must answer "Yes" to this statement.)

The Region leadership candidate is to either have institutional financial support or commit to pay out of pocket for their participation in leadership position activities. This includes financial support for:

- Travel, registration and lodging/meals to Region Conference for Region Chair and Steering Committee members
- Travel, registration and lodging/meals to Annual Conference for Region Chair

Region Budget support: If funds are available, travel expenses that can be built into the region budget are based on the following guidelines. A **region is not required** to, but if they choose to financially support any items from the list below with region budget funds, these **costs must be included on the budget submitted in December** and approved by the Region Steering Committee and Regional Division Representatives.

- Early arrival to region conference to attend steering committee meeting. Reimbursable expense includes up to one half the standard conference room rate (including applicable taxes) for the night prior to the region conference.

- Travel and hotel costs for region chair to travel to up to two state meetings each year a maximum reimbursement of $500 per trip.
- Travel, lodging/meals to region conference site visit for Region Chair if institutional support is not available. This expense could be built into the region budget or the conference budget.
- Region awards and Scholarships: If included in the region budget, **up to $585 per award** can be awarded to members for travel/registration to region/annual conferences. The amount is flexible to account for large regions with extensive travel area or to help promote attendance at a smaller market conference location.