



Committee Volunteer Form

Would you like to become more involved with NADE and serve others in the profession? There are many opportunities for personal and professional service within NADE. The strength of NADE stems from the volunteer spirit of its members. Volunteering is an excellent way to meet new friends, develop leadership skills, serve others, and gain increased personal and professional satisfaction. Volunteer opportunities exist to match any level of involvement you might seek.

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____

FAX: _____

E-MAIL: _____

DATE: _____

Please place a check mark in front of the committee(s) on which you are willing to serve:

- ADJUNCT FACULTY:** Encourages adjunct faculty participation and development and establishes professional growth activities.
- ARCHIVES:** Collects and organizes NADE materials for easy access and historical preservation.
- AWARDS:** Coordinates promotion of NADE awards, selects reviewers for awards program, promotes nominations for the various awards, and assists with award ceremony.
- BYLAWS:** Provides information about the NADE Bylaws, as well as information for amending the documents, and makes recommendations for possible changes.
- CHAPTER DEVELOPMENT:** Chaired by the NADE Vice President, includes all NADE Chapter Presidents and Presidents-elect in its membership. Maintains the organizational and communication structure between the NADE Board and each NADE Chapter as well as provides services to assist chapters in their development.
- CULTURAL DIVERSITY:** Ensures that cultural diversity is recognized and celebrated in all NADE activities.
- ELECTIONS:** Provides information and promotes nomination of officer candidates, coordinates process for selection of candidate slates, and supervises the election process.
- EMERITUS CABINET:** The Emeritus Cabinet is composed of all past Association officers. The Emeritus Cabinet is chaired by the Immediate Past President and serves in an advisory capacity to the Executive Board on matters for which the Executive Board seeks its counsel.
- INTERNATIONAL:** Promotes and increases communication between NADE members and international partners through on-going networking efforts and at the annual conference, where the committee hosts international attendees and sponsors dedicated sessions and events
- MARKETING:** Works with the Board and other NADE groups to coordinate the dissemination and promotion of information, press releases, policy statements, and products.
- NADE CONFERENCE:** Works with the NADE Vice President and NADE Conference Manager to bring together volunteers to plan and produce a professional, profitable annual NADE conference.
- NADE DIGEST:** Provides opportunities for Developmental Education professionals to publish articles in the NADE Digest to further discussion of practical issues in Developmental Education.
- NADE NEWSLETTER:** Assists with writing, editing, and other production aspects of the NADE Newsletter.

- ❑ **POLITICAL LIAISON:** Serves as a clearinghouse of information among the NADE chapter political liaisons, identifies key issues on the state and national level, and oversees the NADE political liaison newsletter (“The Liaison”).
- ❑ **PROFESSIONAL DEVELOPMENT:** The Professional Development Committee (A) Coordinates a professional development website and links to the NADE website. (B) Maintains a membership of 5+ members. (C) Identifies lead professors in graduate programs in the field, receives approved annotated bibliographies from same, and facilitates posting. (D) Investigates and invites experts from various areas to participate in website postings and updates. (E) Assigns topics and areas to committee members and facilitates postings. (F) Coordinates annual awards to support continuing education by individual NADE members. (G) Recommends activities to support professional development of members, and coordinates professional development workshops for the members.
- ❑ **PROFESSIONAL JOB OPPORTUNITIES:** Coordinates information concerning job opportunities to the NADE membership and provides information at the annual conference.
- ❑ **PROFESSIONAL LIAISON:** Coordinates information among like-minded professional organizations and recommends cooperative agreements between NADE and other organizations.
- ❑ **RESEARCH:** Coordinates research concerning NADE activities (e.g., membership, conferences), coordinates annual research awards for individual NADE members, and recommends and coordinates research studies concerning developmental education. This committee is responsible for creating the overall conference evaluation form, collecting information from that form, and disseminating that information to the NADE Board and to conference teams.

To volunteer, please print and complete this form and mail it to:

NADE
Attn: Committee Coordinator
170 Kinnelon Road, Ste. 33
Kinnelon, NJ 07405
Tel: 877-233-9455
Fax: 973-838-7124