

COMMITTEE LEADERSHIP HANDBOOK



NATIONAL ASSOCIATION
FOR
DEVELOPMENTAL EDUCATION

January, 2017

Introduction

This handbook is designed to answer the most frequently asked questions by NADE committee chairs. All needed forms can be downloaded from the NADE Web site (www.nade.net).

Question 1: What are my duties as a committee chair?

The responsibilities of committee chairs are found in the NADE *Policy and Procedures Handbook*:

Chairperson Responsibilities

- A. Maintains NADE membership.
- B. Coordinates committee activities.
- C. Conducts all committee meetings and ensures they begin and end on time.
- D. Ensures that there is a published agenda for each meeting.
- E. Helps members reach consensus or closure on important issues in a timely fashion.
- F. Ensures that all legitimate points of view are heard.
- G. Ensures that specific recommendations for future action are referred through appropriate organizational channels.
- H. Selects committee members with sensitivity to diversity of NADE membership.
- I. Arranges committee meetings and notifies members of any schedule changes.
- J. Conducts committee correspondence.
- K. Submits reports to the NADE Committee Coordinator:
 - 1. **By April 1.** For the upcoming fiscal year, submit a budget request and a list of committee goals to be considered at the spring Executive Board meeting (*NADE Policies and Procedures Handbook*, Appendix G).
 - 2. **By May 1.** Submit a brief written report of committee activities since the preceding December (Appendix L).
 - 3. **By November 1.** Submit a brief written report of committee activities since the preceding May (Appendix M).
 - 4. **By December 31.** Submit a written report to the Committee Coordinator, which will be published in the NADE Annual Report and posted to the NADE Web site. The report should include goals and accomplishments of the prior 12 months (January 1– December 31) and suggestions for future action.

- L. Attends the NADE Annual Conference leadership workshop (Leadership Congress) and meets with the Committee Coordinator to review committee activities and discuss future plans as needed.
- M. Provides a smooth transition, including transfer of records, to new committee chairperson(s) at the annual conference.
- N. Performs other duties requested by the President-elect or the Executive Board.

Question 2: What are the functions of the different committees (also included: Councils and Cabinets)?

- **ADJUNCT FACULTY:** Encourages adjunct faculty participation and development and establishes professional growth activities.
- **AWARDS:** Coordinates promotion of NADE awards, selects reviewers for awards program, promotes nominations for the various awards, and assists with award ceremony.
- **ACCREDITATION COMMISSION:** Promotes student success and professional growth of developmental educators by setting standards of best practice, emphasizing the use of theory to inform practice, and supporting effective evaluation and quality research in developmental education and learning assistance programs.
- **COUNCIL FOR THE ADVANCEMENT OF STANDARDS IN HIGHER EDUCATION (CAS) DIRECTOR:** Is a consortium of more than thirty-five professional organizations working toward the improvement of higher education programs and services that promote student learning and development.
- **CULTURAL DIVERSITY:** Ensures that cultural diversity is recognized and celebrated in all NADE activities.
- **EMERITUS CABINET:** The Emeritus Cabinet is composed of all past Association officers who remain members in good standing. 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.
- **ELECTIONS:** Provides information and promotes nomination of officer candidates, coordinates process for selection of candidate slates, and supervises the election process.
- **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.
- **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.
- **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.

Question 3: What are the policies concerning committees?

The policies concerning committees are found in the *NADE Policy and Procedures Handbook*, Section C.

Question 4: To whom do I report and what are his or her duties?

You report to the **Committee Coordinator** of NADE. When you begin your leadership assignment, you should make note of the contact information of the coordinator. Contact information should be updated regularly on the NADE Web site (www.nade.net) in the *Leadership Directory*.

Review and update your Committee Chair information in the *NADE Leadership Directory* on a regular basis. To make changes to the *Leadership Directory*, you will use your Committee's username and password, which will be given to you during the Leadership Congress by NADE's Secretary. You will go to the NADE homepage at www.nade.net, select "Update Contents" under the "Leadership Directory" heading at the bottom of the page, enter your Committee's case-sensitive username and password, and click the "Login" button. When you have successfully logged in, you will be given access to add, delete, and edit leadership information for your committee.

Responsibilities of Committee Coordinator:

1. Maintains NADE membership.

2. Communicates frequently with committee chairs throughout the year and provides suggestions for improving services to members and to support the chairs.
3. Serves as liaison between the Executive Board and committees
4. Receives *Committee Goals and Activity Report* forms from committee chairs by May 1 and November 1.
5. Notifies NADE President-elect of those committee chairs who have met the reporting requirement and, thus, are eligible to receive a conference fee waiver.
6. Submits electronic *Committee Coordinator Report* forms (Appendices J and K and on the NADE website) to NADE President-elect by May 15 and November 15.
7. Attends Leadership Congress at the annual conference.
8. Attends the NADE Business Meeting at the annual conference.
9. Works closely with the annual conference team to ensure that the leadership materials used at the annual Leadership Congress include committee-related materials and forms and that all committees are scheduled for a meeting time during the NADE conference.
10. Reviews committee budget requests and plans for upcoming activities.
11. Engages in mutual decision-making regarding plans for the next year.
12. Writes an article or has one of the chairs write an article about the committees for each issue of the *NADE Newsletter*.
13. Maintains files of all committee activities, newsletters, and other materials.
14. Provides a leadership workshop for committee chairs at the annual conference.
15. Monitors group compliance with minimum activities required for continuance of the committee. If committees lack minimum levels of activity, the Coordinator will work with committee chairs to improve performance.

Question 5: Will I be required to submit reports? If so, when are they due?

There are several reports required by the Executive Board. There are Committee Reports, which are due on **May 1** and **November 1**. The **Annual Committee Report** is due on **December 31**. (The reports basically ask for your goals, your accomplishments to date and questions for which you would like Executive Board input.)

A detailed **Budget Allocation Application** form (PPH, Appendix G) must be submitted by **April 15** each year. Even if your committee needs no money to accomplish its goals, a **Budget Allocation Application** form for \$0.00 must be submitted. Budgets should be developed in support of goals for the committee. Newsletters should be developed to distribute electronically to eliminate costs associated with paper, printing and postage expenses. NADE's fiscal year runs from July 1 through June 30 every year. Beginning **July 1** of the fiscal year, the amount of your submitted budget, approved by the Executive Board, may be accessed as a reimbursement upon submission of all documented expenses with original receipts to the NADE Treasurer and copies to the Committee Coordinator. Use a **Budget Reimbursement Application** form (PPH, Appendix H) downloaded from the NADE website. All reimbursement requests must be received by **June 15** of the fiscal year for consideration. Note that NADE operates on a cash basis and no carry-over from previous budgets will occur. Please allow 6 to 8 weeks for your request to be processed.

Question 6: What should I do to get started?

You should identify members for your committee. As NADE is an organization encompassing and promoting diversity, you might want to solicit members from different regions. The Annual Conference is a good time to meet and talk to potential members. You can also contact the previous chair and/or the committee coordinator and ask for a copy of the list of previous members, as well as the goals and accomplishments.

Once you have members for your committee, you should begin a dialog on goals to meet your committee's specific charge. You can gain an historical perspective by checking the annual reports for your Committee. They are available as part of the Annual Report available on the NADE Web site (www.nade.net).

Question 7: Where can I find a history of NADE?

The history of NADE is available on the NADE Website. The Web site is a good place to start if you are collecting information for a paper or presentation.

Question 8: What should I do after I notify the Committee Coordinator that I am completing and ending my chair?

Collect copies of your reports and indicate what still needs to be done to accomplish the committee's goals. Forward those reports, as well as a contact list of all members of your committee to the coordinator, who will pass them on to the next chair. Please include your own contact information. The new chair may have questions that only you can answer.

Committee Chair: Joyce B. Adams

Adjunct Faculty (Louanne Lundgren): Encourages adjunct faculty participation and development and establishes professional growth opportunity.

AWARDS (Tammy Bishop): Coordinates promotion of NADE awards, selects reviewers for awards program, promotes nominations for the various awards, and assists with award ceremony.

CULTURAL DIVERSITY (Emily Suh, Russ Hodges, and Raynard Ross): Ensures that cultural diversity is recognized and celebrated in all NADE activities.

ELECTIONS (Elisa Cohen): Provides information and promotes nomination of officer candidates, coordinates process for selection of candidate slates, and supervises the election process.

INTERNATIONAL (Michael Hill and Lara Rosenberger): 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 (Jennifer Beattie-Hulehan): Works with the Board and other NADE groups to coordinate the dissemination and promotion of information, press releases, policy statements, and products.

NADE DIGEST (Naomi Ludman): Provides opportunities for Developmental Education professionals to publish articles in the NADE Digest to further discussion of practical issues in Developmental Education.

PROFESSIONAL DEVELOPMENT (Tammy Donaldson):

- (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 (Curtis Ricker): Coordinates information concerning job opportunities to the NADE membership and provides information at the annual conference.

RESEARCH (Julie Kling): 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 the conference teams.