



Revised Committee Descriptions May 15, 2019

Awards Committee

The Awards Committee will:

- Work with the NACAS office to develop an annual timeline for publicizing the call for nominations.
- Work with regional presidents and the membership-at-large to solicit nominations for national awards.
- Determine the yearly nominations deadline based on the current year's NACAS Board of Director's summer meeting and the NACAS Annual Conference.
- Review all awards nominations and present a proposed list of worthy award recipients.
- Upon approval of the Board, work with the NACAS office to prepare the appropriate awards for presentation at the national meeting.
- Make recommendations to the Board of Directors to add, delete or consolidate the awards presented by the Association.
- Conduct its business by telephone and email throughout the year. Should a quorum of Committee members attend the C3X Annual Conference & Expo, an in-person meeting may be held during the conferences
- Review all nominations for, and select the final recipients of, the Mereese Ladson Diversity Scholarship and the Hassmiller CASP Scholarship.

Business Partner Advisory Group

The Business Partner Advisory Group assists in creating a more collaborative relationship between NACAS and Business Partners in order to best serve the growth of all members and their institutions. It serves as a catalyst for creative, meaningful and actionable discussion to best serve the collective. It harnesses the intellectual knowledge and network of Business Partners to educate and inspire the membership so that they may best serve today's students - both at National and Regional level. Success is to position NACAS as an indispensable asset for all members and partners.

C3X Committee

When the conference dates and location are approved by the Board of Directors, the Committee shall be responsible for its implementation prior to and at C3X.

The Committee shall ensure professional development and networking opportunities for members through inclusivity and value-driven programming.

Through brainstorming and discussion, the committee will generate ways to add value and appeal to C3X. The Committee will contribute conceptual ideas and general session topics and recommend general session speakers.

Other areas the committee will support are promotion and solicitation of C3X, identification of education session content, campus tours, and the volunteer program. The committee will

participate in a one day planning meeting at the Site Location the Summer prior to C3X. Travel expenses will be paid accordingly to the travel policy for the Site Visit only. Expense of actual C3X is on own.

Canadian Committee

The purpose of the Canadian Committee is to increase Canadian participation in NACAS, and to ensure NACAS provides value to Canadian members and potential members.

The committee will develop an annual plan and calendar that may include:

- Coordinating Canada Lab at C3X that includes content and sponsorship
- Liaising with NACAS PD and BP committees/staff liaisons to ensure consistency of treatment of speakers and sponsors
- Coordinating an Ancillary Services workshop with CAUBO annual conference
- Coordinating Virtual and/or in-person meetings/workshops or webinars
- Recommending Canadian speakers at regional and annual conferences
- Ensuring NACAS policies and procedures and activities (including Certification Commission) are inclusive of Canadian references
- Identifying other NACAS committees that may benefit from Canadian participation/membership and provide recommendations during the annual recruitment of committee membership
- Recommending or coordinating programs/activities to promote Canadian attendance at regional and annual conferences
- Supporting and leading (Canadian) membership retention and recruitment efforts
- Recommending qualities/actions for NACAS to embrace to better serve NACAS members to the NACAS Board of Directors

Certification Commission

The Commission's purpose is to establish the governing rules and regulations related to the CASP program, conduct the programs, make determinations regarding eligibility and all essential certification decisions, and provides mediation and interpretations for the program, as needed by staff, consultants and other volunteer groups.

The responsibilities of the Commission and its members shall include:

- Develop, monitor, and revise as needed the Certification Policy Manual and related control documents, including recertification policies and practices.
- Approve recommendations regarding eligibility criteria, certification assessment, examination content, examination scaled cut-points, exam and item performance standards, and other essential certification decisions.
- Ensure the independence of the certification from other conflicting interests such as, but not limited to training and marketing functions.
- In conjunction with the NACAS Board, assure financial continuity and long-term sustainability of the certification program.
- Ensure notes of all Commission meetings and decisions are maintained.
- Make determinations on appeals submitted by NACAS certification applicants, candidates, or certificants.
- Hear questions or concerns of others regarding the certification program or certificants.
- Serve as advocates for the certification program to members interested in obtaining the designation.

Communication Services Committee

The Committee shall be responsible with the appropriate staff liaisons for compliance with procedures, policies, and directives established by the Board of Directors.

The Committee shall advise the NACAS Office on all aspects of College Services to include but not limited to format, philosophy, composition, production and advertising costs, quality, and variety of articles to ensure the development of a first class professional publication. The Committee members shall write or solicit articles that align with the College Services quarterly theme.

The Committee shall serve as the Selection Committee for any communication awards categories, which the Board may establish.

Membership Committee

The Committee shall assist the NACAS Office in the development and implementation of programs designed for membership recruitment and retention and the provision of services. The Committee shall forward to the Board its recommendations for membership requirements and promotional programs.

The Chair shall provide current demographic reports to the Board on new membership, lost membership, and promotional efforts currently in force to ensure Association growth and stability. The Chair shall routinely communicate with the National Board to solicit their support of Committee programs and goals. The Committee is required to keep open communication between their respective regional boards in regards to membership development and support.

Duties of Committee Members:

- Members are encouraged to attend their Regional Conferences.
- Members will support retention efforts by participating in the summer renewal campaign, and the members of the committee will be asked to support recruitment efforts when and as needed.
- Members are expected to serve as new member ambassadors for a group of joining institutions every calendar year. This includes email and phone outreach on a scheduled basis.
- Members are provided with materials to familiarize themselves with the Association and the services which the NACAS Office provides, in order to articulate the value of NACAS to potential members of reinstatements.
- Members will attend the First Timers Reception at the Annual Conference.

Professional Development Committee

The Professional Development Committee is responsible for recommendations, development, and implementation of educational opportunities for NACAS members based on core practices/curriculum, relevant, or trending themes and base content via monthly phone calls, one in-person meeting at C3X and subcommittee involvement as needed. The Committee will help achieve Strategic Goals and KPI's through the different professional development channels.

The Committee will:

- Recommend content ideas and identify speakers for in-person and online events including but not limited to webinars, Leadership Series, C3X Innovation Lab & Leadership Lab, and program partnerships with other organizations.

- Be up-to-date on trends and issues facing higher education
- Guide NACAS staff on programs, materials, and speakers relevant for each demographic (senior professionals, mid-level managers, emerging professionals)
- Evaluate and debrief on survey feedback from professional development events and provide suggestions for improvements
- Review NACAS Lounge posts and create best practices documents, templates, and other resources that will be posted to the NACAS Resources Library for members
- Identify new professional development delivery methods and advise NACAS staff
- Determine ways to engage NACAS members in professional development events

Research Advisory Group

The responsibilities of the Advisory Group and its chair shall include:

- Engage in member to member outreach to continue encouragement for members reporting data (demographic and quantitative for benchmarking).
- Make recommendations and/or provide key information and materials to the Director of NACAS Research.
- Create roadmaps for NACAS Research studies and topics to ensure industry relevance.
- Assist with ad-hoc NACAS Research projects, including content creation with support from other Advisory Group members and providing expertise to guide new initiatives
- Other tasks as appropriate to better the future of NACAS Research.