

COMMITTEE

LEADERSHIP

HANDBOOK



NATIONAL ASSOCIATION  
FOR  
DEVELOPMENTAL EDUCATION

March 10, 2010



## 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](http://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. Coordinate committee activities.
- B. Conduct all committee meetings and ensure they begin and end on time.
- C. Ensure that there is a published agenda for each meeting.
- D. Help members reach consensus or closure on important issues in a timely fashion.
- E. Ensure that all legitimate points of view are heard.
- F. Ensure that specific recommendations for future action are referred through appropriate organizational channels.
- G. Select committee members with sensitivity to diversity of NADE membership.
- H. Arrange committee meetings and notify members of any schedule changes.
- I. Conduct committee correspondence.
- J. Submit reports to the NADE Committee Coordinator:
  - 1. **By April 15.** 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 NADE President, with a copy 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.
- K. Attend the NADE Annual Conference leadership workshop (Leadership Congress)

and meet with the Committee Coordinator to review committee activities and discuss future plans as needed.

- L. Provide a smooth transition, including transfer of records, to new committee chairperson(s) at the annual conference.
- M. Perform other duties requested by the President or the Executive Board.

## **Question 2 What are the functions of the different committees?**

The following is a copy of the webpage that describes committees and councils:

- ❑ **Adjunct Faculty:** This committee encourages adjunct faculty participation and development and establishes professional growth activities.
- ❑ **Archives:** Collects appropriate NADE materials and forwards same to the NADE office in a timely manner.
- ❑ **Awards:** This committee coordinates promotion of NADE awards, selects reviewers for awards program, promotes nominations for the various awards, and assists with award ceremony.
- ❑ **Bylaws:** This committee provides information about the NADE Bylaws, information for amending the documents, and makes recommendations for possible changes.
- ❑ **Certification Council:** This Council promotes student success and professional growth of developmental educators by setting standards of best practice, emphasizing use of theory to inform practice, and supporting effective evaluation and quality research in Developmental Education and learning assistance programs.
- ❑ **Chapter Development:** This committee, which includes all Chapter Presidents and Presidents-elect and is chaired by NADE's President-elect, provides information for current chapters, promotes development of new chapters, mentors chapters for good standing, and encourages communication among chapter to benefit chapter and NADE members.
- ❑ **Cultural Diversity:** Encourages participation of NADE members from diverse backgrounds and develops activities to encourage diversity within NADE and NADE activities.
- ❑ **Elections:** This committee provides information and promotes nomination of officer candidates, coordinates the process for selection of candidate slates, and supervises the election process.
- ❑ **International:** Coordinates the dissemination of information about Developmental Education programs in other countries and encourages membership in NADE with fellow educators from outside the U.S.
- ❑ **Marketing:** This committee's activities include: working with the Board and other NADE committees to coordinate the promotion and dissemination of information, press releases, policy statements, and products.
- ❑ **NADE Conference:** This committee's activities include:
  1. Serving as a proposal reader.
  2. Performing duties in collaboration with the Conference Chair(s) as outlined by the NADE *Conference Planning Manual*.

3. Performing assigned duties during the annual conference.

- ❑ **NADE Digest:** This committee provides opportunities for Developmental Education professionals to publish articles in the *NADE Digest* to further discussion of practical issues in Developmental Education.
- ❑ **NADE Newsletter:** This committee assists with writing, editing and other production aspects of the *NADE Newsletter*.
- ❑ **Political Liaison:** This committee 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:** This committee coordinates annual awards to support continuing education by individual NADE members, recommends activities to support professional development of members, and coordinates professional development workshops for the members.
- ❑ **Professional Job Opportunities:** This committee coordinates information concerning job opportunities to the NADE membership and provides information at the annual conference.
- ❑ **Professional Liaison:** The committee coordinates information among like-minded professional organizations and recommends cooperative agreements between NADE and other organizations.
- ❑ **Research:** This committee 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.

### 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](http://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](http://www.nade.net), select "Updates" under the "For Leaders Only" heading in the middle 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 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 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. 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](http://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.

## NADE COMMITTEES, 2009-2010

|                                |  |
|--------------------------------|--|
| Committee Coordinator          | Marguerite MacDonald                             |
| Adjunct Faculty                | Patricia Eney                                    |
| Archives                       | Vickie Kelly                                     |
| Awards                         | Donna Saye                                       |
| Bylaws                         | Dell Enecks                                      |
| Chapter Development            | Marcella Davis                                   |
| Cultural Diversity             | Heather Hewer                                    |
| Elections                      | Elisa Cohen                                      |
| International                  | Geraldine McBroom and Michael Hill               |
| Marketing                      | Dessie Williams                                  |
| NADE Conference                | Kathleen Buttermore and Julie Kling              |
| <i>NADE Digest</i>             | Naomi Ludman, Michael Preuss, & Laura Villarreal |
| <i>NADE Newsletter</i>         | Craig Barto and Janita Patrick                   |
| Political Liaison              | Kathryn Van Wagoner                              |
| Professional Development       | Rebecca Goosen                                   |
| Professional Job Opportunities | Janet O'Brien and Curtis Ricker                  |
| Profession Liaison             | Cynthia Craig                                    |
| Research                       | Johanna Dvorak and Kathryn Van Wagoner           |