



Region I Advisory Board
Governance Committee Report
2010-2012

GOVERNANCE REPORT AND COMMITTEE HISTORY

The original Region I Governance Report (2007), requested by Dr. Brian McCoy (RVP 2006-2008), and created by a committee chaired by Dr. Richard DeCapua (Member-at-Large 2006-present), examined the leadership and organizational structure of Region I. The Report specifically targeted Advisory Board structure, Knowledge Community reporting lines and configuration, and state/province leadership. Recommendations were generated from this report and presented to the Advisory Board at the June 2007 retreat.

The report was reviewed on the request of Pauline Dobrowski (RVP 2008-2010) by a committee chaired by Dr. Nancy Crimmin (RVP-Elect 2009-2010). The initial meeting of this committee was held prior to the June Advisory Board retreat in 2009. The original charge to this group was to review and evaluate the status of the recommendations from the original report; which potentially could result in additional recommendations to the Advisory Board.

After three meetings, numerous electronic discussions, and in consultation with RVP Pauline Dobrowski, the committee shifted the focus of the charge from review and evaluation to review for the purposes of leadership change.

Therefore, moving forward, upon election the RVP-Elect will convene a committee comprised of current Advisory Board members to assist in creating a leadership guide (aka Governance Report) which will serve as the foundation for the process and structure of the incoming Advisory Board. The point of origin will be the current Governance Report. The committee can be utilized throughout the tenure of the sitting RVP for assessment and evaluation purposes, Advisory Board structural questions, process changes and review, and/or as requested by the current RVP. Should a Governance Committee member leave the Advisory Board, the RVP will select a replacement.

2007 Governance Committee Membership

Richard DeCapua – Chair
Stuart Brown
Cathy Cocks
Pauline Dobrowski
Daniel Doerr
Hollie Ingraham
Katie O'Dair
David Zamojski

2009 Governance Committee Membership

Nancy Crimmin – Chair
Cathy Cocks
Richard DeCapua
Cynthia Forrest
Tim Keefe
Jennifer Stanley

Summary of 2010-2012 Governance Report

The Region I Advisory Board has a long and vibrant history of providing leadership opportunities and exceptional professional development for members of the region. Membership on the Advisory Board provides networking, relationship building, professional development, mentorship opportunities, and a sense of community within the region. The 2007 Governance Report provided a comprehensive review which included recommendations for transparency, internal information sharing, and Board structure and functionality. Many of the recommendations have been accepted and implemented under the direction of Regional Vice President Pauline Dobrowski. This report, preceding the change in leadership of the Regional Vice President, seeks to solidify the changes accepted by the current RVP and to clarify updates created by the 2009 Governance Committee.

The 2007 Governance Report outlined a tiered Board structure, including a meeting schedule which specified times for each tier of the Board to meet. It was decided at the June 2009 retreat that this tiered structure did not meet the needs of the Board members and was not the most productive use of the membership. As a result, the Advisory Board will meet five times (June to June) as a cohesive group. The RVP will utilize an Executive Committee for situations which arise in between meetings which require immediate consideration.

Two important tenets guide the formation of several of the recommendation here within:

- Advisory Board membership is at 50 members, and
- Time at meetings must be maximized for efficiency.

Although smaller subgroups would allow for more in depth discussion and for items to be prioritized more thoroughly, the Governance Committee has decided to maintain the large group meeting format with strict stipulations to assist in the meeting process. Leadership will request reports from each Board member one week prior to the Advisory Board meeting for advanced distribution and review. The Advisory Board meeting agenda will allow time for questions and clarification resulting from the information in the report. It is incumbent upon all Advisory Board members come to all meetings prepared.

The Governance Committee supports the newly established meeting format of the KC Co- Coordinators meeting with the KC Representatives prior to each Advisory Board meeting. The KC Representatives are a vital part of the Advisory Board; supported by the NASPA tagline (as quoted in the 2007 Governance Report and the NASPA webpage) "Gateway to the Profession and Connection to the Association", and therefore their success is a priority. All KC Representatives will be supported by the KC Co- Coordinators in administrative issues, finance issues, program development, process, and mentorship. KC Representatives will be encouraged to form a Board for their topic area. This is another way we can outreach to general members, offer leadership opportunities, and provide affordable and local professional development opportunities. All KC Representatives will also be strongly encouraged to join their state boards.

In terms of finances, in the past the KC Co-Coordinator were given the latitude to approve requests from KC Representatives for monies up to \$250.00 without going to the Board for a vote. The Governance Committee suggests that the amount be raised to \$300.00. This does not imply that each KC Chair is assigned \$300.00 for programming efforts; rather it allows the KC Co-Coordinator the flexibility to approve requests on an as needed basis rather than waiting for the next Board meeting or requesting an Executive Board meeting. The Advisory Board will examine annual events to determine if they should become permanent line items (i.e., the Latino/a Conference). The Governance Committee also suggests the \$3750.00 line item in the National Fund Budget for KC programming/publicity be raised to \$5000.00 annually to allow for additional flexibility in funding. The addition of a "gap programming" line item (as approved by Advisory Board vote on November 8, 2009) allows for \$5000 "which will cover the costs of programs and provide funds in addition to the KC and state budgets; this money can be accessed by anyone on the board" (as noted in the November 8th meeting minutes). The increase in the National Fund line item \$1250.00 to \$5000.00 will specifically be for KC programming, thereby leaving the "gap programming" line for states/province initiatives and unexpected programming expenses. These two items will be brought to vote at the January 29th Board meeting.

The Governance Committee recommends the following changes/additions to current Board positions:

- Awards Chairperson will be an Ad Hoc Conference Committee member and the position description will outline this change;
- Silent Auction Chairperson will also be an Ad Hoc Conference Committee member with changes reflected in their position description;
- The Historian will be responsible for researching and collating past votes and business practices compiled from meeting minutes so all decisions are in a single clear document for reference;
- A new position will join the Board - the Undergraduate Liaison (also a Conference Committee member, coordinating the SALT Conference, position description included);
- Past Regional Vice President will assume the Volunteer Coordinator responsibilities which began with one of the Member at Large positions (position description included).

Finally, the RVP-Elect and Secretary will be responsible for updating the Region I Advisory Board Manual.

GOVERNANCE AMENDMENTS 2010-2012

1. The Region I Advisory Board Manual should be consulted for the following information:
 - a. NASPA's Vision, Mission, Core Values, Goals and Strategic Objectives, list of the Board of Directors, National Office Staff
 - b. Region I Advisory Board list including Knowledge Community Representatives,
 - c. Advisory Board Position Descriptions

2. Meeting Schedule for the Advisory Board
 - a. June Retreat – usually one day long, however, can be an overnight should the Advisory Board deem it necessary or appropriate
 - b. September
 - c. November (Regional Conference)
 - d. January (Joint meeting with Conference Committee)
 - e. March – after the National Conference

3. Advisory Board Structure
 - a. Full Board, including Knowledge Communities, 50 people.
 - b. RVP Executive Committee
 - i. Convened at RVP's discretion for items needing immediate consideration
 - ii. Full Advisory Board will be notified of the meeting and receive meeting minutes
 - iii. Members of the Executive Committee:
 1. Regional Vice President
 2. Past Regional Vice President (or RVP-Elect)
 3. State/Province Directors
 4. Secretary
 5. Treasurer
 6. KC Coordinators
 7. Membership Coordinator
 8. Member at Large
 9. Other Board members as needed

4. Knowledge Communities
 - a. KC Co-Coordinators will continue to oversee the KC Representatives
 - b. Meetings of the KCs with the Co-Coordinators will occur prior to each Board meeting if time permits
 - c. Funding requests to the Co-Coordinators from the Representatives will increase from \$250.00 to \$300.00 (pending Advisory Board vote)
 - d. Line item on National Fund Budget for KC Publicity/Programming will increase from \$3750.00 to \$5000.00 (pending Advisory Board vote)

5. Changes/Additions to Advisory Board positions
 - a. Past-RVP will assume Volunteer coordinator responsibilities
 - b. Awards will be an Ad Hoc member of the Conference Committee
 - c. Silent Auction will be an Ad Hoc member of the Conference Committee
 - d. Historian will compile business practices and past votes for an accessible archive
 - e. Undergraduate Liaison position will be added to the Board, and be a part of the Conference Committee for planning the SALT Conference.

Position Descriptions:

Undergraduate Student Liaison

The Undergraduate Student Liaison is responsible for coordinating efforts to expose undergraduate students who have an interest in exploring the field of Student Affairs to programs, workshops, and networking opportunities within the Region.

Responsibilities:

- Reach out to professionals at various institutions across the Region to assess and identify the needs of undergraduate students interested in learning more about Student Affairs.
- Work collaboratively with the NUFP Coordinator on the Advisory Board to plan and implement programs and/or workshops that address the needs of NUFP participants and provide ample networking opportunities.
- Create opportunities for undergraduate to interact with professionals at all levels.
- Coordinate the SALT Conference a part of the annual regional conference.
- Submit activities report to the RVP three times a year
- Attend Regional Advisory Board meetings.
- Other duties as assigned by the Regional Vice President

Volunteer Coordinator

The Volunteer Coordinator is responsible for the coordination of the volunteer recruitment and retention efforts within the Region. This individual will work closely with the regional leadership to identify and promote volunteer opportunities.

Responsibilities:

- Maintain a database of all NASPA Region I volunteers.
- Examine the demographics of the volunteers to ensure representation of the membership.
- Coordinate an up-to-date listing of all volunteer opportunities.
- Develop a membership volunteer form clearly delineating between volunteer opportunities and areas of interest.
- Develop an outreach program for new and continuing members to keep them abreast of volunteer opportunities
- Submit activities report to the RVP three times a year
- Attend Regional Advisory Board meetings
- Other duties as assigned by the Regional Vice President