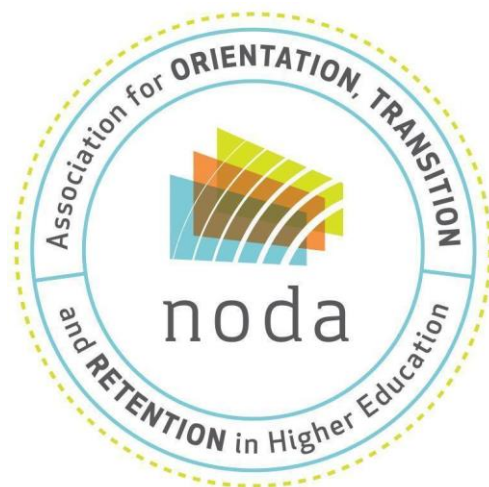


NODA

**Association for Orientation, Transition and
Retention in Higher Education**

Standard Operating Procedures



December 2022

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NOTE: Any updates or changes to the SOP must have approval of the Executive Director

NODA

Association for Orientation, Transition and Retention in Higher Education

Standard Operating Procedures

NODA History and Overview

NODA History

NODA was chartered in 1976 and continues the tradition of orientation, retention and transition professionals who have met annually for over 40 years. Today, NODA is an international association comprised of professional administrators, students, faculty and related organizations. The Association strives to attract a pluralistic membership and leadership and endeavors to facilitate the professional development of its members. NODA is further dedicated to inter-association cooperation, the advancement of professional and ethical standards, and the production of scholarly works.

NODA Mission

The mission of the NODA is to provide education, leadership and professional development in the fields of college student orientation, transition and retention.

Core Purpose

To create a community of practice that defines and enriches the fields of orientation, transition, and retention.

Core Beliefs and Values

- We are an inclusive community of practitioners and scholars; building, fostering and sharing an environment that promotes connections of people and ideas for peer-to-peer learning.
- We value learning and innovation through the research, acquisition, formation and dissemination of scholarly knowledge, and the sharing of new and emerging best practices.
- We value diversity of ideas, institutions, and individuals. We practice integrity and model ethical behavior through adherence to professional standards.
- We take pride in the history and future of our services, programs, and resources.
- We practice leadership; providing opportunities for professional growth and development both on institutional campuses and within the Association.

Strategic Plan

The Board of Directors engaged in a strategic planning process that culminated with a strategic plan that will provide intentional direction and long-term vision for the NODA. At the center of the plan are five goals designed to make NODA the premier association dedicated to the fields

of orientation, transition, and retention.

The strategic plan is designed to guide the Association over the next few years and will be revisited annually to assess the progress of the Association to determine the priorities for the following year. See the addendum for a complete copy of the NODA Strategic Plan.

Statement of Non-Discrimination

NODA declares a policy of equal opportunity and non-discrimination in the provision of services to the membership and the public. In recognition of responsibility to the membership, NODA reaffirms its policy of fair and equal treatment in all practices to all persons regardless of race, color, age, marital status, sex, gender identity and/or gender expression, religion, national origin, ancestry, sexual/affectional orientation, disability, or veteran status. NODA complies with all applicable federal, provincial, and state regulations regarding affirmative action and non-discriminatory practices.

Statement on Sustainability

NODA affirms its commitment to protect and enhance the environment and our surrounding communities through learning, service, education and administrative operations. We seek to collaborate with and assist our members concerning the creation of more sustainable orientation, retention and transition programs internationally. NODA will be a community that acts with a conscious mind towards social, economic, ecological and environmental awareness and positive, intentional action whenever possible.

NODA Sustainability Suggestions and Practices - for NODA programs/events and campus institutions:

- Explore the incorporation of actions that promote a sustainable environment.
- Consider the social, economic and environmental impacts of policies and actions.
- Promote, educate and explore best practices in sustainability for NODA, members, and higher education institutions.
- Consider NODA's Sustainability Statement when making decisions regarding the association's actions.
- Work with Associate Members, suppliers, and customers to promote effective and meaningful environmental best practices including, but not limited to, purchasing and promoting renewable products, limiting paper and non-recyclable product purchases, and ensuring fair trade and human rights policy compliance.
- Minimize waste from conference and association activities including, but not limited to, limiting paper use, fully realizing the effectiveness of on-line resources and supporting venues which support the Sustainability Statement of the National Orientation Directors Association.
- NODA updates and reports to member constituents on sustainability efforts.
- Research on-line alternatives for evaluations, surveys and other actions that require

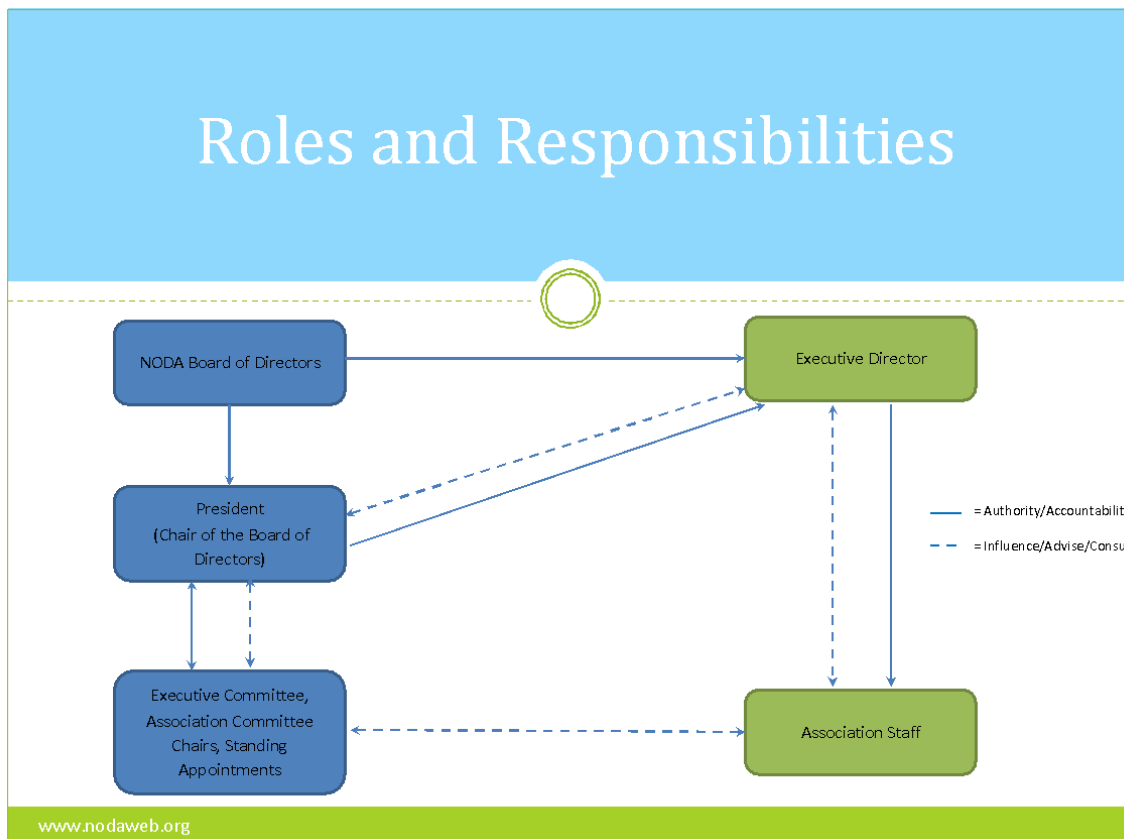
large amounts of paper to be used.

- Provide conference session handouts online before or after the conference.
- Meet with other campus offices to create an awareness of sustainability during your programs
- Teach about sustainable practices during orientation programs and welcome weeks.
- Make it known that sustainability is a concern that your office believes is a priority.
Look for “green” giveaways for conferences and programs

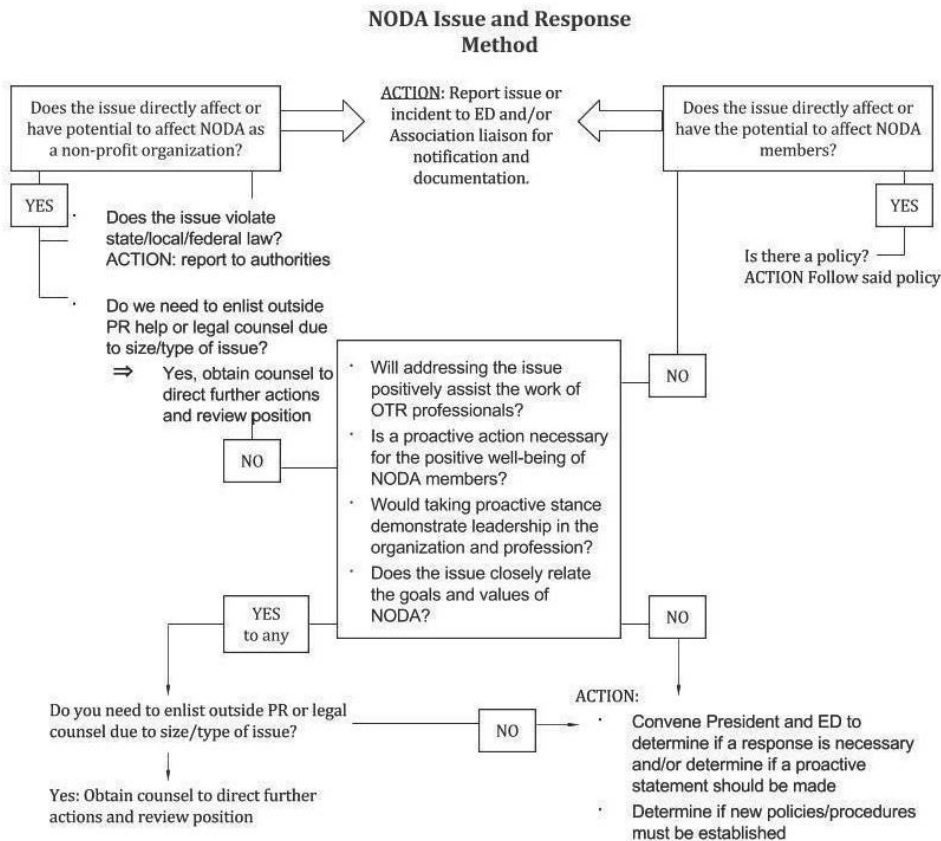
Statement on Global Membership

The commitment to the successful orientation, transition, and retention (OTR) of students in higher education transcends national, cultural, and organizational borders and boundaries. NODA members represent various institution types, sizes, cultures, languages, and geographic locations. We ask our membership to commit to learning and collaborative environments free of assumptive nation-specific jargon and points-of-view. NODA commits to the leveraging of a global perspective to better support our members and build a stronger OTR profession.

Flow Chart



Official Authority at NODA Events



The NODA Executive Director or designee is the authoritative decision maker in the event of an emergency or immediate issue to address during a NODA sponsored event.

It is expected that the Executive Director or designee, use the NODA Issue and Response Method found in the Standard Operating Procedures when determining how to respond.

NODA Executive Director shall be the authoritative decision maker in the event of an emergency or immediate issue to address during an Annual Conference. Decisions should be made in consultation with the President, President Elect and Past President, but the NODA Executive Director has the responsibility to respond.

The Regional Coordinator or event host is the authoritative decision maker in the event of an emergency or immediate issue to address during a NODA sponsored events, where Association staff is not present. When possible, decisions should be made in consultation with Association staff, but the Regional Coordinator or event host has the responsibility to respond.

Volunteer Guidelines

Statement of Purpose: Volunteer Accountability

NODA was founded as an Association of professional educators volunteering to support the mission of the Association. From membership services and finance, to conference planning and educational workshops, volunteers have a strong history and foundation leading and cultivating the Association we know today. With the establishment and growth of the association office and staff alongside the recent leadership restructuring, formal leadership and volunteer positions have been established to give greater opportunity and access to members wishing to enhance their professional development through association volunteerism.

The Nominations and Elections and Leadership Development committees have created holistic policies and practice that promote, encourage and educate future NODA leaders and volunteers. Position descriptions and expectations, with established term lengths, meeting requirements and staff partners are linked to all positions.

In the event a volunteer or leader cannot fulfill their duties as noted in the position description, it is expected they reach out in an appropriate manner of time to discuss their role and responsibilities with their executive board or association staff partner.

In the event a volunteer or leader has not fulfilled their stated expectations, it is expected that the executive board/staff partner or appropriate designee will discuss role expectations and create a plan of remedy with the volunteer. If that plan does not address the failure to meet role responsibilities, the volunteer may be asked to resign their position or if unresponsive, may be terminated. NODA believes strongly in volunteer and leader cultivation, and role removal will be deemed the last possible resolution as determined by the executive board or association staff partners.

General

- No volunteer is authorized to obligate the Association to any undertaking without prior approval from the Association staff. NODA will not honor any contracts or agreements entered into by a volunteer without such prior approval. All contracts must be signed by the Executive Director.
- All contact with the Association's legal counsel will be through the Executive Director

Leader Guidelines

- Be familiar with NODA's guiding documents: By-laws, Policy Manual, Standard Operating Manual, Style Guide, Social Media Policy
- Be aware of NODA's statements on: sustainability, ethics, non-discrimination, diversity and inclusion statement

- Possess an adequate understanding of the Association's programs, people and resources available to achieve goals
- Be prepared, contribute and attend meetings
- Schedule a transition meeting with your predecessor
- Each committee has a staff partner to help guide the process. Please be sure to cc your staff partner when Emailing other volunteers
- The Association office will coordinate all conference calls as scheduled
- Requests for funds should be brought to the Executive Director based on the budget request timeline

Reports & Records

- Board reports are submitted in the Spring & Fall
- Proposals or motions for policy changes should be submitted to a NODA Board of Directors via the committee Board liaison
- Meeting notes and documents should be uploaded to the appropriate committee group online

Conflict of Interest Policy

Purpose

The purpose of the conflict of interest policy is to protect NODA's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a volunteer or staff member of NODA. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Definitions

Interested Person

Any appointed or elected volunteer or staff member with governing board delegated powers, who has a direct or indirect financial or personal interest in a NODA transaction, agreement, policy as defined below.

Financial Interest

- Person has a financial interest if the person has, directly or indirectly, through business, investment, other nonprofit involvement, or family,
- An ownership, compensation, or investment interest in any entity with which NODA has a transaction or arrangement,
- A *potential* ownership, compensation, or investment interest with any entity or individual with which NODA is negotiating a transaction or arrangement,
- Compensation includes direct and indirect payment as well as substantial gifts or favors. Whether a gift or favor is considered substantial is up to the discretion of the group governing the conflict of interest in question,

- A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the NODA Board of Directors decides that a conflict of interest exists.

Personal Interest

- A person may have personal interests if the individual obtains, either directly or indirectly, a non-financial benefit or advantage that they would not have obtained absent their relationship with the Association
- Personal interests may also exist when a person's duty or responsibility owed to the Association conflicts with a duty or responsibility owed to another organization: seeking to obtain preferential treatment by the Association for themselves or relative or business associate
- Making use of confidential information obtained from the Association for their own benefit or for the benefit of a relative, business associate, or other organization; or taking advantage of an opportunity or enable a business, organization or family to take advantage of an opportunity which they have reason to believe would be of interest to the Association

Notice

Each volunteer and staff member with governing board delegated powers shall annually disclose any possible conflicts of interest and sign a statement which affirms that they have: received, read and understand the policy; agree to comply with the policy; and understands that NODA, as a non-profit association, must engage primarily in activities which accomplish its mission.

Procedures

Duty to Disclose

In regards to any actual or possible conflict of interest, the person in question must disclose the existence of the possibility and be given the opportunity to disclose all facts to the members of the NODA Board of Directors considering the proposed transaction or arrangement.

Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all relevant facts, and after any discussion with the interested person in question, he/she shall leave the NODA Board of Directors meeting while the determination of a conflict of interest is discussed and voted upon. The remaining NODA Board of Director members shall decide if a conflict of interest exists.

Addressing the Conflict of Interest (If a valid conflict of interest is determined)

The person involved in the conflict of interest surrounding a NODA transaction may make a presentation at the NODA Board of Directors meeting, but after the presentation he/she shall leave the meeting during the discussion and vote on the transaction.

- The President of the NODA Board of Directors shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement
- After exercising due diligence, the NODA Board of Directors shall determine which entity (i.e. vendor/individual), to do business with. The NODA Board of Directors shall determine by a majority vote whether the transaction is in NODA’s best interest, for its own benefit, and whether it is fair and reasonable
- Any volunteer or staff member may report a suspected conflict of interest to the NODA Board of Directors

Violations of the Conflicts of Interest Policy

- If the NODA Board of Directors has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and give the member an opportunity to explain the alleged failure to disclose
- If, after hearing the member's response and after making further investigation as warranted by the circumstances, the NODA Board of Directors determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action

Annual Policy Review

Each volunteer and staff member with governing board delegated powers shall annually (Fall) sign a statement which affirms that they:

- Have received a copy of the conflict of interest policy
- Have read and understands the policy
- Has agreed to comply with the policy and
- Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes

Leadership Selection and Timeline and Elections/Appointments

Selection, Term and Timeline

Position	Term	Elected	Term	Electd/Selectd by
President Elect	1 year	December	Jan 1-Dec 31	Members
President	1 year	December	Jan 1-Dec 31	Members
Past President	1 year	December	Jan 1-Dec 31	Members

Treasurer	3 years	December	Jan 1-Dec 31	Members
General Board Member	3 years	December	Jan 1-Dec 31	Members
Regional Coordinators	2 years	October	Regional Conference to Regional Conference	Members
Network Chairs	2 years	October	Jan 1-Dec 31	Executive Committee
Annual Conference Advisory Committee Chair	2 years-MS2CT	October	Jan 1-Dec 31	President, President-Elect and Past-President
Educational Initiatives Committee Chair	1 year-MS2CT	October	Jan 1-Dec 31	President, President-Elect and Past-President
Finance Committee Chair	2 year-MSCT	October	Jan 1-Dec 31	President, President-Elect and Past-President
Leadership Development Committee Chair	1 year-MS2CT	October	Jan 1-Dec 31	President, President-Elect and Past-President
Network Coordination Committee Chair	1 year-MS2CT	October	Jan 1-Dec 31	President, President-Elect and Past-President
Regional Coordination Committee Chair	1 year-MS2CT	October	Jan 1-Dec 31	President, President-Elect and Past-President
Research Committee Chair	1 year-MS2CT	October	Jan 1-Dec 31	President, President-Elect and Past-President
Nominations & Elections Committee Chair	1 year	October	Jan 1-Dec 31	Past-President
Standing Appointments	1 year-MSCT	October	Jan 1-Dec 31	Executive Committee
Committee Members	2 years-MS2CT	October	Jan 1-Dec 31	Committee Chair and staff partner

Leadership Opportunities – Timeline

	Call for Applications	Appointments	Term Length
Treasurer	October	December	3 years Starting January 1st
Regional Coordinators	August	September	2 years Starting January 1st
Network Chairs	August	September	2 years Starting January 1st
Association Committee Members	August	September	2 years Starting January 1st
Annual Conference Program Chair	March	April	2 years Starting May 1st
Annual Conference Program Committee	October	April	2 years Starting May 1st
General Board Member	October	December	3 years Starting January 1st
President-Elect	October	December	3 years Starting January 1st

Nominations & Elections Tiered Process

Tiered model for Application

First Tier:

- Resume, including NODA involvement (What committee and what position. Years for each position)
- Diversity & Inclusion Statement
- Personal Statement

Second Tier: invite to continue along in the process

- Letter of financial support
- Letters of recommendation (2)
- Video - Flipgrid
- Checkbox on the application with:
 - I have support and funds
 - I have support but need NODA Excellence Fund

	RC Application timeline:	Pres/ST/GBM Timeline:
Open application	July 9	Oct 1
Close application	July 26	Oct 18
Committee Review	July 27-August 12	@ Annual Conference
Invite Slated Candidates	August 13	Oct 29
Round 2 Due	August 23	Nov 12
Elections	August 27-September 6	Nov 14 - 29
Announce Results	September 7	December 3

Committee Chairs

Association Standing Committee Structure

The Association has twelve standing committees. The responsibilities of the committee chair are described in detail. However, the committee charge, membership and terms are listed below.

Committee Chair Responsibilities

Committee chairs are accountable to the Board of Directors for maintaining diverse, appropriate committee membership and for fulfilling the committee charge. If a mid-term vacancy should occur among general Association members on any committee, the committee chair and staff partner will decide if and when a replacement is named.

Transition of Committee Chairs

Committee chairs shall pass along all committee information to new committee chairs 30 days following the president’s appointment of new committee chairs.

Committee Chair and Member Selection

- Committee chairs will be solicited, screened and recommended by the Leadership Development Committee and appointed by the NODA President, President-Elect and Past-President
- Chairs will serve a one-year term and may serve up to two consecutive terms upon approval of the President, President-Elect and Past-President (once the committee chair term ends, they do not serve on the committee).
- Committee chairs are accountable to the Board of Directors for maintaining diverse, appropriate committee membership and for fulfilling the committee charge
- Each committee chair is responsible for working with their staff partner to fill their committee membership according to the guidelines below

Committee Chair Guidelines

Recruitment, appointment, orientation of committee members

- Work in consultation with the chair of Leadership Development Committee and the Association staff to populate general committee members
- Orient all new committee members to the committee

Strategic direction and management of work

- Set strategic direction for the committee to fulfill the goals and charge in alignment with the NODA strategic plan
- Work with Association staff to ensure that committee members have the information needed to complete assignments, delegate and assign work to committee members as needed and ensure that progress on tasks are being made

Convene the committee

- Convene committee monthly if needed
- Hold one in-person meeting at the annual conference (all other meetings will be held virtually)
- Develop meeting agendas and ensure that meeting minutes are taken and distributed

Communication

- Serve as a conduit of information between the committee, Association staff and the Board of Directors (via the President-Elect)
- Communication should include, but not limited to, committee progress on projects, decisions and issues
- Communicate with the President-Elect, Association, staff, other committee chairs, NODA leadership team members and membership in order to relay information to committee members that may impact the work of the committee
- Communicate the work of the committee with the NODA leadership and members

Formal reporting

- Post meeting minutes in the appropriate committee portal within 30 days of meeting

- In preparation of the Spring & Fall Board meetings, work with the Association Staff Partners and Board liaison, submit reports to the Executive Director

The Role & Tasks of Liaisons in NODA

Board Liaisons to Committees

Definition: A Board Liaison is a member of the NODA Board of Directors who maintains a critical connection between the Board of Directors and a designated committee. The primary purpose is to facilitate communication between the Board and appointed committee. The Board Liaison is the Chair's primary contact for all governance related issues and supports the Chair with leadership of the committee as necessary. Board Liaisons are appointed by the NODA Executive Committee and assignments begin annually in July.

Overall Board Liaison Responsibilities

- Facilitates communication between the Board and the appointed group
- Ensures that the appointed group operates within the parameters of their charge
- Ensures that the work of the appointed group stays aligned with the strategic plan, the group's charge and annual list of identified tasks
- Fosters collaborative working relationships between Association staff, Chair, the Board and committee members

Specific Tasks

Supports the work of the committee

- Helps chair(s) identify potential cross-collaboration opportunities and initiates/facilitates conversations on these opportunities to ensure alignment with each committee's strategic priorities and scope of work
- Attends committee meetings and conference calls, as requested by the Chair
- Refers the Chair to their Staff Liaison for questions outside of the scope of the Board Liaison role
- If the committee (or a particular member or chair) is unable to perform its work successfully for any reason, the Board Liaison escalates concerns to the President and Executive Director
- Recognizes the work of the Chair and committee members, including sending them thank you messages for National Volunteer Week (held annually in April)

Helps the Chair with leadership & management Issues

- In the event a Chair or group member is not performing as required, the Board Liaison and Staff Liaison notify the President and Executive Director and then works to strategize steps needed in order to improve performance. A call for a resignation is to be used as a last resort. Only the President can ask for a Chair or appointed group member's resignation
- As needed, assists Chairs with leadership issues, such as how to motivate members, set schedules, and so on.
- Works with Chair to ensure appropriate chair succession planning and leadership development of group members
- Listens to Chair concerns and problems, and provides Chairs with a chance to be heard, vent, ask for support or to brainstorm ideas and solutions
- Helps the Chair(s) understand what they are empowered to do in their role as group leader, including: create a work plan, delegate tasks, make assignments, set deadlines, mentor new group members, intervene when a member's performance is below expectations, schedule meetings, contact you (the Board Liaison), the Staff Liaison, the President, or the Executive Director at any time with questions or concerns
- Helps the Chair define what meaningful participation and expectations are in terms of group members' contribution to the work of the group. This includes: being prepared, following through on tasks, meeting deadlines, communicating in a timely manner, being respectful/ towards the chair and other members, and understanding the overall goals and tasks of the group

Facilitates communication between the Board and the appointed group

- Checks in with Chair(s) regularly
- Acts as an advocate for their appointed committee during a Board meeting, as appropriate
- Reports to their Chair(s) any relevant action taken by the Board
- As needed, assist Chairs with governance issues, such as interpreting how the work of the group supports the strategic plan
- Assist Chairs with submitting official motions for Board Action

Communication Expectations

- Before your official Board Liaison role begins, contact the Committee Chair(s) to introduce yourself
- On a monthly basis, check in with your Chair(s) to see if they have any questions, need any support, or want someone to listen to their concerns or ideas related to the committee

- Raise any Chair or committee issues at the next regularly-scheduled meeting of the Board and/or committee if not time-sensitive
- When sharing information with the Board on behalf of the committee, be clear whether the committee is making a formal request or if they are simply offering observations

Note: Board Liaisons must be careful not to usurp the authority of the appointed Chair.

Staff Liaisons to Committees

Definition: The primary purpose of the Staff Liaison is to serve as a resource to the committee and to promote its work progress. The Staff Liaison should be viewed as a credible resource—not as an appointed secretary.

The exact tasks of the Staff Liaison will vary by committee. The overall role of the Staff Liaison is to:

- Provide information and resources as needed to support the work of the appointed committee
- Assist with setting up conference calls and meetings as needed
- Help the Chair steward group with strategic goals and priorities in mind - ensure the alignment of group strategies with the goals and objectives as set forth by the Board
- Communicate and share information relevant to the group with the Chair in order ensure that the Chair is up to date on activities that directly impact his/her group
- Work with Chairs to ensure long-term productivity of the group, including providing relevant background information and/or committee history
- Attend meetings, as able

Note: Staff Liaisons must be careful not to usurp the authority of the appointed Chair.

Committee Descriptions

Annual Conference Advisory Committee (Staff Partner: Associate Executive Director)

Committee Charge:

The charge of the Annual Conference Advisory Committee is to support Association efforts in providing strategic oversight of the Annual Conference experience that guides the direction and content of future conferences.

To meet this charge, the Committee will:

- Consult with NODA Associate Executive Director and Annual Conference Program Chair as needed;
- Identify 1-2 members to participate in the selection of the conference program chair;
- Collaborate with other Association Committee Chairs as-needed.

Committee Membership:

- Six general Association members (including the chair), plus one Board of Directors member (ex-officio), and one Association staff liaison (ex-officio).
- Board of Directors member will be appointed by the President, President-Elect and Past-President.
- It is preferred that the General Association Members on the committee have attended at least two annual conference and served as conference leadership at the annual or regional level.

Committee Terms:

- Committee members will serve two-year terms and may serve up to two consecutive terms.
- Board of Director member will serve one three-year term.

Committee Chair:

- General Association member that has previous experience serving on a NODA committee.
- The committee chair should have attended at least three annual conferences and served on a conference planning committee
- Chair will serve two-year term and may serve up to two terms.

Diversity & Inclusion Committee (Staff Partner: Associate Executive Director)

Committee charge:

The charge of the Diversity & Inclusion Committee is to bring NODA's Core Beliefs and Values statements to life and to ensure our Association is "being an inclusive community of practitioners and scholars" in its practice.

To meet this charge, the committee will:

- Support the development and implementation of educational opportunities around issues of diversity and inclusion that will support the Diversity, Inclusion & Access core competency;
- Liaise with Association committees, networks, and regions to identify opportunities to promote inclusivity in programming, events, and leadership recruitment.

Committee Membership:

- Six general Association members (including the chair), plus one Board of Directors member (ex-officio), and one Association staff liaison (ex-officio).
- Board of Directors member will be appointed by the President, President-Elect and Past-President.
- It is preferred that a portion of the General Association Members on the committee have had some past leadership experience with diversity & inclusion.

Committee Terms:

- Committee members will serve two-year terms and may serve up to two consecutive terms.
- Board of Director member will serve one three-year term.

Committee Chair:

- Co-Chaired by Equity & Inclusion Officer & General Board Member
- Three-Year Terms

Editorial Review Board (Staff Partner: Executive Director)

Committee charge:

The board will create the strategic plan for how publications come to life, including vision and scope.

Committee Membership:

- 2 Senior Associate Editors, 3 Managing Editors

Committee Terms:

- Two year terms

Committee Chair:

- Editor
- Three year term with opportunity to renew for a year with no more than two renewals

Educational Initiatives Committee (Staff Partner: Associate Executive Director)

Committee charge:

The Charge of the Educational Initiatives committee is to ensure that the educational offerings (conferences, webinars and institutes), of the Association align with the Association's strategic priorities.

To meet this charge, the committee will:

- Work with the Association staff to implement and oversee core competencies initiatives;
- Facilitate the review of institutes, symposia and networks;
- Remain aware of current trends in higher education and make recommendations for new programs;
- Create and review educational programs offered by the association as assigned by the Board of Directors.

Committee Membership:

- Six general Association members (including the chair), plus one Board of Directors member (ex-officio), and one Association staff liaison (ex-officio).
- Board of Directors member will be appointed by the President, President-Elect and Past-President.

Committee Terms:

- Committee members will serve two-year terms and may serve up to two consecutive terms.
- Board of Director member will serve one three-year term.

Committee Chair:

- General Association member that has previous experience serving on a NODA committee.
- Chair will serve two-year term and may serve up to two terms

Finance Committee (Staff Partner: Executive Director)

Committee charge:

The charge of the Finance Committee is to advise the Board of Directors in its oversight responsibilities relating to fiscal management.

To meet this charge, the committee will:

- Review the budget proposed by the Association staff;
- Review financial reports;
- Recommend fiscal policies as needed;
- Provide advice on the management of financial assets;
- Assist the Board in strategic thinking through financial questions and developing options;
- Review and evaluate internal controls and make recommendations as needed.

Committee Membership:

- Treasurer (Chair)
- Three general Board members
- At least two general Association members
- President
- President-Elect
- One Association staff member (ex-officio) – Executive Director in collaboration with Associate Executive Director

Committee Terms:

- General Board of Directors members will serve two-year terms and may serve consecutive terms
- Committee members will serve two-year terms and may serve up to two consecutive terms

Committee Chair:

- Treasurer
- Chair for duration of Treasurer term

NODA Excellence Fund (NEF) (Staff Partner: Executive Director)

Committee charge:

The Charge of the Fundraising Committee is to develop a fundraising plan for the NODA Excellence Fund to provide financial grants for NODA members to participate in NODA experiences and leadership as well as support strategic philanthropic goals for the Association.

To meet this charge, the committee will:

- Facilitate the application and review process for NODA Excellence Fund requests;
- Develop fundraising goals annually and develop a strategy for reaching financial goals;
- Explore potential external sponsorship or partnerships to support NODA general operating fund;
- Oversee the NODA Circle of Excellence nominee selection and promotion.

Committee Membership:

- Past President (Chair)
- Four general Association members,
- NODA Treasurer,
- One Association staff partner – Executive Director,
- One Board of Directors member will be appointed by the President

Committee Terms:

- Committee members will serve two-year terms and may serve up to two consecutive terms.
- Board of Director member will serve one three-year term.

Committee Chair:

- Committee chair will be chaired by the NODA Past-President during their term.

Global Initiatives Committee (Staff Partner: Executive Director)

Committee charge:

The charge of the Global Initiatives Committee is responsible for advising the NODA Board of Directors and Association staff in regard to representing the needs of global members of the Association and fostering the development of professional OTR practices that promote global perspectives.

To meet this charge, the committee will:

- Provide expertise and leadership to help strengthen professional education programs and capacity in global diversity through the creation, promotion, and/or dissemination of educational initiatives;
- Work collaboratively with the Diversity & Inclusion Committee to support the Association's global diversity initiatives.

Committee Membership:

- Six general Association members (including the chair), plus one Board of Directors member (ex-officio), and one Association staff liaison (ex-officio).
- Board of Directors member will be appointed by the President, President-Elect and Past-President.

Committee Terms:

- Committee members will serve two-year terms and may serve up to two consecutive terms.
Board of Director member will serve one three-year term.

Committee Chair:

- General Association member that has previous experience serving on a NODA committee. Chair will serve two-year term and may serve up to two terms

Leadership Development Committee (Staff Partner: Associate Executive Director)

Committee charge:

The charge of the Leadership Development Committee is to prepare NODA members for appointed leadership and volunteer positions within the Association.

To meet this charge, the committee will:

- Develop and implement an Emerging Leaders Program to provide meaningful professional development and mentorship for newer professionals;
- Promote leadership and volunteer opportunities within the Association to all members at the national and regional level;
- Reach out to interested NODA members to fill appointed leadership positions throughout the year and liaise with Nominations and Elections committee to identify qualified and diverse members for elected leadership positions;
- Provide leadership training and support for appointed and volunteer leaders.

Committee Membership:

- Six general Association members (including the chair), plus one Board of Directors member (ex-officio), and one Association staff liaison (ex-officio).
- One Board of Directors member will be appointed by the President, President-Elect and Past-President.

Committee Terms:

- Committee members will serve two-year terms and may serve up to two consecutive terms.
Board of Director member will serve three-year term.

Committee Chair:

- General association member that has previous experience in a NODA Leadership role
- Chair will serve two-year term and may serve up to two terms

Network Coordination Committee (Staff Partner: Associate Executive Director)

Committee charge:

The charge of the Network Coordination Committee is to provide a forum for network chairs to explore content and direction for the networks.

To meet this charge, the committee will:

- Participate in the evaluation of networks on an annual basis in collaboration with Educational Initiatives;
- Propose new networks as needed;
- Coordinate the process for Network Chair selection and transition in partnership with Association staff;
- Communicate regularly to promote programming and collaboration amongst networks and within regions;
- Support Network Chairs with strategic planning based around NODA priorities.

Committee Membership:

- One general Association member (Chair)
- All current co-chairs of NODA Networks
- One Association staff member (ex-officio) – Associate Executive Director

Committee Terms:

- Network Chairs will serve the length of their position terms

Committee Chair:

- It is preferable that the Chair be a past NODA Network chair

Nominations & Elections Committee (Staff Partner: Executive Director)

Committee Charge:

The charge of the Nominations & Elections Committee is to work on behalf of the Association to identify applicants with preferred qualifications as specified in position descriptions.

To meet this charge, the committee will:

- Provide support for the recruitment of elected leadership by assisting Leadership Development with educational and marketing efforts regarding leadership opportunities;
- Screen applicants and produce an intentionally diverse pool of candidates for all elected positions that are qualified for service and able to advance the work of the Association;
- Work with Association staff to coordinate the logistics of applications and elections;
- Review election policy and process and make recommendations for changes to the Board of Directors as needed.

Committee Membership:

- Past-president serves as Chair.

- Five general Association members.
- Association staff member (ex-officio) – Executive Director.
- Equity & Inclusion Officer.

Committee Terms:

- Committee members will serve two-year terms and may serve up to two consecutive terms.
- Board of Director member will serve three-year term.

Committee Chair:

- Past-President
- One-year term

Regional Coordination Committee (Staff Partner: Assistant Director of Education and Regional Conferences)

Committee charge:

The Charge of the Regional Coordination Committee is to provide a conduit of communication among Regional Coordinators and ensure the continued success of the regional culture of NODA.

To meet this charge, the committee will:

- Discuss issues of importance to the region(s);
- Bring regional issues to the Board;
- Consult with the Board on issues that would affect the regions.

Committee Membership:

- One general Association member (Chair)
- All current Regional Coordinator
- One Association staff member (ex-officio)
- One Board of Directors member will be appointed by the President, President-Elect, and Past-President.

Committee Terms:

- Committee members will serve two-year terms and may serve up to two consecutive terms
- Board of Director member will serve three-year term

Committee Chair:

- Past Regional Coordinator
- Chair will serve two-year term and may serve up to two terms

Research Committee (Staff Partner: Associate Executive Director)

Committee charge:

The charge of the Research Committee is to promote research and scholarly initiatives around best practices in OTR within the Association.

To meet this charge, the committee will:

- Offer professional development and provide support for members engaged in research and scholarly work in the field of OTR;
- Assist in the review and evaluation of scholarly applications such as grants and awards;
- Oversee the process of conducting regular NODA Needs Assessments and share results to inform the Association's strategic planning.

Committee Membership:

- Six general Association members (including the chair), plus one Board of Directors member (ex-officio) appointed by the President, President-Elect and Past-President, and one Association staff liaison (ex-officio).
- It is preferred that a portion of the General Association Members on the committee have had some past leadership experience with research.

Committee Terms:

- Committee members will serve two-year terms and may serve up to two consecutive terms
- Board of Director member will serve three-year term

Committee Chair:

- General Association Member
- Chair will serve two-year term and may serve up to two terms

Standards and Policy Committee (Staff Partner: Executive Director)

Committee Charge:

The charge of the Standards and Policy Committee is to respond to complaints that may be filed with NODA through the NODA Member Disciplinary Process.

To meet this charge, the committee will:

- Keep confidentiality of all complaints that received;
- Determine if a complaint warrants further consideration;
- Will adhere to the Member Disciplinary Process.

Committee Membership:

- Committee Membership will be appointed by the Executive Director as needed.
- Committee will include one Executive Board Member, one General Board Member in their 3rd year of their term (Chair), and two association member that has or is serving in NODA leadership that is not a current General Board member.

Committee Terms:

- Committee members will serve two-year terms and may serve up to two consecutive terms

- Board of Director member will serve three-year term

Committee Chair:

- General Board Members elected by Executive Director

Ad-Hoc Committees/Task Forces

Ad-hoc committees or task forces will be formed around specific board or Association priorities as needed and operate for a finite time frame. Committee membership should be based on expertise and specified interest, and general Association members should be encouraged to participate. If appropriate expertise cannot be found on the Board or within the Association, outside consultants should be considered.

Annual Conference Program Committee Selection

An application process managed by the Association Office will invite NODA members to apply for the Annual Conference Program Chair and Committee. The selection of the Annual Conference Program Chair will be facilitated by the Associate Executive Director that will include one additional Association staff, ACAC Chair and at least one past annual conference program chair. The Committee selection is in partnership with the Annual Conference Program Chair and the Associate Executive Director.

Institute Faculty Selection

NODA members interested in serving as faculty members or lead faculty must submit an application for consideration. A review committee consisting of the President-Elect, ACAC Chair or Educational Initiatives Chair, one faculty member and Executive Director/or designee will select the lead faculty and members. The Executive Director/or designee will determine the faculty member to serve on the review committee. Faculty members do not receive a stipend or hotel reimbursement. Lead faculty do not pay registration fee for the institute they are planning.

NODA Networks

Institutional Networks are designed to serve a specific institution type and their interests to the NODA leadership, members and the higher education community. These communities also serve the membership by contributing to the knowledge base, providing programs and professional development opportunities and social networking among NODA members. Members find value in networking with each other, sharing knowledge, resources, best practices and research related to the nature of orientation, transition and retention at these specific institution types.

Current Institutional Communities:

- Highly-Selective Institutions
- Large Institutions
- Small College Institutions
- Two-Year Institutions

Constituency Communities are designed to serve a particular constituency (member and/or constituencies members serve on their campuses) and their interests to the NODA leadership, members, and the higher education community. The primary focus of these communities is to help NODA members network with each other.

Current Constituency Communities:

- Gay, Lesbian, Bi-Sexual, Transgender & Allies
- Graduate Student

Topic-Based Communities strive to communities best practices, facilitate research, generate new knowledge and provide educational resources specific to a particular topic area which aligns with the mission of the Association. While these groups can generate a peer group around these topics, the primary focus is to expand and contribute to the knowledge base about a specific topic.

Current Topical Knowledge Communities:

- I. Extended-Orientation Programs
- II. International Students
- III. Multicultural Programs
- IV. Non-Traditional Student
- V. Parent and Family Services
- VI. Transfer Student Services

Overview and Descriptions of Networks

Nontraditional Student Network

The Non-Traditional Populations Network is focused on providing education, leadership, and a forum for discussion on behalf of professionals working to improve college student orientation, transition and retention for Non-Traditional Students. The Non-Traditional Student population is vast, diverse, and evolving. It is made up of students identifying as any combination of: part-time, adult learners, returning/re-entry, commuter, and veteran, individuals who work full-time, who have dependents other than a spouse or partner or does not have a high school diploma

First-Generation College Student Network

By definition a First-Generation College Student is one whose parents have not received a college degree from a 2-year or 4-year institute. This category can then be separated into other identifiers which could include various academic and socio-economic factors. The goal is to be able to establish dialogue between the different institutions represented through NODA and share practices, theories and established methods to address this demographic.

GLBTA Issues Network

The mission of the Lesbian, Gay, Bi-sexual, Transgender & Ally Network is to provide an environment within NODA that contributes to the awareness, education, understanding, networking, and advocacy on behalf of the LGBT and Ally membership. The Network provides input to NODA leadership relating to professional development, diversity of community, and current campus trends which impact the LGBT community, and assists the NODA membership in the educational process on related issues.

Graduate Student Network

The purpose of the Graduate Student Network is to foster graduate student learning and support, as well as to provide opportunities for professional development amongst NODA's graduate student members. This is accomplished through national and regional programs that enhance graduate students' mentor relationships, networking opportunities, resume development

Large Institution Network

The Large Institution Network provides a forum for orientation, transition and retention professionals working at institutions who serve over 3500 freshmen and/or over 1000 transfer students. This network would provide an opportunity to discuss issues and identify the unique academic and social characteristics of large colleges and universities. Network members share and evaluate effective program formats, philosophies and strategies in place at different institutions.

Multicultural Network

The Multicultural Community provides NODA members with opportunities for networking, sharing and providing information on current multicultural issues. This community serves as a coordinating body for promoting, supporting, and exploring multicultural programs and continuing services offered on all college campuses.

Parent and Family Network

The purpose of the Parent and Family Network is to identify and address the unique orientation and transition programming needs of parents and family members of new college and university students and to appropriately develop orientation formats and programs to accommodate parents and family members.

Small College Network

The Small College Network (SCN) provides an inclusive platform for all who have a passion for orientation, transition, and retention at institutions with 5,000 students or less. SCN serves as a community for individuals to connect, disseminate information, advance current research on the unique academic/social characteristics of small institutions, develop best practices, and provide professional growth and leadership opportunities.

Transfer Services Network

The purpose of the Transfer Services Network is to address the specific transition needs of transfer students and provide support and resources to those who plan orientation programs for this unique population.

Two-Year Institution Network

The Two-Year Network serves the needs of NODA members who work in orientation, transition and retention at two-year institutions, including community colleges, junior colleges, and technical institutions. The network helps interested participants remain apprised of current and effective programming formats, trends, and best practices that are applicable to their unique student populations and institutional characteristics. The group engages throughout the year via NODA Connect, online forums, and webinars in addition to educational sessions at regional and national conferences.

Extended Orientation Network

The purpose of the Extended Orientation (EO) Network is to identify and address the unique needs of NODA members working with programs that supplement traditional new student orientation, providing an extension to the orientation and transition process. This network focuses on any program outside of the traditional new student orientation including, but not limited to, spirit/tradition camps, outdoor orientations, and experiential orientation programs.

International Student Orientation Network

The purpose of the International Student Orientation Network is to address the unique orientation, transition, and retention needs of international students. This network will provide support and resources to members as well as create opportunities for collaborating between colleagues at various institutions.

Highly Selective Institutions Network

The purpose of the Highly Selective Institutions Network is to identify the unique academic and social characteristics of colleges and universities who have rigorous academic criteria for admission. These institutions typically serve highly academically talented students who are mostly “traditional” in age and draw from a national and international base. Network members share effective orientation programs and services from their institutions.

Educational Programming

Publication Titles and Descriptions

The publications produced by NODA include but are not limited to:

- ***Empowering Parents of First-Year College Students: A Guide for Success*** is published jointly by the NODA and the National Resource Center for The First-Year Experience and Students in Transition. It offers practical advice on how parents can help their students make a successful transition to college.
- ***A Guide for Families of Commuter Students: Supporting Your Student’s Success*** is published jointly by NODA and the National Resource Center for The First-Year

Experience and Students in Transition. It describes the transition to college from the perspective of the commuter student and offers guidance to families on helping students navigate the transition to college and succeed.

- ***Journal of College Orientation, Transition, and Retention (JCOTR)*** focuses on the trends, practices, research, and development of programs, policies, and activities related to the matriculation, orientation, transition, and retention of college students. Also encouraged are literature reviews, “how-to” articles, innovative initiatives, successful practices, and new ideas. The JCOTR is published through UMN Libraries with open access for all.
- ***New Member Online Orientation*** is reviewed annually and updated as needed. A history of college orientation, ways to become involved with the Association, and tips on making the most of conferences are included.
- ***NODA Databank*** is a compilation of survey information from Association schools. Data on orientation, retention, and transition program content and structures, budgets, fees, and staffing patterns are described and analyzed.
- ***NODAifications and NODA Review*** is the monthly newsletter for NODA members. It includes updates on Association news and services, as well as reminders and deadlines.
- NODA conference/institute/event brochures and materials, newsletters, and associated websites.
- ***“Building Successful Foundations: Best Practices in Orientation, Transition and Retention”*** is a new publication that offers both the philosophical and the practical perspective for OTR professionals and other practitioners working specifically with students in their first year of college. This publication replaces the Monograph “Designing Successful Transitions: A Guide for Orienting Students to College” and is completely re-written and updated.
- ***ASCEND to Higher Retention Rates*** is a new publication that outlines why a focus on retention and completion is so important, why previous retention efforts have not always worked, and discuss how we can successfully “ASCEND” to these great expectations. Along the way, innovative ideas, creative initiatives, and best practices are described as well as strategies that campuses have used to achieve results. This book has intentionally been written in a quick-tip, bite-sized format where the reader can skip from section to section to find ideas, initiatives, and solutions that may be helpful in the moment.

Publication	Published
ASCEND to Higher Retention Rates	Every 4 years
Building Successful Foundations: Best Practices in OTR	Every 4 years
Journal of College Orientation, Transition, and Retention	Twice per year, digital open access
New Member Online Orientation information	As needed
NODA Databank	Every three – five years
NODAfications	Weekly
Parent Handbook (original, commuter, and Spanish version)	Based on a date determined in conjunction with the National Resource Center for the First Year Experience and Students in Transition

Publication Distribution and Price List

Distribution

New Member Online Orientation, NODA Databank, and NODA Review will be made available to all Professional members and Graduate Student members. Members must be current in their dues to receive publications.

Publications in Partnership with the National Resource Center for the First Year Experience and Students in Transition are available for purchase.

Price List

Additional copies of select NODA publications may be purchased by NODA members or non-NODA members at prices determined by the Association staff in consultation with the Executive Committee.

Educational Sessions

- No person is allowed to submit more than 10 educational session proposals. This is regardless if they are the primary presenter or if they are 2nd/3rd/4th presenter listed;
- No presenter will be allowed to present more than three educational session proposals during any annual conference.

Summary of Specific Recommendations for NODA Regional

Conferences

NODA Regional Conferences serve as a primary educational, connective event in each region of NODA. These conferences provide the opportunity for NODA members to participate in professional and paraprofessional development, to share ideas, to learn new skills and to network with others within the region. With opportunities to present educational sessions, to participate in social, educational and informational activities, NODA members of all experience levels can expect to gain from Regional Conferences.

General

- Regional Conferences are planned under the leadership of the Regional Conference Planning team, with detailed guidance by the NODA Association staff, as outlined in the NODA Bylaws and Standard Operating Procedures.
- Regional Conferences occur in the spring and are intended to be provided in each region each year.
- In the event a Regional Conference Planning team is not identified or able to plan a conference, the Regional Coordinator will confer with the Association Office and Exec Board to guide the region to alternative opportunities.

Educational Sessions

- Conference planners must include sessions within each block that address the needs of professionals in a ratio that mirrors the professional: student attendee ratio.
- Roundtable Conversations
 - Each Regional Conference must have a minimum of two roundtable discussions oriented to professional staff.
 - Roundtable sessions must adhere to guidelines established by the Educational Initiatives committee. These will be established by spring 2019 for implementation in spring 2020.
- Conference planners must ensure a core of educational components by specifically recruiting presentations addressing the following:
 - Current trends in OTR
 - NODA Core Competencies
 - Student Staff development beyond icebreakers
 - Post orientation program opportunities for undergraduate and graduate staff
 - Career opportunities for students entering OTR post-graduation
 - Sessions that provide a clear discussion on application of topic to a variety of programs and institutions

Conference Speakers

- Keynote or featured speakers must be briefed regarding intended audience and expectations for content. Conference planners must ensure all conference attendees'

(student and professionals) needs are addressed by speakers either through common goals or multiple speakers.

Diversity & Inclusion (addition from the D&I Committee)

- NODA Regional Conferences are committed to equity, inclusion, and social justice by:
 - Fostering an inclusive environment that welcomes and embraces all attendees and guests.
 - Offering educational sessions, featured speakers, and programs from diverse perspectives and topics.
 - Incorporating networking and community building opportunities to engage and celebrate all members.

Additional Features

- Each regional conference must include:
- An announcement of fundraising for the NODA Excellence Fund (i.e. pin sales, pledges, donations)
- A minimum number of 4 education session timeslots, with enough sessions in each timeslot to
- accommodate all participants.
- Presentation of regional awards as determined by the NODA Standard Operating Procedure Manual, any additional awards that are local to the region need to be approved by Regional Coordinator and NODA Association staff.
- Association required meetings
 - State/province meetings
 - Leadership opportunities session
- At least one casual networking event for each population (students, professional)
- A specific and clear connection to Core Competencies. Implementation will be at the guidance of the NODA Association staff.
- An opening session for all participants that includes greeting from Host, greeting from NODA Association Leadership members (if present).
- Specific and communicated safety plans appropriate for all conference activities. The plans will be developed by the Association Office and shared with conference host and planning team.
- All conference activities must abide by NODA Policies and be directed by the Regional Conference Planning team, in close collaboration with the NODA Association staff.
- An opportunity for Case Study participation (undergraduate student participants, graduate and professional judges and feedback).
 - Judges must be provided with orientation to expectations and type of feedback
 - Regional Coordinators will work with Association Staff to develop standard judging instructions and forms, guidelines for who can be a judge, and sample case studies.

- An opportunity for experienced undergrads to participate in an enhanced learning Returning Orientation Leader Institute (ROLI) type of experience, with graduate and/or professional staff serving as presenters/instructors.

Files and Resources

All meeting notes, minutes and documentation should be uploaded to the appropriate group (Board, Committee, Leadership, etc.), using the NODA member only section of the website. Reports to the Board of Directors using the online program are expected for the fall and spring Board meetings. Staff Partners should work in collaboration with Association chairs to submit reports.

Leadership Recognition

At each annual conference, current and past NODA leadership gather to recognize leadership whose terms are ending. The reception is coordinated by Associate Executive Director in collaboration with the Executive Director and Board President.

Leadership are recognized by the President and presented with:

- Plaque: NODA leadership chairs, editors, regional coordinators, etc.
- Paper weight: board of directors

Overview of Awards

Norman K. Russell Scholarship

The Norman K. Russell Scholarship is to recognize and assist graduate students who have demonstrated a strong commitment to orientation, retention, and transition, and who will contribute to the enhancement of the orientation field, and who are currently enrolled as a graduate student in orientation-related fields. Up to three \$1,000 scholarships, one of which may be awarded to a doctoral student, will be announced at the Annual Conference. Scholarships are sent through each recipient's financial aid office for distribution of funds.

- NODA may award up to three \$1,000.00 scholarships annually.
- The scholarship selection is to be based on merit only.
- Applicants must be currently enrolled in a Master's program or in Doctoral level studies at the time the scholarship is awarded.
- One letter of recommendation must be from a previous supervisor and/or a faculty member in the graduate student's academic department.
- No individual can receive more than one scholarship in a given year.
- Recipients of the scholarship cannot be considered again.
- Applications shall include optional demographic information of gender and race.

Outstanding New OTR Professional Award

This award recognizes a new orientation, transition, and retention professional who has demonstrated service to NODA at a regional Association-wide level, and/or to the orientation, transition, and retention profession. This award is granted at both the regional level and the Association-wide level. Each region will select a recipient for the regional award and an Association-wide recipient could be selected from the pool of regional winners each year. The award is based on the following:

- Current NODA membership for one full year.
- No more than 4 years of professional orientation, transition, and retention experience.
- Demonstrated commitment to (and shows promise of becoming a leader in) the field of orientation, transition, and retention.
- Innovative contributions to the individual's institution.
- Active participation at the regional and/or annual NODA conference.

Outstanding OTR Professional Award

This award recognizes outstanding contributions to NODA and the orientation, transition, and retention profession. This award is granted at both the regional level and at the Association wide level. Each region will select a recipient for the regional award and an Association wide recipient could be selected from the pool of regional winners each year. The award is based on the following:

- Outstanding contributions to the orientation, transition, and retention profession (e.g. research, publications, presentations, etc.)
- Development or enhancement of a model orientation, transition, and retention program that meets the varied needs of students.
- Current NODA membership.
- Outstanding regional or Association-wide leadership.
- Eight or more years of professional orientation, transition, and retention experience (graduate work not considered).

Presidential Recognition Award

The Presidential Recognition Award is given annually (at the discretion of the Association Presidents) to an individual or organization to honor outstanding commitment and support to the advancement of the mission of the Association.

A paper weight will be presented to the individual receiving recognition along with their name inscribed on the NODA Wall of Honor on the Association Office located on the campus of the University of Minnesota- Twin Cities and on the official NODA website (nodaweb.org)

Outstanding Student Leadership Award

This award will recognize student leaders for their contributions to their campus orientation, transition, and retention program, staff success, creativity and outstanding abilities. The award will be presented to one graduate student and one undergraduate student.

Outstanding NODA Intern Award

This award recognizes one intern who has demonstrated commitment to learning and professional development and service through the successful completion of a NODA internship experience.

Award recipient:

- Must have served in an internship sanctioned by NODA within the 12 months prior to the conference in which the award is given, lasting a minimum of eight weeks.
- Must be placed into nomination by the host and/or direct supervisor in the internship.
- Each nomination must be accompanied by two (2) letters of recommendation; one from the direct supervisor and the other from an additional internship campus representative.
- Internship experience must be with a different institution and not the student's current institution.
- Recipients must be either:
 - Enrolled in a graduate program or
 - Have graduated from a graduate program no more than 12 months prior to the conference in which the award is given.

Outstanding Mentor Award

This award is designed to give special recognition to those professionals who provide outstanding mentorship and guidance to graduate students who aid in orientation and transition programs within our Association and on your campus. In order to be considered, the nominee must be a current NODA member and have been involved in orientation, transition or retention programs within a year of the September before the Annual Conference.

Outstanding Research Award

Purpose: To emphasize and celebrate the importance of research in the fields of orientation, transition and retention, NODA has an established research award. Graduate students are eligible for a \$1,000 award plus a waiver of the Annual Conference fee for the upcoming year (including the membership fee) in recognition of excellence in research and contributions to scholarly pursuits.

Eligibility: The Outstanding Research Award is tenable by graduate students who are enrolled in graduate studies and in the process of completing a graduate thesis or

dissertation or who have completed their degree requirements within one year prior to the annual fall conference at which the award will be bestowed. The scholarly research honored should highlight topics within the field of orientation, retention and transition. Award recipients will be invited to present their thesis or dissertation topic at the NODA Annual Conference as well as be invited to submit the completed study in manuscript format for possible publication, in part or in full, in the JCOTR.

Policies: As the Outstanding Research Award will serve to promote and contribute to NODA's goal of scholarly research and publication in the area of orientation and student transition, the award is to be bestowed to one outstanding thesis or dissertation projects each year.

The Outstanding Research Award is reviewed and selected by the NODA Research Committee.

The amount of \$1,000.00 plus a waiver of an Annual Conference registration fee shall be budgeted and allocated for the NODA Outstanding Research Awards. This waiver shall apply to the Annual Conference immediately following the receipt of the award.

Innovative Program Award

The Innovative Program Award is presented annually by NODA to a program or unique approach to a challenging situation and/or specific campus concern or need. It is the goal of NODA to recognize leaders and generate new knowledge within the field of orientation, transition and retention. This award seeks to recognize innovative and effective approaches that help university officials meet the changing needs on college and university campuses. It is also an opportunity to highlight good administrative and other practices and share different approaches to meeting student needs with colleagues at other institutions. This award is granted at both the regional level and at the Association wide level. Each region will select a recipient for the regional award and an Association wide recipient could be selected from the pool of regional winners each year.

An innovative program should:

- Encourage diverse and/or multiple subgroups to participate;
- Address a demonstrated need on campus;
- Contain an evaluation/assessment component;
- Are adaptable to other institutions
- Demonstrate financial creativity or cost effectiveness;
- Involve collaboration with other college or university departments; and
- Enhance student learning.

The selection criteria for the Innovative Program Award are as follows:

- Description of the challenging situation and/or specific campus concern/need;
- Explanation of how the program addressed the identified concern/need;

- Evaluation of the program including suggestions as to how the program could be modified to become more effective;
- Description of how the program could be implemented on other campuses.

Nominations should include the following:

- Cover letter from the submitting nominator;
- Information about the individuals responsible for the innovative program; and
- Other supporting documents detailing the creation and implementation of the program.

Only one nomination will be considered from each college, university and/or regional campus.

Resolving Conflict of Interest in the Nomination Process

In the event that the Committee Chair is nominated for an award, s/he will respectfully decline.

- If committee members are nominated, they will have the option of respectfully declining or stepping down from the committee for that selection year.
- In the case that the committee member chooses to step down from the committee and the committee is left with an even number of members, the President will reappoint an additional member to restore the committee to an odd number of members.
- Committee chair and members will refrain from participating in the nomination process.

Publications and Media Showcase Awards

Categories

- Outstanding Brochure or Booklet (Color, Grayscale or Black & White)*: The award includes brochures, information pieces, and booklets that outline, depict, or describe the Orientation, Transition, & Retention program or for special populations or welcome week programs. A brochure or booklet would be considered a small publication or pamphlet, mostly containing the highlights of the orientation or welcome week program. Publications must be 50 pages or less to be considered for this category. Publications can be a color, gray or black and white.
- Outstanding Handbook (Color, Grayscale or Black & White): The award includes a book-type publication that outlines the program, activities, academic and items of interest specifically for new students. (Note: Daily, Weekly or Monthly Academic Planners do not classify as Handbooks). Handbooks must be 50 pages or more to be considered for this category. Handbooks can be a color, gray or black and white.
- Outstanding Publication for New Students or Family Members: The award will include publications that are given out directly to new Students and/or family members during the year or orientation program. Calendars or handouts or newsletters will be considered as long as they are directly associated with either new students and/or family members.

- Outstanding Non-Print Media or Emerging Technologies: The award will include all videos, slide shows or computer technologies that outline orientation programs, activities, academics or items of interest for new students. Submission includes a copy or link to the non-print media/emerging technologies entry, either with a website link or a YouTube link and a 500 maximum word written submission to clarify how the piece was used in the orientation program.

Awards

Only one submission per institution is allowed per category, and each institution can submit up to three categories. Only current NODA members may submit an entry to the Publications and Media Showcase.

Orientation, Transition and Retention (OTR) Catalyst Grant

The OTR Catalyst Grant is designed to catalyze new research that will advance both knowledge and best practices in orientation, transition, and retention. Prospective research studies, pilot studies, exploratory research projects (qualitative and quantitative), as well as assessment-based best practices (as defined by Upcraft and Shuch, 2002) that may be generalized will be considered for this award. Up to six catalyst grants (two \$1,000 grants and four \$500 grants) will be awarded to emerging OTR research. All grant recipients will also receive registration fee for one annual NODA Conference or regional conference and a year's membership to the association. Grant funds may be used to support professional development, researcher(s) stipend, and project expenses.

Prospective grant recipients must **electronically submit applications by (typically the end of January)**. Grant recipients will be notified by (typically end of March), given priority consideration for educational session presentation at the annual NODA Conference, and recognized during the annual conference. Recipients will also be asked to submit a manuscript about the selected research to the NODA Review, *Journal of College Orientation, Transition, and Retention (JCOTR)*, or submit a conference proposal for a regional NODA conference or NODAC within one year of receipt of the grant.

Grant applications should include the following:

A **cover page** identifying the research proposal title, the primary investigator's name, address, institution, telephone number, and email address; and the names of any research team members.

A **description of the research** proposal (maximum of 3 pages, double-spaced and not including resources; brevity is appreciated), which should include all of the following:

- Statement of purpose of the research
- Brief description of literature review addressing the questions of why this research is important

- Description of the population and/or practice or program to be studied
- Description of any instrument(s) to be used in the study
- Description of the procedure
- Description of the proposed analysis
- Description of the audience for whom the research would be of interest
- Description of the credentials of the researcher(s)
- Information about any other funding sources for which you have used this project to apply

Reviewers will evaluate applications on the following criteria: (1) Originality and creativity; (2) Response to current trends and issues in OTR research and practice; (3) Clarity, value, understanding of student development and learning outcomes; (4) Application of theory to practice; (5) Writing style and degree to which it is based on research literature and theory; (6) Research design; and (7) Relevance.

Research grant proposals should be submitted electronically as an email attachment XX, Chair, NODA Research Committee at _____ by _____. ***Please send as a Word document with the title of your grant proposal as the name of the document.***

OTR Catalyst Grant Rubric

The Following are items that must be included with the Catalyst Grant Application. An application should be considered *ineligible* if any of the following items are not included.

Primary Investigator	
Researcher 2	
Researcher 3	

	Included	Not Included
Statement of Purpose of the Research		
Brief description of literature review addressing the questions of why this research is important		
Description of the population and/or practice or program to be studied		
Description of any instrument(s) to be used in the study		

Description of the procedure		
Description of the proposed analysis		
Description of the audience for whom the research would be of interest		
Description of the credentials of the researcher(s)		
Information about any other funding sources for which you have used this project to apply		
Is this application eligible?	Yes	No
As described, does the project have the potential to be innovative?	Yes	No
Total Points from Rubric		
Applicant Rank (compared to peers) Based on Total Score from the Rubric		

Additional Comments (internal only):

	1 –Does Not Meet Expectations	3 – Meets Expectations	5 - Exceeds Expectations	Score And Comments
Originality & Creativity	Duplicates Current Research	Request continues the work of establish research, in a logical direction	Brings research in a new direction	
Response to Current Trends & Issues in OTR Research & Practice	Proposal does not respond to current trends and issues in OTR research and practice (i.e., investigates	Proposal responds, to some extent, to current trends and issues in OTR research practice	Proposal is well written and responds to more than one current trend or issue in OTR practice; well-grounded in	

	an area that has been previously investigated, etc.)		prior research, but clearly contributes to and/or fills the gap in existing OTR research	
Clarity, Value, Understanding of Student Development and Learning Outcomes	Proposal lacks integration of student development theory and learning outcomes in a meaningful and substantive way	Proposal utilizes student development theory and learning outcomes in a functional and typical manner. Little to no innovation.	Student development theory and learning outcomes foundation for the proposed research study. Study extends the knowledge base	
Application of Theory to Practice	Proposal does not demonstrate an application of theory to OTR practice	Proposal demonstrates some application of theory to OTR practice	Proposal demonstrates a strong application of theory to OTR practice	
Writing Style and Degree to which it is Based on Research Literature and Theory	Proposal is devoid of significant reference to relevant and appropriate research literature and theory.	Proposal includes the minimum level of research literature and theory necessary to conduct the study.	Research study integrates a comprehensive review of the literature in a pithy and discerning fashion.	
Research Design	Design will not stand up to academic rigor <i>OR</i> is not	Design will have limited scope, but considered sufficient <i>OR</i> is there is some	Design is considered extremely strong and generalizable	

	discussed in proposal	questions to some details of design	AND is well articulated in the proposal	
Relevance	Proposal is not relevant to current OTR research and practice	Proposal demonstrates some relevance to OTR research and practice	Proposal demonstrates, through the use of multiple examples, strong relevance to current and future OTR research and practice	

Comments to be returned to the applicant(s):	
Are there other NODA funding opportunities that are more appropriate for this proposal?	

Catalyst Grant Payments

The Research Committee reviews and selects the NODA Catalyst Grant winners and requests the grantees complete the below Catalyst Grant Acceptance Form.

Catalyst Grant Acceptance Form

Congratulations on your NODA Catalyst Grant award. We are excited to see what your investigation finds. Please complete and submit this document to the NODA Association Office no later than (Enter Date Here). This document can be faxed, mailed, or emailed to the office. Please see below for contact information.

Primary Investigator	
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Title			
Institution			
Email		Phone	

Other Investigator(s) if applicable

Investigator			
Title			
Institution			
Email		Phone	

If NODA has any questions during this process, whom should we contact?

Primary NODA Contact	
----------------------	--

Award

To whom should we send this award?

Name					
Address Line 1					
Address Line 2					
Address Line 3					
City		State/Province		Zip Code	

Grant recipients are given priority consideration for an educational session presentation at the annual NODA Conference, and recognition during the annual conference. Recipients must submit a manuscript about the selected research to the NODA Review, Journal of College Orientation, Transition, and Retention (JCOTR), or submit a conference proposal for a regional NODA conference or the annual NODA conference within one year of receipt of the grant. Publication and/or conference proposal acceptance are not guaranteed.

Based on the statement above, how do you anticipate you will fulfill your obligation to communicate your findings to NODA? This is not committing you to this medium.

--

What is your anticipated timeline of this investigation?

We understand that your investigation will have its own unique life cycle. We will use the information stated here to build a reporting structure so that we can ensure that this research is progressing at a reasonable pace.

Once received by the NODA Association Office, we will be in contact to coordinate an appropriate reporting schedule.

Please use as many of the following Milestone fields as you need.

Milestone 1	
Anticipated completion date	
Comments about this Milestone	

Milestone 2	
Anticipated completion date	
Comments about this Milestone	

Submit to via: Email: noda@umn.edu Fax: 612-624-2628 Mail to: NODA, 1200 Washington Ave. S, Suite 215, Minneapolis, MN 55415. Questions: 1.866.521.NODA

The Research Committee Reviews the Acceptance Form and approves the milestones. Once this takes place, the Association Office sends the award letter with payment.

Travel Policy

NODA leadership is expected to act in a fiscally responsible and ethical manner in regards to NODA expenses. This includes being fiscally resourceful, making all efforts to stay within the budgeted amounts and reflecting a “NODA pays for NODA” philosophy.

Below is a list of items that are typically NODA expenditures:

Executive Retreats

- Travel costs (airfare, mileage reimbursement, parking, shuttle, etc)
- Meals during the retreat on travel days
- Hotel room and taxes incurred for allotted retreat days (volunteers will share rooms as appropriate)

Board of Director Meetings (fall and spring meetings)

- Continental breakfast is served at each in-person board meeting
- The Board allocated additional funds (\$1,500) to cover meals at meetings.
*Note: these funds are only allocated if the budget allows.

Board Recognition

- If a board member does not have institutional financial support to attend board meetings, the association will reimburse up to \$250 per fiscal year for travel expenses that may include transportation and hotel.
- Board members would be eligible to apply for up to \$750 NEF funding under the leadership category.

NODA Reception at NASPA

NODA will cover the cost of one volunteer leader to attend the NASPA Annual Conference. The President will determine who will represent the Association at his/her discretion. The Executive Director will also attend the NASPA Annual Conference and coordinate the logistics of the NODA Reception. The funds in the reception should not exceed \$1200.

General Guidelines for Travel and Reimbursement

- Travel will be reimbursed for the least expensive mode of reasonable transportation

- Plane tickets must be coach/economy class on the least expensive major airline
- Airport parking or transportation to and from the airport is reimbursed. Taxi/shuttle (including tips), between the airport and hotel will be reimbursed
- Baggage fees will be reimbursed, however travelers are encouraged to carry on bags whenever possible
- Ground mileage is reimbursed at the approved IRS standard business mileage reimbursement rate
- Reimbursement requests must be sent to the NODA Association office using the appropriate travel form accompanied with all receipts and within 30 days of travel

Financial Procedures

The Finance Committee and Board of Directors begin to determine funding needs based on strategic priorities at the fall Board meeting. Funding requests should be sent to the Executive Director by early January of each year. The Association budget will be presented to the Board of Directors for approval at the spring Board meeting.

As part of the development of the Association budget, a Merit Pool of funds will be allocated that will allow the Executive Director to grant Merit based salary increases to NODA staff members. The NODA Finance Committee has been assigned the task of establishing, on an annual basis, the amount of funds that can be used for this purpose. The salary increases will be made at the sole discretion of the NODA Executive Director as long as the total amount established by the Finance Committee is not exceeded. The discussion of this Merit Pool by the Finance Committee is to take place prior to the establishment of the Annual Budget allowing for the Merit Pools inclusion within the budget.

As part of NODA’s succession planning, the NODA Treasurer will have access to the financial accounts for the Association. These accounts include: investments through Fidelity and the savings and checking accounts at US Bank.

Cancellation Processing Fee & Deadline Schedule

The following processing fees will be charged for canceled event registrations.

Event Rate	Fee
< \$100	\$10
\$100 - \$249	\$25
\$250 - \$399	\$50
\$400 +	\$100

The cancellation deadline without refund is determined based on the modality of the event. All deadlines will be 5:00 p.m. central time. If the deadline falls on a non-business day the deadline will be extended to the next business day at 5:00 p.m. central time.

Modality	Deadline
In-Person Events	21 days before the start of the event
Virtual Programs	14 days before the start of the event

Exemptions

Exemptions to the cancellation policy may be granted by the Executive Director, or their designee, when extenuating circumstances exist or granting the exemption serves the best interest of the Association.

Standard Cancellation Language

If you need to cancel a registration, please email noda@umn.edu with the specifics of your cancellation request.

All registration cancellations received by the NODA Association Office in writing before 5 p.m. CST, _____ days before the start of the event will be honored and processed within 30 working days. Event cancellation will be assessed a \$_____ processing fee per registration, and the amount refunded will reflect that fee. Cancellations received after the 5pm deadline will not receive a refund as a result of costs incurred to the Association. In addition when bulk discount pricing is applied, cancellations which result in lower than the required number of registrants to receive the bulk pricing rate will result in the loss of the discount and the entire invoice be adjusted accordingly.

You are considered registered for the NODA event if you complete the registration, regardless of payment status. Refunds will not be granted for no-shows. You are considered a no-show if you either do not show for the event, and/or have not notified NODA of your cancellation. You will be held accountable for the cost of your registration if you are registered, even if you are a no-show and have not paid. NODA cannot accept refund requests that result from natural disasters, travel disruptions, illness, technology malfunctions, or other uncontrollable events.

Members assume responsibility for notification and verification of receipt by NODA. By registering for this event, you acknowledge agreement to the policy stated above as well as consent to NODA's use of photos taken during the event.

NODA Fiscal Year Budget Planning Schedule (July 1 - Start of the NODA Fiscal Year)

Summer

- Update on current Budget provided to Board of Directors

- Discussions begin at Finance Committee regarding forecasting for next Fiscal Year
- Previous Fiscal Year Budget finalized with a review by the Finance Committee

Fall

- Finance Committee and Executive Director plan for Board of Directors meeting where budget priorities will be set
- Finance Committee leads discuss the sets budget priorities at the Board of Directors Meeting
- Budget Requests for Next Fiscal Year are submitted to NODA Executive Director
- 1st Quarter review of current Fiscal Year Budget conducted by Finance Committee
- Finance Committee and Executive Director review budget requests

Winter

- Feedback given on Budget Requests, if needed, and budget requests are re-submitted as needed
- Finance Committee works with Executive Director to formulation the budget for the next Fiscal Year
- Finance Committee conducts a mid-year budget review
- Finance Committee and Executive Director finalize next Fiscal Year's budget and prepare for Board of Directors Meeting

Spring

- Budget for next Fiscal Year is presented to and accepted or denied by the Board of Directors
- Budget for next Fiscal Year is re-worked and re-presented to Board of Directors if necessary
- 3rd Quarter review of current Fiscal Year Budget conducted by Finance Committee

Conference Registration Fee Structure

The conference registration fee should be reduced to cover consumable fees as determined by the Association staff for the Annual Conference Program Committee. In addition, the conference registration fee should be waived for the Annual Conference Program Chair.

Fee Schedule for Annual Conferences & Institutes, Symposium & Summits Connected to the Annual Conference

- **Early Bird Rate** = Regular conference registration fee as established by the Association Staff
- **Regular Rate** = Regular conference registration fee (Early Bird) plus \$75
- **Late-Fee Rate** = Regular conference registration fee plus \$50

The rate fee timeline will be determined by the Association Staff. An annual increase of \$5 will be built into the revenue projections for registration fees in the conference budget.

Fee Schedule for Regional Conferences, Institutes, Symposiums & Summits

- **Early Bird Rate** = The conference registration fee as established/approved by the Association Staff from the point of registration through 4 weeks prior to the conference.
- **Regular Rate** = The conference registration fee (Early Bird) plus \$25 from 27 days before conference to 2 weeks before the conference.
- **Late-Fee Rate** = The conference registration fee (Early Bird), plus \$50 from 13 days prior to the conference through 2 days before the conference.

The applicable registration rate for a conference participant is determined by day that online payment was made or payment is postmarked to the Association Office.

\$250 is budgeted each fiscal year for each region to be used for the Regional Coordinator Fund, and can be used through the strategic priorities line of the budget as needed.

Attendees who do not pay by the first day of the conference or are unable to provide proof that they have submitted a request for payment to their accounting office will be assessed a late fee. The late fee is \$50 for Regional Conferences and \$100 for Annual Conference, per registrant. After two months of delinquent payments and no proof of payment request, payments will be sent to collections.

Member Rates

- Professional: \$180
- Graduate Student: \$60
- Undergraduate Student: \$60 (do not need to be members to participate in conferences)
- Associate Member: \$525

Professional Non-Member Rates

- Annual Conference member rate + NODA membership fee + \$30
- Regional Conference member rate + the NODA membership fee + \$10
- Drive-In Conference/Regional Pre-Conference member rate + \$20
- Pre-Conference Sessions at Annual Conference member rate + \$100
- Webinars member rate + \$99
- Institutes, Symposiums & Summits member rate + NODA membership fee + \$10

These rates would apply to non-member professionals only. Undergraduates do not have to be members currently so their rate would not change (just conference fee and optional membership fee). Graduate students and Associate members will not be offered a non-member rate.

International Rates

NODA will accept payments or make payments in US Dollars only. The exchange rate used for international funds or services rendered outside of the United States, will reflect the exchange

rate in place on the date of the event/transaction. NODA will make international payments with a check only.

Institute/Symposium Pricing Guidelines

Note: While Extended Orientation Institute uses the institute designation, it should be priced using the Regional Conference pricing procedures.

The following variables will be taken into consideration when pricing a program:

- **Estimated Supplies & Expenses (S&E) costs:** technology, meals, office supplies, etc
- **Estimated Attendance:** A good faith estimate of the number of participants (or participant teams) based on current demand. This may be different from the max capacity of the event.
- **Faculty Compensation:** Honorariums given to faculty leading the program. This does not include reimbursements for travel, lodging, and/or meals. These items should be included in S&E. In addition, nominal items of appreciation should be included in S&E.
- **NODA Base Rate:** All NODA events will have a per person base return rate based on the primary audience outlined below.

	Student	Entry Level	Mid Level	Senior Level
NODA Base Rate	\$40	\$75	\$100	\$125

- **NODA Surcharge:** A 15% surcharge will be added to the total cost per person to help cover overages and low attendance.

The Association staff will use the following formula to calculate the minimum rate charge.

$$\text{minimum rate} = \text{NODA Base Rate} + \text{S\&E} + \text{Faculty Comp} / \text{Est Attendance} \times 1.15$$

Rates will be rounded up to the nearest multiple of 5. A [worksheet](#) has been set up on the NODA shared drive to assist in the calculation process. The Association staff will set the program fee at or above the minimum rate. Exceeding the minimum rate should only be done when previous demand demonstrates the market will bear a higher rate while maintaining desired attendance numbers.

Rate Structure

- Early Bird Rate** Minimum Rate
- Regular Rate** 115% Early Bird Rate (rounded up to the nearest multiple of 5)
- Late Rate** 125% Regular Rate (rounded up to the nearest multiple of 5)

Social Media Policy

Social Media are powerful communications tools that have a significant impact on organizational and professional reputations. Because they blur the lines between personal voice and Association voice, NODA has crafted the following policy for the appropriate use of Social Media by association members, to ensure that these systems are used in an appropriate, productive and lawful manner in accordance with all other NODA policies.

Social Media sites have been established as professional resources for NODA members (and non-members) with the intent of facilitating Association business and networking among students, professionals and private business associated with the orientation, transition and retention of students in higher education. Examples include but are not limited to LinkedIn, Twitter, Facebook, YouTube, and Association related blogs.

Additionally, as with any conduct outside of NODA, staff, leadership and volunteers can be held accountable for conduct that negatively impacts NODA's core mission. This includes Social Media activities where members misrepresent themselves as volunteers or staff of the Association, inappropriately share information related to Association business, and/or post inappropriate statements/videos which may negatively impact the Association.

Terms Defined

Association Business: For the purposes of this policy, all future references to Association Business shall refer to the regions, networks, committees, conferences, webinars, electronic and print publications, meetings and business related functions in each of these areas.

Social Media: Social Media is the use of web-based and mobile technologies to turn communication into interactive dialogue. Examples include, but are not limited to, web logs (blogs), internet chat rooms, online forums, social networking sites (Twitter, Facebook, LinkedIn, etc.), video sharing (YouTube), and all related technology that will be developed in the future.

The NODA Brand: Official Social Media sites related to, and maintained by, the Association Office.

Policy Oversight

The Executive Director, or appointed designee, is responsible for overseeing the implementation of this policy. They will review all violations of this policy, including: (a) failure to represent the Association in a professional and responsible manner; (b) failure to comply with the disclosure process; and (c) failure to comply with the best practices outlined in this document.

Any member of the Association may report a violation of this policy their elected Regional Coordinator, a member of the Board of Directors, or the Executive Director of the Association. Possible penalties for violating this policy include posted retraction of concerned content, public apology, or removal from elected or appointed positions (by majority vote of the Executive Board of the Association).

Policies for Social Media Sites

The following is a list of uses that are inappropriate when officially representing the Association with NODA's name or likeness. When using Social Media that is accessible to others, elected or appointed leadership, volunteers and members may not engage in the following:

- Acting as a representative of the Association or acting in a way that would infer that one is acting for and on behalf of NODA when not authorized to do so (e.g., contacting the media or government officials, responding to complaints or questions about NODA business, etc.)
- Recording sound, pictures, or video of meetings, presentations or association activities without appropriate authorization/consent from participants.
- Inappropriately sharing confidential information related to Association business, such as personnel actions, internal investigations, or member information.
- Violating copyright/fair use policies and/or the Terms of Service of any Social Media platform employed.
- Violating NODA visual standards as presented in the *NODA Publications & Style Manual*. (A copy of this manual can be found on the NODA website at: www.nodaweb.org.)
- Supporting or opposing a candidate for public office. This does not include authorized lobbying efforts for causes aligned with NODA's core mission.
- Accessing, sending, or soliciting messages or images that are sexually oriented, depict graphic violence, or which may offend or harass on the basis of race, color, age, marital status, sex, gender identity and/or gender expression, religion, national origin, ancestry, sexual/affectional orientation, disability, or veteran status, consistent with the NODA Non-Discrimination Statement.
- Using Social Media in ways that negatively affect productivity or otherwise cause distractions to the individual, his or her co-workers, and host institutions, otherwise known as "cyber slacking." University computers and time on the job are reserved for university related business as approved by your supervisor and in accordance with the policies of your institution.
- Unprofessional communication that negatively impacts NODA's reputation, interferes with NODA's core mission, or slanders members of the Association.
- Forwarding electronic or confidential messages without permission from the originator.
- Using Social Media designed for Association business for non-business-related personal requests.

Each individual utilizing one of these technologies is responsible for knowing the Association's expectations for appropriate use of Social Media as it relates to Association business.

Social Media Used for Association Business

If you use Social Media for Association business, the following policies apply:

- **Notify the Association.** Regions or regional conference planning groups that intend to utilize Social Media should contact, and obtain approval from, their Regional Coordinator. Association committees, networks or annual conference planning groups

that intend to utilize Social Media should contact, and obtain approval from, the Association Office.

- **Identify a site host or moderator.** All association pages must have a dedicated volunteer who is identified as being responsible for the official content posted in their environment.
- **Acknowledge who you are.** If you are representing NODA when posting on a Social Media platform, acknowledge this. Profiles should indicate who is responsible for updating/posting information on the site.
- **Develop a plan.** NODA and volunteer leadership should consider their messages, audiences, and goals, as well as a strategy for keeping information on Social Media sites up-to-date.
- **Protect the Association voice.** Posts on Social Media sites should protect the Association's voice by remaining professional in tone and in good taste. No committee, network, region or individual member should construe its Social Media site as representing the Association as a whole.
- **Protect the visual identity of the Association.** Consider this when naming pages or accounts, selecting a profile picture or icon, and selecting content to post—names and profile images should all be clearly linked to the particular region, network, committee or conference rather than the Association as a whole.
- **Transfer access.** Upon completion of the elected/appointed term of service, access to Social Media sites where members served as hosts/moderators should transition to the newly elected/appointed individual.

Social Media Visual Standards

The NODA name, logo, mission, or any other information owned by the Association should reflect the standards established in the NODA Publications & Style Manual (March 2010) and not be posted on Social Media related to Association business without permission of the Board of Directors.

Logos for Regional Conferences and other business related to the region should be approved by the Regional Coordinators. Logos for Annual Conferences and other Association business should be approved by the Executive Director. All logos should reflect the professionalism and integrity of the Association.

Best Practices for Social Media Presence

The following best practices are intended for those utilizing Social Media for Association business. Individual members of the Association are also encouraged to employ these best practices in their own Social Media use.

Be respectful. Anything you post in your role as a member of NODA reflects on the association. Be professional and respectful at all times on your Social Media site. Avoid citing or referencing members, partners, etc. without their approval. Remember that NODA is an international association whose members reflect a diverse set of customs, values and points of view. Do not

use derogatory language, obscenity, or engage in any conduct that would not reflect well on NODA.

Be transparent. Make it clear that you are utilizing Social Media in your role as a member, volunteer or leader of the association. One of the great benefits of Social Media is that the individuals maintaining Social Media sites personalize large and complex associations like NODA. If you identify yourself as a member of the Association online, it should be clear that the views expressed are not necessarily those of the Association.

Listen. Being a consumer of Social Media is essential to your ability to be a successful producer of Social Media content. “Listen” to online conversations on your preferred tools – be they blogs, Twitter, Facebook or anything else – to maintain a clear and current understanding of what is relevant and of interest to the community.

Be active. A Social Media presence requires diligent care and feeding. If you do not have the time or resources to check in on these sites at least a few minutes each day, and to post fresh content several times a week, reconsider jumping in to Social Media at this time. Your site is only as interesting as your last post – if that post is several months old, visitors will consider it mothballed.

Be timely. One of the great benefits of Social Media is the ability to share information almost instantly with a global audience. This timeliness is also one of the expectations of that audience. Be prepared to move quickly in response to new developments, announcements, or emergencies with relevant information on your site. A short amount of accurate information delivered at the time of need can sometimes be more valuable than a full report delivered well after the issue has passed.

Think twice before you post. Privacy does not exist in the world of Social Media. Consider what could happen if a post becomes widely known and how that may reflect both on the poster and the Association. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you wouldn’t say it at a conference or to a member of the media, consider whether you should post it online.

Participate and engage. As a consumer as well as a producer of Social Media, offer comments on interesting posts and share the good work of others using your sites. Social Media is not (only) about sharing your news and success, it’s about sharing information that is of interest to your readers and viewers.

Accept and monitor comments. A Social Media site without comments isn’t very social. Be prepared to accept and respond to comments. To protect your site, moderate all comments before posting. Understand that not all comments will be positive, and respond to negative comments professionally and by providing any additional information that may help resolve the issue. Post a disclaimer on your site stating you reserve the right to remove inappropriate comments. Remove those comments containing vulgar language, those that attack any one group or individual and those that are obviously spam.

Be a valued community member. Don't just talk about your program or department – share the best information you find from trusted sources outside of NODA. This will increase the value of your site and also will ensure you are a valued member of the community.

Try to add value. Provide worthwhile information and perspective. NODA is best represented by its engaged members and volunteers and what you post may reflect on this. What you post should be thought-provoking and/or build a sense of community.

Strive for accuracy. Get the facts right before posting them on Social Media. Review content for grammatical and spelling errors. This is especially important if posting on behalf of the Association in any capacity. If you make an error, be up front about your mistake and correct it quickly. If you modify a post, make it clear you have done so.

Logout. Always remember to log out when finished using/updating a Social Media site.

Monitoring

For those Social Media technologies associated with the NODA brand, designated staff members or volunteers will be charged with monitoring these sites according to prescribed guidelines and expectations developed by the Executive Director and/or Board of Directors.

All Social Media sites related to the NODA brand and Association business should be monitored regularly for postings or comments by those persons officially designated by the Association. Any inappropriate postings or comments should be removed immediately by a host or moderator. Issues involving repeat offenses will be referred to the Executive Director.

Reports will be responded to as they are brought to the attention of the Association Office. The Executive Director and Association Staff will regularly monitor Social Media related to Association business or its individual members.

NODA Privacy Statement of Practice

NODA is committed to protecting your privacy. We will not collect any personal information that you do not volunteer. We do not sell, share, or rent this information to others in any way that we have not outlined below.

Data Collection

The Association Staff will use standardized demographic questions and data elements when collecting data for membership and conference registration. The Association will use this demographic information for internal use and will only be shared outside of the association as outlined in this statement.

Directory Information

Only NODA Professional and student members have access to the online membership directory. The following is listed as part of the online membership directory: name, title, institution, institution email, office phone, and membership type. We do not share personal demographics,

personal email or cell phone numbers. Members have the option to edit what information is shared by managing their profile through the NODA website.

Membership/Leadership Status

If you are holding a leadership positions your name, institution, and email will be listed on the NODA materials.

Information Shared

NODA may, at its discretion, provide membership information collected on the membership registration/renewal form to association leadership (such as committees, state, provincial, or regional leaders) for the sole purpose of conducting official NODA business.

Mailing Lists

NODA does sell electronic mailing lists to members and non-members. These mailing lists include name, title, institution and institution mailing address. The Association staff will set the pricing structure for members and non-members requesting mailing lists for non-NODA business. Certain member information is shared with Associate Members in accordance with the Associate Member and/or sponsorship agreement. Through the NODA website members have the option to not share their contact information with Associate Members and vendors.

Third Parties

NODA contracts with third party vendors to assist in the delivery of service to the membership. These third party vendors maintain a strict and separate set of privacy guidelines. NODA only shares information necessary to provide the service requested.

Cookies

Like many other websites, NODA uses cookies to identify members so they don't have to re-enter a user id and password when accessing different components of the website and engaging in online community. If you do not have cookies enabled, you must enter your password each time you access our site or any of its member features.

Conference/Program Registration Information

Information received for conference or other program registrations will be used strictly for conference planning and accommodating purposes. Exhibitors at the annual conference are provided the email of conference participants to use once.

Credit Card Information

NODA is committed to making our best effort to ensure payment information remains private. Our online payment system is encrypted and uses the https security protocol. Credit card information is not stored at the association office.

Questions

If you wish to change any information you have given to the association or have any questions regarding our Privacy Statement of Practice, you can contact us at noda@umn.edu.

Guidelines for the Development of Strategic and Educational Partnerships

These guidelines are intended to ensure that all strategic partnerships are consistent with NODA's stated mission and core values:

The mission of the NODA is to provide education, leadership and professional development in the fields of college student orientation, transition and retention.

Core Values: Community, Diversity, Integrity, Learning, Scholarship, and Service

I. Definition of Strategic Partnership

At times, the NODA Board of Directors may find it beneficial to the Association to enter into discrete partnerships with corporations, vendors, or other business organizations. These strategic partnerships should only be entered into if they advance the goals of the Association, provide a financial benefit to the Association, or further position the Association as a professional organization. The Executive Director may explore and negotiate potential partnerships and submit a proposal to be reviewed by the Executive Committee.

The Executive Director may propose educational partnerships that will benefit all of the Association's membership, members in specific regions, or other subsets of the membership. Educational partnerships should benefit the widest range of NODA members, possible, including those unable to participate in regional and annual conferences.

The decisions to enter into each partnership must be fully grounded in the mission of NODA, the Statement of Professional Ethics, and the core values of the Association with the best interests of the Membership kept foremost in the decision-making process. These educational partnership agreements should facilitate NODA's efforts to support the role orientation, transition and retention play in the lives of new students and/or their families.

II. Proposal Guidelines and Format

NODA will assess every proposal for strategic partnership based upon the following guiding principles. It is expected that these principles will be addressed in all written agreements:

- Only proposals for programs, events, and/or services that NODA considers central to its mission will be considered.
- Programs must be inclusive and must not discriminate in accordance with NODA's Nondiscriminatory Statement.
- Preference will be given to proposals that provide services and/or benefits to the membership and/or positively impacts the recruitment or retention of NODA members.
- The use of the NODA name, logo, and/or other images is prohibited unless explicitly outlined in the approved agreement.
- Any change, regardless of cause, to a partnership agreement is subject to NODA review and approval. All changes must be reflected in writing prior to implementation.

NODA reserves the right to cancel any partnership agreement that it believes compromises the reputation or integrity of the Association or its members, or where it determines that the strategic partner is not in compliance with the terms of the partnership agreement.

All proposals must include the following to be considered:

1. Submitted on the Educational Partnership Proposal, highlighting the following information:
 - a. Name of association/organization requesting partnership
 - b. Educational benefits of partnering for NODA
 - c. Additional advantages to NODA
 - d. Additional advantages to prospective educational partner
2. To be considered for an educational partnership, a minimum of one of the following requirements must be identified in the Educational Partnership Proposal. The Educational Partnership may include more than one of the following minimum requirements if so desired:
 - a. Co-presentation of session at conferences
 - b. Presentation exchange at conferences
 - c. Co-presentation of regional drive-ins/meet-ups
 - d. Co-presentation of webinars
3. Additional items that may be included in an Educational Partnership, but are not required, could include, but not be limited to, the following:
 - a. Conference fee waiver for conference delegates from partner organizations at the discretion of the Executive Director
 - b. Exhibit exchange at conferences
 - c. Advertisement exchange in publications
 - d. Newsletter exchange
 - e. Link on web page to resources
 - f. Co-host reception at conferences
 - g. Fund program initiative
 - h. Other

III. Responsibility and Expectations of Strategic Partners

For-profit strategic partners must agree to become an Associate Member of NODA and remain in good standing for the duration of the partnership agreement. The NODA Executive Director must approve all marketing efforts and promotional materials related to approved programs, events, and/or services in advance. This includes, but is not limited to, written/printed matter, broadcast and photographic formats, web pages, and facsimiles. All marketing efforts and promotional materials related to approved programs events and/or services must recognize NODA involvement by placement of its name, logo, “branding image”, support statements, disclaimers, and/or other accepted means as agreed upon by both parties. Strategic partners must designate a representative to be the official liaison with NODA. The liaison will be responsible for coordinating all communications with the Association including, but not limited

to, negotiations, program planning, program execution, and/or any concern raised by NODA members.

IV. Responsibilities of NODA

- To acknowledge the receipt of all proposals in writing within 30 days of receipt.
- Maintain strict confidentiality concerning all proposals and request.
- Review initial proposals and respond in writing within 60 days of receipt.
- To the best of its ability, help to define the proposed program in its broadest context to reach as many NODA members as possible.
- Upon approval, NODA will facilitate the development of a written agreement to be signed by all parties.
- NODA reserves the right to accept and review proposals at its discretion.
- The various regions of NODA may not negotiate educational partnerships.

Once approved, the Executive Director will notify the proposed partner of the decision in writing.

The NODA Board of Directors shall canvas the Association's membership to identify other associations, organizations, and professional groups for potential educational partnerships and garner whether existing partnerships have been beneficial to the membership. This shall take place at least every two years.

V. Submission Process

NODA reserves the right to accept and review proposals at its discretion. Proposals seeking partnership must be submitted in writing to the NODA Executive Director. Proposals must be submitted at least 120 days in advance of an anticipated implementation date. Review of proposals shall be conducted within 60 days of receipt.

All proposals should include the following documents:

- Letter of intent.
- Description of program, event, and/or service to be provided.
- Proposed memorandum of understanding or draft contract.
- The program description should include by is not limited to:
 - A summary of the partnership request.
 - Background information and experience of the requesting partner.
- A detailed abstract of the proposed program, event, and/or service including:
 - Statement of purpose.
 - Goals of objectives.
 - Clear expectations for all parties.
 - Well-defined outcomes
 - Benefits to NODA and its members
 - Demographic and/or geographic profiles of target population
 - Detailed marketing plan
 - Specific timeline including options for continuation or expansion

- Implementation strategy including resources necessary for success.
- Expectations of NODA and its members relative to implementation of the proposal.
- Proposed budget and financial plan including revenue sharing and payment schedule.
- Procedures for monitoring, reporting and evaluating the proposal.

Proposals for partnership will be reviewed by the NODA Executive Director. Each partnership proposal or amendment accepted by the review Committee must be represented to the Board of Directors individually for consideration and approval. Quorum must be determined and maintained for approval. The Executive Director of NODA will notify the proposed partner of the Board’s decision in writing.

Guidelines for the Development of Educational Partnerships

I. Definition of Educational Partners

At times, the NODA Board of Directors may find it beneficial to the Association to enter into collaborative relationships with educational or nonprofit organizations. These educational partnerships should only be entered into if they advance the goals of the Association, or further position the Association as a professional organization. The Executive Director may explore and negotiate potential partnerships and submit a proposal to be reviewed by the Executive Committee.

The decision to enter into each partnership must be fully grounded in the mission of NODA, the Statement of Professional Ethics and the core values of the Association with the best interests of the membership kept foremost in the decision-making process.

These educational partnership agreements should facilitate NODA’s efforts to support the role orientation, transition and retention play in the lives of member institutions, new students and/or their families.

II. Proposal Guidelines and Format

NODA will assess every proposal for educational partnerships based upon the following guiding principles. It is expected that these principles will be addressed in all written agreements:

- Only proposals for programs, events and/or services that NODA considers central to its mission will be considered.
- Programs must adhere to NODA’s Core Values and Nondiscriminatory Statement.
- Preference will be given to proposals that provide services and/or benefits to the membership and/or positively impacts the recruitment or retention of NODA members.
- The use of the NODA name, logo and/or other images is prohibited unless explicitly included approved memorandum of understanding.
- Any change, regardless of cause, to a partnership agreement is subject to NODA review and approval. All changes must be reflected in writing prior to implementation.

NODA reserves the right to cancel any partnership agreement that it believes compromises the reputation or integrity of the Association or its members, or where it determines that the educational partner is not in compliance with the terms of the partnership agreement.

All proposals must include the following to be considered:

- Submitted on the educational/nonprofit partnership form highlighting the following information:
 - Name of Association/Organization requesting partnership
 - Educational benefits of partnering for NODA
 - Additional advantages to NODA
 - Advantages to prospective educational partner
- Items include but are not limited to:
 - Exhibit exchange at conferences
 - Advertisement exchange in publications
 - Newsletter exchange
 - Presentation exchange at conferences
 - Link on web page to resources
 - Co-host reception
 - Fund program initiative
 - Other

III. Responsibility and Expectations of Educational Partners

- The Executive Director must approve all marketing efforts and promotional materials related to approved programs, events and/or services in advance. This includes, but is not limited to, written/printed matter, broadcast and photographic formats, web pages and facsimiles.
- All marketing efforts and promotional materials related to approved program events and/or services must recognize NODA involvement by placement of its name, logo, “branding image”, support statements, disclaimers and/or other accepted means as agreed upon by both parties.
- Educational partners must designate a representative to be the official liaison with NODA. The liaison will be responsible for coordinating all communications with the Association including, but not limited to, negotiations, program planning, program execution, and/or any concern raised by NODA members.

IV. Responsibilities of NODA/Submission and Approval Process

- To acknowledge the receipt of all proposal in writing within 30 days of receipt.
- Review of proposals shall be conducted within 60 days of receipt.
- The Executive Director will forward the proposal to the Executive Committee for further review the upcoming board meeting.
- Maintain strict confidentiality concerning all proposals and requests.
- Review initial proposals and respond in writing within 30 days following the board meeting.

- To the best of its ability, help to define the proposed program in its broadest context to reach as many NODA members as possible.
- Upon approval, NODA will facilitate the development of a written agreement or memorandum of understanding (MOU) to be signed by all parties.
- NODA reserves the right to accept and review proposals at its discretion.
- The various regions of NODA may not negotiate educational partnerships.

Once approved, the Executive Committee will notify the proposed partner of the decision in writing.

Guidelines for the Development of Sponsorship Agreements with NODA

These guidelines are intended to ensure that all sponsorship agreements are consistent with NODA's stated mission and core values.

The mission of the NODA is to provide education, leadership and professional development in the fields of college student orientation, transition and retention.

Core Values: Community, Diversity, Integrity, Learning, Scholarship, and Service

I. Definition of Sponsorship

At times, annual and/or conference committees may have the opportunity to enlist outside financial support of conference events or products. All written agreements for such sponsorship should be approved and signed by the Executive Director.

The decision to enter into each agreement must be fully grounded in the mission of NODA, the Statement of Ethical Standards, and the core values of the Association with the best interest of the Membership kept foremost in the decision-making process. These sponsorship agreements should facilitate NODA's efforts to support the role, orientation, transition, and retention play in the lives of new students and/or their families.

II. Proposal Guidelines and Format

NODA will assess every proposal for sponsorship based upon the following guiding principles. It is expected that these principles will be addressed in all written agreements:

- Only proposals for programs, events, and/or services that NODA considers central to its mission will be considered.
- Programs must be inclusive and must not discriminate in accordance with NODA's Nondiscriminatory Statement.
- The use of the NODA name, logo, and/or other images is prohibited unless explicitly included in the sponsorship agreement.
- Any change, regardless of cause, to a sponsorship agreement is subject to NODA review and approval. All changes must be reflected in writing prior to implementation.
- NODA reserves the right to cancel any sponsorship agreement that it believes compromises the reputation or integrity of the Association or its members, or where it

determines that the sponsor is not in compliance with the terms of the sponsorship agreement.

III. Responsibilities and Expectations of Sponsors

- Sponsors for the Annual Conference must agree to become an Associate Member of NODA and remain in good standing for the duration of the sponsorship agreement.
- The Executive Director must approve all marketing efforts and promotional materials related to approved programs, events, and/or services in advance. This includes, but is not limited to, written/printed matter, broadcast and photographic formats, web pages, and facsimiles.
- All marketing efforts and promotional materials related to approved programs, events and/or services must recognize NODA involvement by placement of its name, logo, “branding image”, support statements, disclaimers, and/or other accepted means as agreed upon by both parties.
- Sponsors must designate a representative to be the official liaison with NODA. The liaison will be responsible for coordinating all communications with the Association including, but not limited to, negotiations, program planning, program execution, and/or any concern raised by NODA members.

IV. Responsibilities of NODA

- To acknowledge the receipt of all proposals in writing within 30 days.
- Maintain strict confidentiality concerning all proposals and requests.
- Review initial proposals and respond in writing within 60 days of receipt.
- Upon approval, NODA will facilitate the development of a written agreement to be signed by all parties.

V. Submission Process

NODA reserves the right to accept and review proposals at its discretion. Proposals seeking sponsorship must be submitted in writing to the Executive Director. Proposals must be submitted at least 90 days in advance of an anticipated implementation date. Review of proposals shall be conducted within 60 days of receipt. All proposals should include the following documents to be considered:

- Letter of intent.
- Description of program, event, and/or service to be provided.
- Proposal memorandum of understanding or draft contract.
- The program description should include, but is not limited to:
 - A summary of the sponsorship request
 - Background information and experience of the requesting sponsor
 - A detailed abstract of the proposed program, event, and/or service including:
 - Statement of purpose
 - Goals of objectives
 - Clear expectations for all parties

- Well-defined outcomes
- Benefits of NODA and its members
- Implementation strategy including resources necessary for success.
- Expectations of NODA and its members relative to implementation of the proposal
- Procedures for monitoring, reporting, and evaluating the proposal.

The Executive Director will notify the proposed sponsor of their decision in writing.

Appendices Position Descriptions

NODA PRESIDENT ELECT, PRESIDENT, PAST PRESIDENT (3P) Position Description

This is an Association-leading volunteer position, ideal for those interested in determining and advancing strategic directions, governing over long-term goals, representing the Association to other members, and setting the tone for member experiences.

The President of NODA is the chief officer and directs all agents in carrying out the processes and services of the Association. The President chairs the Executive Committee. The President-Elect, President and Past-President are members of the Executive Committee.

The President shall serve as the President-Elect for a one-year term prior to serving as President for one year, and as Past President for a one-year term after serving as President.

PRIMARY RESPONSIBILITIES

President-Elect:

- Perform the duties of the President in the absence of the President
- Serve on the Executive Committee and attend all meetings (monthly virtual meetings and one transition meeting in January)
- Prepare for, attend, and participate in all Board meetings (1 in-person Fall held at the annual conference); 1 in-person Spring and 1 virtual meeting in July), including monthly virtual Board update meetings
- Guide the Association Chairs in meeting the mission and strategic plan; May include monthly phone calls and individual check-ins
- Complete other duties as delegated by the President
- Serve on the Finance Committee
- Serve on the Personnel Committee
- Review all Institute faculty applications

President:

- Serve as the chief elected officer for the Association

- Serve as Chair of the Board of Directors and Executive Committee
- Lead the Executive Committee and attend all meetings (biweekly virtual meetings and one transition meeting in January/February)
- Prepare for, attend, and participate in all Board meetings (1 in-person Fall held at the annual conference); 1 in-person Spring and 1 virtual meeting in July), including monthly virtual Board update meetings
- Prepare the agenda, in consultation with the Executive Director, and preside at all meetings of NODA, including but not limited to, the meetings of the Board of Directors, Executive Committee, and the annual business meeting
- Serve as the Chair of the Personnel Committee which on behalf of the Board is responsible for the administration of personnel practices for the Executive Director and conducting an annual performance review.
- Serve on the Finance Committee
- Direct the strategic planning process for the Association
- Communicate routinely with the Executive Director regarding operations of the Association
- Make all leadership appointments with the approval of the Executive Committee based on recommendations from the Nominations and Elections Committee and in consultation with Association staff
- Appoint ad-hoc committees and task forces as deemed necessary for specific functions/initiatives, with the approval of the Board of Directors and in consultation with the Association staff
- Serve as a liaison with appropriate officials at the University of Minnesota
- Work with Executive Director to establish and maintain relationships with internal and external constituents
- Consult with the Executive Director on contractual agreements

Past-President:

- Prepare for, attend, and participate in all Board meetings (1 in-person Fall held at the annual conference); 1 in-person Spring and 1 virtual meeting in July), including monthly virtual Board update meetings
- Serve on the Executive Committee and attend all meetings (biweekly virtual meetings and one transition meeting in January/February)
- Chair the Nominations and Elections Committee
- Serve as the Parliamentarian for the Board of Directors
- Work with the Executive Director to compile the NODA Annual report
- Serve on the Personnel Committee
- Complete other duties as delegated by the President

QUALIFICATIONS & ELIGIBILITY

At the time of application, individuals must have:

- Full-time employment at a higher-education institution
- Active NODA membership of a minimum of 6 years
- 6 years of professional, full-time employment in higher education/higher education adjacent work
- 4 years of service in a Board-Appointed or Elected NODA Leadership Position

- Successfully completed a full-term in a previous NODA or Higher Ed Association leadership role as identified on the Association’s Election Resources Web Page www.nodaweb.org
- A letter of Institutional support

EXPECTATIONS

- **ASSOCIATION MEMBERSHIP**

3P positions are required to maintain an active Association membership for the duration of their term.

- **HIGHER EDUCATION EMPLOYMENT**

3P positions are required to maintain employment at a higher education institution or a non-profit interest in the field of OTR for the duration of their term.

- **FINANCIAL OBLIGATIONS**

Financial support (institutional or personal) is required to cover travel costs to attend conferences and Board of Director meetings. If institutional support is unavailable, email the chair of the Nomination & Elections committee to discuss options.

- **TIME COMMITMENT**

3P positions require a commitment of three years. During the course of the term, a 3P member should anticipate an average of 10 hours of Association-related calls and project work per month, in addition to attending in-person and virtual NODA Board of Director meetings.

- **COMMUNICATION & REPRESENTATION**

3P responsibilities require members to be in active communication with other members, executive committee members, Association staff, and external constituents. 3Ps are expected to engage in discussion and actively participate in Board of Directors' work. 3Ps are also expected to represent the Board of Directors to the membership with clarity, professionalism, and integrity.

DESIRED EXPERIENCE, KNOWLEDGE, SKILLS, ATTITUDES

- Master’s degree in Education, or related field
- Diverse professional experience with a variety of institution types, OTR roles, supervision lines, etc.
- Leadership and management experience that reflect the skills needed to fulfill the 3P responsibilities; this includes: Inter- and intra-personal skills, project management, written and verbal communication, teamwork, and critical thinking
- Current knowledge and understanding of the field of orientation, transition, and retention
- Knowledge and demonstrated commitment to best practices and trends related to diversity, equity, and inclusion
- Contributions to the scholarship of the Association including, but not limited to: conference presentations or publication submission
- Knowledge and/or Experience managing budgets
- Applicants must also demonstrate an understanding of NODA’s core purpose, beliefs, values, and core competencies, as well as the knowledge and skills necessary to fulfill the responsibilities of the position as stated above.

**NODA
TREASURER
Position Description**

This is an Association-leading volunteer position, ideal for those interested in determining and advancing strategic directions, governing over long-term goals, representing the Association to other members, and setting the tone for member experiences.

By serving on the Board of Directors, volunteers actively engage with the Association's strategies, finances, and governance to further enhance the community and lead the future of NODA and the Orientation, Transition, and Retention field.

NODA BOARD OF DIRECTORS MEMBERSHIP

The NODA Board of Directors consists of the Executive Committee (President, President-Elect, Past-President, Equity & Inclusion Officer, Treasurer, & Executive Director) and 12 General Board Members (GBM) that are elected representatives of the NODA membership at-large. General Board members serve three-year staggered terms from January through December. Four GBM members are elected annually.

TREASURER RESPONSIBILITIES

- Serve on the Executive Committee and attend all meetings (monthly virtual meetings and one transition meeting in January)
- Prepare for, attend, and participate in all Board of Directors meetings (1 in-person Fall (annual conference); 1 in-person Spring and 1 virtual meeting in July), including monthly virtual Board update meetings
- Chair the Finance Committee
- Provide financial oversight for the Association
- Review and provide feedback on operating budgets prepared by Association staff for the Association and for the Association Office
- Present a quarterly financial report on all financial transactions at each meeting of the Board
- Present an annual financial report in collaboration with the Association's Accountant that is distributed to all Association members as part of the Annual Report
- In consultation with the Executive Director, finance committee and appropriate external financial experts, present regular updates on long-term financial strategy
- In conjunction with the Executive Director, ensure that an audit is conducted of NODA financial records at least every two years
- Complete other duties as delegated by the President

QUALIFICATIONS & ELIGIBILITY

At the time of application, individuals must have:

- Full-time employment at a higher-education institution

- Active NODA membership
- 4 years of professional, full-time employment in higher education/higher education adjacent work
- Successfully completed a full-term in a previous NODA or Higher Ed Association leadership role as identified on the Association’s Election Resources Web Page www.nodaweb.org
- A letter of Institutional support

EXPECTATIONS

- **ASSOCIATION MEMBERSHIP**
Treasurer position is required to maintain an active Association membership for the duration of their term.
- **HIGHER EDUCATION EMPLOYMENT**
Treasurer position is required to maintain employment at a higher education institution or a non-profit interest in the field of OTR for the duration of their term.
- **FINANCIAL OBLIGATIONS**
Financial support (institutional or personal) is required to cover travel costs to attend conferences and Board of Director meetings. If institutional support is unavailable, email the chair of the Nomination & Elections committee to discuss options.
- **TIME COMMITMENT**
Treasurer position is a commitment of three years. During the course of the term, a Treasurer should anticipate an average of 10 hours of Association-related calls and project work per month, in addition to attending in-person and virtual NODA Board of Director meetings.
- **COMMUNICATION & REPRESENTATION**
Treasurer responsibilities require members to be in active communication with other members, executive committee members, Association staff, and external constituents. Treasurer position is expected to engage in discussion and actively participate in Board of Directors' work. Treasurer position is also expected to represent the Board of Directors to the membership with clarity, professionalism, and integrity.

DESIRED EXPERIENCE, KNOWLEDGE, SKILLS, ATTITUDES

- Master’s degree in Education, or related field
- Diverse professional experience with a variety of institution types, OTR roles, supervision lines, etc.
- Leadership and management experience that reflect the skills needed to fulfill the Treasurer’s responsibilities outlined above.
- Current knowledge and understanding of the field of orientation, transition, and retention
- No less than 4 years of departmental budget oversight
- Experience in budgeting, accounting, and reporting
- Knowledge and/or Experience managing budgets
- Contributions to the scholarship of the Association including, but not limited to: conference presentations or publication submission
- Applicants must also demonstrate an understanding of NODA’s core purpose, beliefs, values, and core competencies, as well as the knowledge and skills necessary to fulfill the responsibilities of the position as stated above

NODA
EQUITY AND INCLUSION OFFICER
Position Description

This is an Association-leading volunteer position, ideal for those interested in determining and advancing strategic directions, governing over long-term goals, representing the Association to other members, and setting the tone for member experiences.

By serving on the Board of Directors, volunteers actively engage with the Association's strategies, finances, and governance to further enhance the community and lead the future of NODA and the Orientation, Transition, and Retention field.

NODA BOARD OF DIRECTORS MEMBERSHIP

The NODA Board of Directors consists of the Executive Committee (President, President-Elect, Past-President, Equity & Inclusion Officer, Treasurer, & Executive Director) and 12 General Board Members (GBM) that are elected representatives of the NODA membership at-large. General Board members serve three-year staggered terms from January through December. Four GBM members are elected annually.

EQUITY AND INCLUSION OFFICER (EIO) RESPONSIBILITIES

- Serve on the Executive Committee and attend all meetings (monthly virtual meetings and one transition meeting in January)
- Prepare for, attend, and participate in all Board of Directors meetings (1 in-person Fall (annual conference); 1 in-person Spring and 1 virtual meeting in July), including monthly virtual Board update meetings
- Chair the Diversity & Inclusion Committee
- Oversee the development and implementation of a comprehensive plan for equity and inclusion in coordination with the Diversity & Inclusion committee.
- Scan the larger environment to understand how issues of equity and inclusion impact the work of the profession, issues of the Association, and the needs and experiences of professionals.
- Serve on the Nominations Elections Committee as an ex-officio member.
- Serve on the Leadership Development Committee as an ex-officio member.
- Complete other duties as delegated by the President.

QUALIFICATIONS & ELIGIBILITY

At the time of application, individuals must have:

- Full-time employment at a higher-education institution
- Active NODA membership
- 4 years of professional, full-time employment in higher education/higher education adjacent work

- Successfully completed a full-term in a previous NODA or Higher Ed Association leadership role as identified on the Association’s Election Resources Web Page www.nodaweb.org
- A letter of Institutional support

EXPECTATIONS

- **ASSOCIATION MEMBERSHIP**

EIO position is required to maintain an active Association membership for the duration of their term.

- **HIGHER EDUCATION EMPLOYMENT**

EIO position is required to maintain employment at a higher education institution or a non-profit interest in the field of OTR for the duration of their term.

- **FINANCIAL OBLIGATIONS**

Financial support (institutional or personal) is required to cover travel costs to attend conferences and Board of Director meetings. If institutional support is unavailable, email the chair of the Nomination & Elections committee to discuss options.

- **TIME COMMITMENT**

EIO position requires a commitment of three years. During the course of the term, an EIO should anticipate an average of 6-8 hours of Association-related calls and project work per month, in addition to attending in-person and virtual NODA Board of Director meetings.

- **COMMUNICATION & REPRESENTATION**

EIO responsibilities require members to be in active communication with other members, executive committee members, Association staff, and external constituents. EIO is expected to engage in discussion and actively participate in Board of Directors' work. EIO is also expected to represent the Board of Directors to the membership with clarity, professionalism, and integrity.

DESIRED EXPERIENCE, KNOWLEDGE, SKILLS, ATTITUDES

- Master’s degree in Education, or related field
- Diverse professional experience with a variety of institution types, OTR roles, supervision lines, etc.
- Leadership and management experience that reflect the skills needed to fulfill the General Board Member’s responsibilities outlined above.
- Current knowledge and understanding of the field of orientation, transition, and retention
- Knowledge and demonstrated commitment to best practices and trends related to diversity, equity, and inclusion
- Contributions to the scholarship of the Association including, but not limited to: conference presentations or publication submission
- Knowledge and/or Experience managing budgets
- Applicants must also demonstrate an understanding of NODA’s core purpose, beliefs, values, and core competencies, as well as the knowledge and skills necessary to fulfill the responsibilities of the position as stated above.

NODA
GENERAL BOARD OF DIRECTORS MEMBER
Position Description

This is an Association-leading volunteer position, ideal for those interested in determining and advancing strategic directions, governing over long-term goals, representing the Association to other members, and setting the tone for member experiences.

By serving on the Board of Directors, volunteers actively engage with the Association's strategies, educational advancement, finances, and governance to further enhance the community and lead the future of NODA and the Orientation, Transition, and Retention field.

NODA BOARD OF DIRECTORS MEMBERSHIP

The NODA Board of Directors consists of the Executive Committee (President, President-Elect, Past-President, Equity & Inclusion Officer, Treasurer, & Executive Director) and 12 General Board Members (GBM) that are elected representatives of the NODA membership at-large. General Board members serve three-year staggered terms from January through December. Four GBM members are elected annually.

GENERAL BOARD MEMBER RESPONSIBILITIES

- Prepare for, attend, and participate in all Board of Directors meetings (1 in-person Fall (annual conference); 1 in-person Spring and 1 virtual meeting in July), including monthly virtual Board update meetings
- Provide leadership as the sole governing body of the Association
- Be responsible for the formulation of clear Association direction (strategic plan), and the implementation of the plan
- Set, deliberate and decide internal and external policy and priorities/goals for the Association based on strategic vision
- Serve as liaisons to select Association committees in order to provide effective and consistent information flow
- Provide the necessary direction, resources, and support to the Executive Director to ensure a successful Association staff
- Set expectations to guide staff and volunteer workforce in the implementation of Association operations and activities
- Serve as a resource for NODA members
- Attend the Association annual conference (required) and regional conference (strongly encouraged)
- Complete other duties as delegated by the President.

QUALIFICATIONS & ELIGIBILITY

At the time of application, individuals must have:

- Full-time employment at a higher-education institution
- Active NODA membership
- 4 years of professional, full-time employment in higher education/higher education adjacent work
- Successfully completed a full-term in a previous NODA or Higher Ed Association leadership role as identified on the Association’s Election Resources Web Page www.nodaweb.org
- A letter of Institutional support

EXPECTATIONS

- **ASSOCIATION MEMBERSHIP**
GBM positions are required to maintain an active Association membership for the duration of their term.
- **HIGHER EDUCATION EMPLOYMENT**
GBM positions are required to maintain employment at a higher education institution or a non-profit interest in the field of OTR for the duration of their term.
- **FINANCIAL OBLIGATIONS**
Financial support (institutional or personal) is required to cover travel costs to attend conferences and Board of Director meetings. If institutional support is unavailable, email the chair of the Nomination & Elections committee to discuss options.
- **TIME COMMITMENT**
GBM positions require a commitment of three years. During the course of the term, a GBM should anticipate an average of 4-6 hours of Association-related calls and project work per month, in addition to attending in-person and virtual NODA Board of Director meetings.
- **COMMUNICATION & REPRESENTATION**
GBM responsibilities require members to be in active communication with other members, executive committee members, Association staff, and external constituents. GBM are expected to engage in discussion and actively participate in Board of Directors' work. GBM are also expected to represent the Board of Directors to the membership with clarity, professionalism, and integrity.

DESIRED EXPERIENCE, KNOWLEDGE, SKILLS, ATTITUDES

- Master’s degree in Education, or related field
- Diverse professional experience with a variety of institution types, OTR roles, supervision lines, etc.
- Leadership and management experience that reflect the skills needed to fulfill the General Board Member’s responsibilities outlined above.
- Current knowledge and understanding of the field of orientation, transition, and retention
- Knowledge and demonstrated commitment to best practices and trends related to diversity, equity, and inclusion
- Contributions to the scholarship of the Association including, but not limited to: conference presentations or publication submission
- Knowledge and/or Experience managing budgets

- Applicants must also demonstrate an understanding of NODA’s core purpose, beliefs, values, and core competencies, as well as the knowledge and skills necessary to fulfill the responsibilities of the position as stated above.

December 2022

**NODA
REGIONAL COORDINATOR
Position Description**

This is a Regional- leading volunteer position, ideal for those interested in determining and advancing strategic directions, governing over long-term goals, representing the Association to other members, and setting the tone for member experiences.

Regional Coordinators serve as leaders of their region, representing regional activities to the Association. Through this role, Regional Coordinators have the opportunity to make a positive impact in the field of OTR through engaging regional programs and to obtain career development as a visible leader in the profession.

REGIONAL COORDINATOR (RC) RESPONSIBILITIES

- Serve as a resource person for the region, which includes but is not limited to, informing regional members of regional and Association-wide NODA activities, resources, and issues impacting the association and the field. Promote involvement in activities and leadership opportunities.
- Recruit, select, train, and lead a comprehensive and diverse Regional Leadership Team (RLT) which consists of unique functional roles.
- Determine most appropriate RLT structure for region (i.e. State/Province Coordinators, Communication, Networking, Professional Development, Membership, Event Planning, etc.)
- Regularly communicate with RLT to discuss concerns, needs, and activities related to region, association, and field. Set regional goals and plan initiatives, workshops, and events with RLT.
- Provide resources and guidance as members of RLT plan and execute regional initiatives, workshops, and events.
- Be a liaison between RLT and Association Office.
- Regularly review and discuss RLT structure with Regional Coordination Committee.
- Recruit, select, train, and actively assist regional conference hosts.
- Prepare for, attend, and participate in all committee meetings, including meetings at or before NODAC, periodic conference calls, etc.
- Work together with other Regional Coordinators to discuss issues and complete initiatives and tasks that impact all NODA regions.
- Keep Regional Coordination Committee Chair apprised of any issues or concerns related to constituents within region.

QUALIFICATIONS & ELIGIBILITY

At the time of application, individuals must have:

- Full-time employment at a higher-education institution
- Active NODA membership
- 2 years of professional, full-time employment in higher education/higher education adjacent work
- Successfully completed a full-term in a previous NODA or Higher Ed Association leadership role as identified on the Association's Election Resources Web Page www.nodaweb.org
- A letter of Institutional support

EXPECTATIONS

- **ASSOCIATION MEMBERSHIP**
RC positions are required to maintain an active Association membership for the duration of their term.
- **HIGHER EDUCATION EMPLOYMENT**
RC positions are required to maintain employment at a higher education institution or a non-profit interest in the field of OTR for the duration of their term.
- **FINANCIAL OBLIGATIONS**
Financial support (institutional or personal) is required to cover travel costs to attend conferences and meetings. If institutional support is unavailable, email the chair of the Nomination & Elections committee to discuss options.
- **TIME COMMITMENT**
RC positions require a commitment of three years. During the course of the term, an RC should anticipate an average of 4-6 hours of Association-related calls and project work per month, in addition to attending in-person and virtual NODA Board of Director meetings.
- **COMMUNICATION & REPRESENTATION**
RC responsibilities require members to be in active communication with other members, executive committee members, Association staff, and external constituents. RCs are expected to engage in discussion and actively participate in Board of Directors' work. RCs are also expected to represent the Board of Directors to the membership with clarity, professionalism, and integrity.

DESIRED EXPERIENCE, KNOWLEDGE, SKILLS, ATTITUDES

- Master's degree in Education, or related field
- Prior experience in hosting a regional conference or serving on a regional leadership team.
- Diverse professional experience with a variety of institution types, OTR roles, supervision lines, etc.
- Leadership and management experience that reflect the skills needed to fulfill the Regional Coordinator's responsibilities outlined above.
- Current knowledge and understanding of the field of orientation, transition, and retention
- Knowledge and demonstrated commitment to best practices and trends related to diversity, equity, and inclusion
- Contributions to the scholarship of the Association including, but not limited to: conference presentations or publication submission

- Knowledge and/or Experience managing budgets
- Applicants must also demonstrate an understanding of NODA’s core purpose, beliefs, values, and core competencies, as well as the knowledge and skills necessary to fulfill the responsibilities of the position as stated above.

**NODA
REGIONAL LEADERSHIP TEAM
Position Description**

DEFINITION: Under direction from the Regional Coordinator, members of the Regional Leadership Team direct and coordinate activities for the betterment of the Region. Each member of the Regional Leadership Team is appointed to their position by the Regional Coordinator and will serve a one-year term with the potential for reappointment to multiple consecutive terms.

REQUIRED QUALIFICATIONS

- Experience in the field of orientation, transition, and retention at an institution of higher education.
- At least 1 year experience in higher education.
- Active professional membership in NODA which must be current at the time of application and throughout term.

PREFERRED QUALIFICATIONS

- Knowledge of, and commitment to, the structure, purposes, and goals of NODA and the region.
- Prior experience in hosting or serving on a Regional Conference Committee or other involvement within the region.
- Knowledge and attentiveness to issues relating to diverse constituencies.

PRIMARY RESPONSIBILITIES AND DUTIES

- Actively participates in regional decision-making, including, but not limited to, addressing regional concerns, needs, and activities.
- Serve as resource for members in the region.
- Serve as liaison between the regional leadership and individual institutions in the region.
- Assists the Regional Coordinator by directing and leading regional initiatives.
- Communicates regularly with the Regional Coordinator and other members of the Regional Leadership Team.
- Responsible for a specific functional role within the Region. This role is at the discretion of the Regional Coordinator, in consultation with the Regional Conference Committee Chair and Association Staff, to best meet the needs of the region.
- Complete designated assignments related to functional role on Regional Leadership Team in an acceptable time period and undertake and carry forward a variety of projects requiring independent judgment and initiative.

COORDINATION OF FUNCTIONAL ROLE

- Each Function Role will, if necessary, have a position description and term length that is made known to the regional members on an annual basis.
- All current NODA members within the Region who meet the required qualifications are given an equal opportunity to apply for specific roles.
- Regional Coordinators are responsible for annually submitting names and positions of Regional Leadership Team to NODA Office so each member request can be reviewed.
- Under the Chair of the Regional Coordination Committee, Regional Coordinators will annually share their Regional Leadership Team structure with all other regions to coordinate titles and job descriptions.
- All Functional Roles are a one-year term with the opportunity for reappointments with Regional Coordinator recommendation approval.

RESPONSIBILITIES IN UNIQUE FUNCTIONAL ROLES

Specific roles may include, but are not limited to, those listed below. Roles on Regional Leadership Team are to be determined by Regional Coordinator, in consultation with the Regional Coordination Committee Chair and Association Staff, per the needs of each individual region.

STATE/PROVINCE COORDINATORS:

- Serves as a clearinghouse of information for networking within the state/province and among other states/provinces.
- May also hold some or all of the responsibilities of the below positions, either for their state/province or for the region as a whole, as Regional Coordinator sees fit.

COMMUNICATION:

- Develops communication network for members of the region.
- Responsible for communications to the region, including social media, and e-mails.
- Assesses other media related needs for the region, in accordance with NODA policy.
- Encourages professionals and students within the region to submit articles and research for publications such as NODA Review, Journal of College Orientation and Transition, etc.
- Communicate periodically with any new legislation or broad policy changes within the region that impact higher education.

NETWORKING/PROFESSIONAL DEVELOPMENT:

- Develops a network between the state and provincial institutional representatives within the region.
- Responsible for broadening and creating professional development opportunities in the region.

MEMBERSHIP:

- Assists in recruitment and membership within the Region.
- Recruits active NODA members within region to become further involved in NODA.
- Responsible for outreach to schools within region to encourage participation in regional activity.
- Create a regional directory, if desired.

REGIONAL CONFERENCE PLANNING/HOSTS:

- Responsible for recruiting regional conference committee members and the execution of the regional conference.
- Additional duties can be found in the Regional Conference Host Planning Manual.

EVENT PLANNING:

- Informs members of regional activities, resources and NODA activities and issues.
- Sponsors workshops, events, and other activities for professionals and students focused on the field of orientation, retention, and transition.

**NODA
REGIONAL CONFERENCE HOST/CONFERENCE PLANNING COMMITTEE
Position Description**

DEFINITION: With the guidance of the Association staff, the Regional Conference Host(s) and the Conference Planning Committees plan and implement the regional conferences for their Region.

PRIMARY RESPONSIBILITIES

- All logistical arrangements for the regional conference including food, lodging, local transportation, meeting facilities and entertainment characteristics of the local flavor and atmosphere.
- Selection and scheduling of conference programs and presentations. The selection and scheduling should address the needs and diversity of the members and their institutions.
- Work with the Association Office on registration development, educational session and awards process and budget management.
- Work directly with the Regional Coordinator in communicating conference plans, needs, concerns, and making the logistical arrangements for Regional Conference.
- Submit a final report and budget summary to the Association staff within 30 DAYS of the end of the conference.

DESIRABLE QUALIFICATIONS

- Participation in two NODA regional conferences
- Ability to establish and maintain communication with the Regional coordinator where the conference is being held and with the Association staff.
- Ability to follow through and submit post-conference memberships, budget and other information to the Association staff.

**NODA
NETWORK CHAIRPERSON
Position Description**

DEFINITION: Under direction from the Board of Directors and in collaboration with the Association Office, the Network chairperson directs and coordinates the activities of the designated Network.

PRIMARY RESPONSIBILITIES

- Serves as a resource person for Board of Directors, the membership of the Network and the larger Association;

- Promotes membership recruitment and Network participation for both professionals and students at the Annual Conference and at the regional level;
- Identifies regional contacts to promote Network activity, and ensures that the Network has a presence at each regional conference.
- Publishes a Network newsletter at least twice annually, following the NODA publications Guidelines.
- Encourages the Network membership to submit articles and research for publication.
- Assumes additional related duties and responsibilities as necessary.
- Submits updates to the Board twice annually.
- Provides submissions for The NODA Review as requested.

DESIRABLE QUALIFICATIONS

- Knowledge of Regional and National structure of NODA
- Understanding of and experience with the area of focus for the particular Network.
- Ability to establish and maintain effective communication with the Association staff, Network Coordination Committee Chair, Regional Coordinators/regional network representatives and constituents; follow through and complete designated assignments in an acceptable time period; and undertake and carry forward a variety of projects requiring independent judgment and initiative.

REQUIREMENTS

Prior membership in NODA and has attended at least one Annual Conference preferred. (For students, attendance at a regional conference is sufficient.)

NODA-Association for Orientation, Transition and Retention in Higher Education

**EXECUTIVE DIRECTOR
Position Description**

Position Title: Executive Director

Department: NODA-Association for Orientation, Transition and Retention in Higher Education

REQUIRED EDUCATION, EXPERIENCE, QUALIFICATIONS:

- Master’s degree in Higher Education, non-profit management, or other related areas.
- Minimum of ten years of full-time experience (post-Masters) working in a non-profit and/or college/university setting
- Previous experience supervising professional, paraprofessional and/or student staff

- Previous financial management and office management experience
- Excellent communication skills, both written and verbal skills
- Demonstrated commitment to excellent customer service
- Proficient in Microsoft Office Suite

PREFERRED EXPERIENCE AND QUALIFICATIONS:

- Ability to be self-directed and work autonomously on a daily basis
- Demonstrated ability to communicate and work effectively with various constituencies, including diverse populations
- Demonstrated organizational skills, attention to details and planning skills
- Previous experience with grant writing and/or funding initiatives
- Ability to build and foster relationships with key constituents

POSITION OVERVIEW:

The Executive Director is responsible for the overall management and operation of NODA and protection of the organization’s financial assets while ensuring compliance with board directives and applicable federal and state requirements. The Executive Director assures effective implementation of policies, goals and programs developed/adopted by the Board of Directors. The Executive Director participates in all Board of Directors meetings (as a non-voting member) and provides policy recommendations. With the NODA Board of Directors, the Executive Director will research new initiatives such as securing grants, corporate sponsorships, scholarly publications, and partnerships with the University of Minnesota and other professional associations.

The Executive Director is an employee of the University of Minnesota and will report to both the Assistant Dean and Director-Orientation & First Year Programs, University of Minnesota, Twin Cities and the NODA President. This is a 12-month, Professional & Administrative, annually renewable, 100% time position.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

Oversee management of NODA

- Provides operational leadership and oversight in the areas of financial strategy, budget management, strategic direction, human resources, information technology, marketing/communication and partnerships
- Creates operating procedures, approaches and systems to meet Association mission and strategic priorities
- Directs human resource management for professional and student staff including, but not limited to, hiring and termination, supervision, training, and evaluation
- Control all expenditures and statement of accounts and develops, implements and maintains the financial management of the Association including the development of the operating budget. Controls all accounting functions including those necessary for auditing, budgeting, financial analysis, and payroll in accordance with generally accepted accounting principles, Board policies and procedures, and other applicable guidelines

- Provides leadership and maintains NODA's business duties such as insurance, 501c3 status, legal needs, etc.
- Serve the Association as an official authorized signatory for contracts, credit card authorization (i.e. hotel payments), business associates (i.e. office supply contracts), bank deposits, and invoice payments
- Sees to the implementation of policies and procedures authorized by the NODA Board of Directors
- Responsible for the marketing/public relations of the Association through oversight of print, web, and other electronic communication
- Serves as a spokesperson for the Association as appropriate

Provide support to NODA membership and leadership

- Develops, recommends, implements and trains the NODA Board of Directors in nonprofit management related issues and seek solutions for resources as needed
- Keep Board of Directors fully informed of critical issues related to the Association and non-profit management
- Attend all Board of Directors meetings, and Executive Committee meetings
- Provide support to Board of Directors, committees, regions and Executive Committee
- Lead the strategic development and visioning for the future of NODA

Coordinate and/or support NODA events, meetings and conferences

- Oversee coordination of arrangements for Board of Directors and Executive Board meetings
- Manage the creation of new initiatives and expanding programs to better serve, expand, and retain members
- Attend all annual conferences and select regional conferences
- Oversee the direction and coordination of all approved programs, projects and major activities of the Association staff

Implement development initiatives and collaborative partnerships

- Lead the initiatives for the NODA strategic plan as well as guide the development of the plan
- Responsible for identifying and cultivating new funding sources
- Oversee the development of program, organizational and financial plans and carry out plans and policies authorized by the Board of Directors
- Identify and develop strategic partnerships and alliances with other Higher Education organizations
- Initiate and cultivate partnerships with key units within the University of Minnesota that enhance NODA's mission

**NODA
ANNUAL CONFERENCE PROGRAM CHAIR
Position Description**

DEFINITION:

With the guidance of the NODA Director of Events, Programs & Services, the Annual Conference Program Chair will work in collaboration to plan and implement the NODA Annual Conference.

PRIMARY RESPONSIBILITIES

- Identify and lead a conference program team to facilitate and implement conference programmatic content including keynote speaker(s) and educational sessions.
- Manage all non-logistic aspects of the conference experience including but not limited to educational programs and evaluations, major speakers, special initiatives and pre-conference/extended sessions.
- Facilitate the selection of conference programs and presentations. The selection should address the needs and diversity of the members and their institutions. The scheduling of presentations will be coordinated in collaboration with the NODA association staff.
- Work with the NODA association staff to organize all group functions including off-site activities, transportation and/or entertainment.
- Working in collaboration with the NODA association staff, the Annual Conference Program Chair will support the development and management of the Annual Conference budget.
- The Annual Conference Program Chair will communicate on a regular basis with the NODA association staff in the planning of the NODA Annual Conference.

DESIRABLE QUALIFICATIONS:

- Participation in two of NODA’s annual conferences.
- Previous involvement on a regional or annual conference planning committee.
- Ability to visit conference hotel once.
- Sufficient interpersonal skills to communicate effectively with, NODA association staff, and conference.
- Organizational skills sufficient to perform multiple tasks while managing and monitoring many aspects of the conference experience and expectations.
- Ability to communicate effectively.
- Ability to collaborate with the association staff
- Ability to balance NODA Board needs/expectations with conference implementation while creating a unique conference program experience.

**NODA
ASSOCIATION COMMITTEE CHAIR
Position Description**

DEFINITION:

Under direction from the NODA Board of Directors and in consultation with the Association Staff, the Chair of an Association committee ensures that the committee fulfills their charge/goals and stays in alignment with the strategic priorities of the Association.

RESPONSIBILITIES:

- Strategic Direction and Management of Work. The committee chair is responsible for setting strategic direction for the committee that fulfills the goals and charge in alignment with the NODA strategic plan. The committee chair works with Association staff to ensure that committee members have the information needed to complete assignments, delegates and assigns work to committee members as needed, and ensures that progress on tasks are being made.
- Communication. Serves as a conduit of information between the committee, the Association Staff, and the Board of Directors (via the President). Communication should include, but is not limited to, committee progress on projects, decisions, and issues. The chair should communicate with the President, staff, other committee chairs, NODA leadership team members, and membership in order to relay information to committee members that may impact the work of the committee. Similarly, the chair should communicate the work of the committee with NODA Leadership and members.
- Recruitment, Appointment, Orientation of Committee Members. The committee chair works in consultation with the chair of the Nominations Committee and the Association Staff to populate general committee members. The chair is responsible for orienting all new committee members to the committee.
- Convening the Committee. Committee chairs must meet with their committee quarterly, or more frequently if needed. Most meetings will be convened virtually; however, one in-person meeting should occur at the annual conference. Chair develops meeting agendas and ensures that minutes are taken and ensures distribution.
- Formal Reporting. Committee chairs must submit quarterly reports to the NODA Board of Directors, via the President.

QUALIFICATIONS:

- Demonstrated involvement experience within NODA, including, but not limited to: regional leadership, network chair, standing appointments, committee participation.
- Knowledge or skills specific to the committee.
- Knowledge of, and commitment to, the structure, purpose and strategic direction of the Association and the committee.
- Ability to collaborate across diverse constituents and bring people together towards a common goal.
- Demonstrated experience with committee work within the Association, on their campus, and/or other non-profits.
- Active professional membership in NODA.

STANDING APPOINTMENTS

Standing appointments serve a three-year term to be reviewed annually by the President, President-Elect and Past-President.

1. **Association Committee Chairs:** See full position descriptions in the preceding pages. Under direction from the NODA Board of Directors and in consultation with the Association Staff, the Chair of an Association committee ensures that the committee fulfills their charge/goals and stays in alignment with the strategic priorities of the Association.

2. **Council for the Assessment of Standards (CAS) Representative:** Serve as NODA’s representative to CAS and represent the concerns of the Association and the orientation field.
3. **Editors:** Candidates for the positions of Editor and Associate Editor must serve in a professional capacity, either directly in, or related to, the field of orientation, be a member in good standing of the Association, and have exhibited prior involvement or contribution to the organization and/or the fields of orientation, transition, and retention (e.g. conference participation, program/workshop presentation, Association committee responsibility, service on the Board of Directors, etc.).
4. **Parliamentarian:** Assist with effective management; interpret the Association By-laws and policies when requested; review the consistency of articles and sections in the Association’s By-laws and Policy Manual; recommend changes to grammar, spelling, and punctuation to ensure accuracy of content and language in keeping with the spirit of the rules and policies herein. The Parliamentarian has all rights and privileges as all other members, including voting as long as he/she is a voting member. The Parliamentarian shall be appointed from within the membership of the Board of Directors.
5. **Network Chairperson:** See full position description in preceding pages. The role of the Network Chair is to address the concerns and issues particular to a specific interest group and make recommendations to the Board as appropriate.
6. **Institute Lead Faculty:** Facilitate conversations and actions related to the planning and implementation of the Institute in coordination with Association staff and/or institute faculty to accomplish the following:
 - a. Training of Institute Faculty
 - b. Establish learning and program outcomes for the institute that are in line with the mission, values, and strategic vision of the Association.
 - c. Develop and continually enhance a curriculum that is meeting the learning outcomes of the program.
 - d. Develop and administer an assessment plan including implementation of results for continuous improvement
 - e. Implement Institute and associated activities
 - f. Practice good fiscal stewardship with Association resources
 - g. Recommend policy or process changes to the Association Staff or NODA Board of Directors (as appropriate)
 - h. Serves as an Ex-Officio member of the Educational Initiatives Committee.

Pricing Updates

Institutional Purchasing

IPEDS Classification	Rate
Two-year	
very small	\$ 325.00
small	\$ 350.00
medium	\$ 475.00
large	\$ 500.00
very large	\$ 525.00
Four-year	
very small	\$ 350.00
small	\$ 550.00
medium	\$ 950.00
large	\$ 1,200.00
Non-IPEDS Classification	Rate
International	\$ 350.00
Professional School	\$ 350.00
System Office /Other	\$ 350.00

Individual Purchasing

Professional	\$360
Graduate	\$45
Transitional Professional	\$50

SOP Updates

The Association staff will make updates to the Standard Operating Procedures as needed and will notify the Board when changes are made.