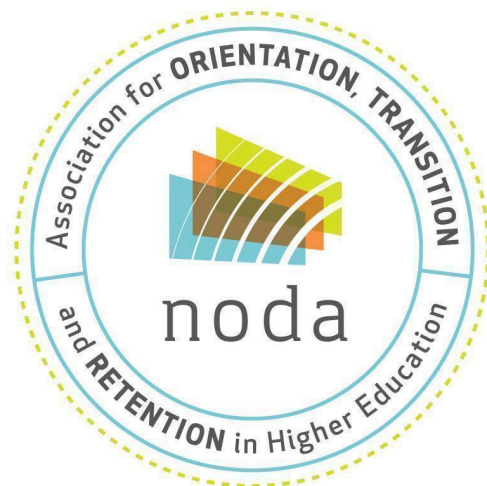


**NODA**  
**Association for Orientation, Transition and  
Retention in Higher Education**

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**Volunteer Leadership Guide**



October 2023

# NODA

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

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### Volunteer Leadership Guide

#### **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 NODA is to enhance and elevate evidence-based orientation, transition, and retention practices in higher education that cultivate the development and education of student leaders, graduate students, practitioners, and scholars.

#### **Core Purpose**

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

#### **Core Beliefs and Values**

- We believe in an equitable and inclusive community and actively build, foster, and celebrate an environment that promotes connections among people and ideas for peer-to-peer learning.
- We believe in serving our community of practice with an emphasis on supporting members from historically underrepresented groups and marginalized identities.
- We value a diversity of ideas, institutions, and individuals.
- We practice integrity and model ethical behavior through adherence to professional standards.
- We value learning and innovation through the research, acquisition, formation, and dissemination of scholarly knowledge and by sharing new and emerging innovative practices.
- We practice leadership by providing opportunities for professional growth and development both at institutional campuses and within the Association.
- We take pride in the history and future of our services, programs, and resources.

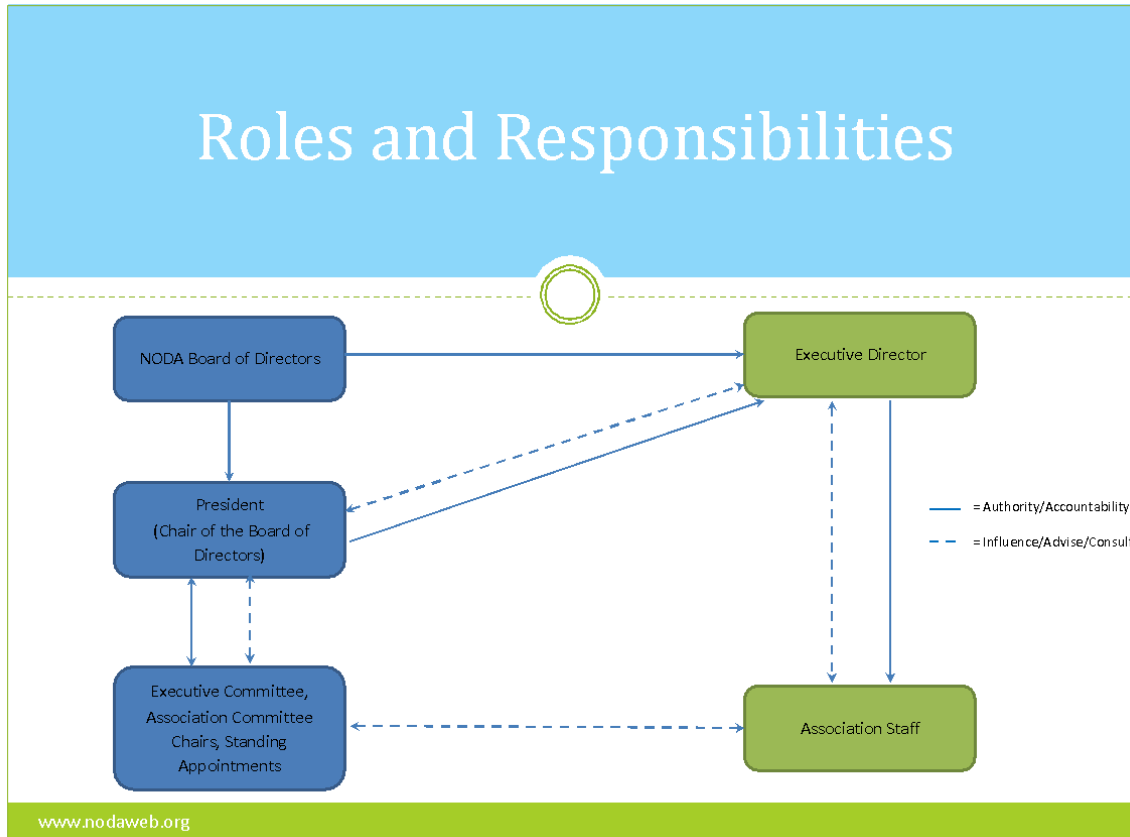
#### **Strategic Plan**

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 NODA. At the center of the plan are 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.

## Roles & Responsibilities of the Association



## **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 Leadership Development committee has 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

## Leadership Selection and Timeline and Elections

### 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	December	Regional Conference to Regional Conference	Members
Network Chairs	2 years	December	Jan 1-Dec 31	Executive Committee
Educational Initiatives Committee Chair	1 year-MS2CT	December	Jan 1-Dec 31	President, President-Elect and Past-President
Finance Committee Chair	2 year-MSCT	Treasurer term	Jan 1-Dec 31	President, President-Elect and Past-President
Leadership Development Committee Chair	1 year-MS2CT	December	Jan 1-Dec 31	President, President-Elect and Past-President
Network Coordination Committee Chair	1 year-MS2CT	December	Jan 1-Dec 31	President, President-Elect and Past-President
Regional Coordination Committee Chair	1 year-MS2CT	December	Jan 1-Dec 31	President, President-Elect and Past-President

Position	Term	Elected	Term	Electd/Selectd by
Scholarly Practices & Resources Chair	1 year-MS2CT	December	Jan 1-Dec 31	President, President-Elect and Past-President
Standing Appointments	1 year-MSCT	December	Jan 1-Dec 31	Executive Committee
Committee Members	2 years-MS2CT	December	Jan 1-Dec 31	Committee Chair and staff partner

## Leadership Opportunities – Timeline

Position	Call for Applications	Appointments	Term Length
Treasurer	July	December	3 years Starting January 1st
Regional Coordinators		December	2 years Starting January 1st
Network Chairs	October	December	2 years Starting January 1st
Association Committee Members	October	December	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	July	December	3 years Starting January 1st
President-Elect	July	December	3 years Starting January 1st

## 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**

A Board Liaison(s) 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 committee. The Board Liaison(s) is the Committee Chair's primary contact for all governance-related issues and supports the Chair with leadership of the committee as necessary. Board Liaison(s) is appointed by the NODA Executive Committee and assignments begin annually in January. The Board Liaison(s), Staff Partner and Chair(s) will work collaboratively to ensure the committee is meeting its charge and the strategic goals of the Association.

### **Overall Board Liaison(s) Responsibilities**

The Board Liaison(s)

- Facilitates communication between the Board and the committee (i.e. shares updates at Board update meetings/Board meetings; notifies the Executive Committee/Board of important discussions)
- Ensures the appointed committee operates within the parameters of their charge
- Ensures the work of the appointed committee stays aligned with the strategic plan, the group's charge and annual list of identified tasks
- Provides regular updates to the Board on the committee's goals, progress, and actions taken toward realizing the strategic plan
- Fosters collaborative working relationships between Association staff, Committee Chair, the Board and committee members
- Balances the role of Board Member and Liaison carefully to not usurp the authority and leadership of the Chair
- Submit reports to the Executive Director (cc Staff Partner), to include with overall Board reports



## Specific Tasks

*The Board Liaison(s) supports the work of the committee and*

- Helps Chair identify potential cross-collaboration opportunities with other entities in NODA
- Initiates/facilitates conversations on collaborative opportunities to ensure alignment with each committee's strategic priorities and scope of work
- Attends all committee meetings
- Participates in additional meetings as requested by the Chair
- Refers the Chair to their Staff Partner for questions outside of the scope of the Board Liaison role (i.e. anything operational)
- Recognizes the work of the Chair and committee members regularly, including sending them thank you messages at (or before) the Annual Conference

*The Board Liaison(s) supports the Chair with leadership & management issues by...*

- Checks in regularly with the Chair and Staff Partner to creatively support and address concerns as needed
- Helps the Chair understand what they are empowered to do in their role as committee leader, including creating a work plan, delegating tasks, making assignments, setting deadlines, mentoring new committee members, intervening when a member's performance is below expectations, scheduling meetings, contacting the Board Liaison, the Staff Partner, 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 committee members' contribution to the work of the group.

*The Board Liaison(s) facilitates communication between the Board and the committee by*

- Serves as an advocate for their committee during a Board meeting, as appropriate
- Prepares and presents motions to the Board on behalf of the committee and reports to their Chair and Staff Partner any relevant action taken by the Board
- Assists Chair with governance issues, such as interpreting how the work of the group supports the strategic plan
- Escalates concerns to the President and Executive Director if the committee (or a particular member or Chair) is unable to perform its work successfully for any reason

**The Board Liaison's expectations for communication are:**

- Contact the Chair to introduce yourself when Board Liaison(s) assignments are set
- Check in with Chair monthly to see if they have any questions, need any support, or have concerns or ideas related to the committee

- Include the Staff Partner when communicating with the Chair
- If a meeting is scheduled with the Chair, include the Staff Partner
- 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

### **Staff Partners to Committees**

The primary purpose of the Staff Partner is to serve as a resource to the committee and to promote its progress. In addition, the Board Liaison(s), Staff Partner and Chair(s) will work collaboratively to ensure the committee is meeting its charge and the strategic goals of the Association.

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

- Provide information and resources as needed to support the work of the committee
- Work with the committee to develop an administrative infrastructure that balances the expertise of the Staff Partner and the needs of the committee
- Help the Chair steward the committee with strategic goals and priorities in mind
- In partnership with the Chair, set up meeting schedule and meeting agendas; meetings should be set up using the NODA Zoom
- Set up shared files for committee documents, including meeting minutes using the NODA platform
- Include the Board Liaison(s) when communicating with the Chair
- If a meeting is scheduled with the Chair, include the Board Liaison
- 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 their group
- Work with Chairs to ensure long-term productivity of the group, including providing relevant background information and/or committee history
- Assists Chair with leadership issues, such as how to motivate members, set schedules, and so on, as needed
- Works with Chair to ensure appropriate Chair succession planning and leadership development of group members
- Attend meetings, (if Staff Partner is not available, send a staff alternate)
- Balances the role of Staff Partner carefully to not usurp the authority and leadership of the Chair

## **Strategic Plan Timeline**

*Each Fall the Board of Directors will determine a set of Strategic Plan goals to prioritize for the upcoming year. These prioritized goals are the most important work of the Association for that year, but it does not limit work and progress toward all themes and goals within the Strategic Plan.*

### **Fall 2023: Fall Board Meeting through December 31, 2023**

#### **Board Liaison(s)**

- Review the prioritized goals with the Committee Chair and Staff Partner
- Breakdown elements of the prioritized goals into objectives to be led by the committee
- Discuss overall goals and objectives of the committee based within the prioritized goals
- Develop timeline for objectives (goal of completing each objective by Fall 2024)
- Encourage discussion items and updates on committee meeting agendas
- Create motions (if warranted), on behalf of the committee and include operations review by Staff Partner

#### **Staff Partner**

- Schedule meeting (using the NODA Zoom), with the Board Liaison(s) and Chair to discuss strategy for the priority work
- Develop timeline for priority work that fits within the framework of operations
- Set up online resource to track progress with the strategic priorities
- Set up recurring committee meetings using the NODA Zoom
- Share updates with Association staff members to determine crossover between committees
- Set up collaborative discussion with Board Liaisons and Chairs of various committees if warranted
- Work with the Chair to submit updates or reports for the Board of Directors (through the Board Liaison(s))
- If needed, provide information for policy motions that connect to operations

### **Spring 2024**

#### **Board Liaison(s)**

- Provide updates to the Board for the Spring 2024 Board Meeting
- Work with the Chair and Staff Partner to prepare and submit documents to include for the Board report
- Create motions (if warranted), on behalf of the committee and include operations review by Staff Partner

### **Staff Partner**

- Adjust the timeline (if needed), for priority work that fits within the framework of operations
- Share online resource to track progress with the strategic priorities with the Board
- Work with the Chair to submit updates or reports for the Board of Directors (through the Board Liaison(s))
- If needed, provide information for policy motions that connect to operations

### **Summer 2024**

#### **Board Liaison(s)**

- Provide updates to the Board for the Summer 2024 Board Meeting
- Work with the Chair and Staff Partner to prepare and submit documents to include for the Board report
- Create motions (if warranted), on behalf of the committee and include operations review by Staff Partner

### **Staff Partner**

- Adjust the timeline (if needed), for priority work that fits within the framework of operations
- Share online resource to track progress with the strategic priorities with the Board
- Work with the Chair to submit updates or reports for the Board of Directors (through the Board Liaison(s))
- If needed, provide information for policy motions that connect to operations

### **Fall 2024**

#### **Board Liaison(s)**

- Provide final priority updates to the Board for the Fall 2024 Board Meeting
- Work with the Chair and Staff Partner to prepare and submit documents to include for the Board report
- Create motions (if warranted), on behalf of the committee and include operations review by Staff Partner
- Garner suggested goals/priorities with Chair and Staff Partner
- Work with the Board of Directors to set new priorities/goals/benchmarks during the Fall 2024 Board meeting

## **Staff Partner**

- Adjust the timeline (if needed), for priority work that fits within the framework of operations
- Share online resource to track progress with the strategic priorities with the Board
- Work with the Chair to submit final updates or reports for the Board of Directors (through the Board Liaison(s))
- If needed, provide information for policy motions that connect to operations

✓ *Ongoing: Committee Progress shared with the Board throughout the year*

## **Committee Descriptions**

### **Diversity & Inclusion Committee**

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

### **Educational Initiatives Committee**

**Committee charge:**

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

To meet this charge, the committee will:

- Facilitate the review of institutes, symposia, courses, conferences, and networks as needed to determine if and how they are meeting the needs of the membership;
- Collaborate with entities providing educational content to membership, including the Core Competency Integration and Oversight Committee and lead faculty of institutes and symposia, as well as conference chairs.
- Remain aware of current trends in higher education and make recommendations for new educational offerings;
- Create and review educational offerings provided by the association as assigned by the Board of Directors enhancing offerings and content with diversity, equity, and inclusion in each.
- Determine guidelines and make policy recommendations related to educational program structure, delivery mechanism and location, and standards to be met.
- Collaborate and consult with NODA Association Staff, leaders of the educational offerings provided, and Association Committee Chairs as-needed.
- Identify 1-2 members to participate in the selection of leaders of educational offerings (conferences, institutes)

This committee will focus on the following elements of the Strategic Plan:

- Expand programmatic offerings to support Historically Black Colleges and Universities/Minority Institutions/Hispanic Serving Institutions/Tribal Colleges and Universities.
- Partner with members of HBCUs, HSIs, MSI, and Tribal colleges and universities to develop relevant educational priorities.
- Increase educational content for transition and retention elements.
- Enhance regional conference offerings for professional and graduate student members.
- Develop a set of guiding principles for educational programming structures throughout regions and networks.
- Elevate educational content beyond application of “best practices” to innovative practices of OTR programming.
- Educate NODA Leaders on transition and retention professional development outlets where members can submit and showcase knowledge.

**Committee Chair:**

- Appointed by the president
- Chair will serve two-year term and may serve up to two terms

### **Committee Structure:**

- At minimum of six general Association members (including the chair),
  - 2 of whom should have conference leadership experience
  - Committee members will serve two-year terms and may serve up to two consecutive terms.
- One general Board of Directors' member (appointed by the Association President) as liaison on an annual basis
- Chairs of the upcoming and future Annual Conference are ex-officio members of the committee.
- One Association Staff partner

### **Finance Committee**

#### 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

## **Fundraising Committee**

### **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.

## **Internship Advisory Committee**

### **Committee Charge:**

The charge of the NODA Internship Advisory Committee is to ensure that the annual internship process of the Association aligns with the Association's strategic priorities.

To meet this charge, the committee will:

- Review, update, and recommend to the Board of Directors a set of rules and guidelines for the NODA Internship process to ensure a consistent experience for hosts and applicants.
- Develop and present onboarding and educational offerings for hosts and applicants with the support of other standing committees and leadership (i.e. graduate student network, educational initiatives, etc).



- In alignment with all other educational offerings, create and review the program offered by the association, as assigned by the Board of Directors.

The committee will focus on the following elements of the Strategic Plan:

- Provide opportunities to enhance competence and cultural humility through diversity, equity, and inclusion trainings, workshops, and experiences throughout all programs and services.
- Enhance educational offerings and content with diversity, equity and inclusion focus.
- Align pricing for programs and services with market value and demand and create greater transparency to membership regarding pricing decisions.
- Enhance the onboarding process for new members and staff to NODA.
- Invest in technology that reduces barriers to connecting members and providing access to resources.
- Focus programs and services on the needs and future direction of the Association.
- Engage regions, networks, and committees leadership to provide better role clarity and alignment for effectiveness of their charges.
- Develop an integrated marketing and communications plan.

#### **Committee Membership:**

- A minimum of six general association members (including the chair)\*
- One general Board of Directors liaison (to be appointed by the Association President)
- One Association Office Staff member

#### **Committee Terms**

- Committee/Chair will serve a two-year term and may serve up to two consecutive terms
- Committee members should be a diverse representation of professional members, including a range of titles/positions.
- The Association Office Staff member should be the individual responsible for managing the internship process.

#### **Leadership Development Committee**

Committee charge:

The charge of the Leadership Development Committee is to identify, recruit and prepare NODA members for appointed and elected 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 through educational and marketing efforts within the Association to all members at the national and regional level;
- Reach out to a diverse pool of NODA members to fill appointed and elected leadership positions throughout the year and;
- Provide leadership training and support for appointed and volunteer leaders.
- Mentor candidates on materials and interview process as well as reflections on personal experience serving in a volunteer position.
- Welcome new leaders, onboard through Online Course and provide periodic check-ins for reflections on individual position experiences.
- Manage a subcommittee, Candidate Review and Elections, to screen applicants for all elected positions that are qualified for service and able to advance the work of the Association; Advanced qualified applicants to the election ballot.

**The committee will focus on the following elements of the Strategic Plan:**

- Provide opportunities to enhance competence and cultural humility through diversity, equity, and inclusion trainings, workshops, and experiences throughout all programs and services.
- Increase engagement of historically underrepresented and marginalized members in formal leadership roles.
- Articulate formal leadership pathways for members.
- Enhance educational offerings and content with diversity, equity and inclusion focus.
- Engage regions, networks, and committee leadership to provide better role clarity and alignment for effectiveness of their charges.
- Develop an integrated marketing and communications plan.

**Committee Membership:**

- At least ten General Association Members (including the chair)\*
- One Association Office Staff member
- One general Board of Directors' member (appointed by the Association President) as liaison on an annual basis
- Committee Members will serve a two-year term and may serve up to two consecutive terms

**Committee Chair:**

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

**Subcommittee Name:** Candidate Review and Elections

**Candidate Review and Elections Membership:**

- At least four General Association Members\*. Subcommittee members do not have to be part of the Leadership Development Committee.
- Equity and Inclusion Officer
- Past President
- One Association Staff Member
- Committee Members will serve a one-year term and may serve up to two consecutive terms

\*Would be ineligible for election/re-election position in the term they are serving.

**To meet this charge, the subcommittee will:**

- Provide support for the recruitment of elected leadership by assisting Leadership Development with educational and marketing efforts regarding leadership opportunities;
- 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.
- Meet with candidates after elections to provide feedback and support.

**Network Coordination Committee**

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

**Regional Coordination Committee**

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

**Scholarly Practice & Resources Committee**

Committee Charge:

The charge of the Scholarly Practice & Resources Committee is to promote initiatives around best practices in orientation, transition, and retention within the Association with the development of scholarly practices, research, and professional development offerings.

To meet this charge, the committee will:

- Offer professional development and provide support for members engaged in scholarly work in the field of orientation, transition, and retention;
- Assist in the review and evaluation of scholarly applications such as grants and awards;
- Oversee the process of conducting regular NODA Needs Assessments and the NODA Databank and share results to inform the Association's strategic planning; and
- Review NODA publications and develop a plan for revised current publications and new publications for consideration.

The committee will focus on the following elements of the **Strategic Plan**:

- Provide opportunities to enhance competence and cultural humility through diversity, equity, and inclusion trainings, workshops, and experiences throughout all programs and services.
- Partner with members of HBCUs, HSIs, MSI, and Tribal colleges and universities to develop relevant educational priorities.
- Enhance educational offerings and content with diversity, equity and inclusion focus.
- Develop a strategy to engage in partnerships with academic graduate programs for the research, internships, and educational opportunities.
- Refine the scholarly research agenda.
- Increase manuscript submissions to national publications, such as the JCOTR, related to transition and retention.
- Educate NODA Leaders on transition and retention professional development outlets where members can submit and showcase knowledge.

Committee Membership:

- a minimum of six general Association members (including the chair), ideally with membership representing the following:
  - a publication editor within NODA,
  - positions focused on orientation, transition, and retention
  - one Board of Directors member (appointed by the Association President) as liaison on an annual basis
  - one Association staff partner

Committee Terms:

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

Committee Chair:

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

## **Standards and Policy Committee**

### **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 selected by Executive Director

## **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.

## 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 Leadership Development 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 Leadership Development subcommittee on Candidate Review & Elections
- 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](http://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 Leadership Development subcommittee for Candidate Review & 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 as required
- 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
- 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 Leadership Development subcommittee for Candidate Review & 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](http://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 Leadership Development subcommittee for Candidate Review & Elections 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
- 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 Leadership Development subcommittee for Candidate Review & Elections 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.

**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
- 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 Leadership Development subcommittee for Candidate Review & Elections 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**  
**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.