

NABCA 
National Association of
Branch Campus Administrators
Operations Handbook

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Introduction

Established in 1997 as the Western Association of Branch Campus Administrators and chartered in 2009, the National Association of Branch Campus Administrators (NABCA) became a 501(c)(6) association that operates for the benefit of members in April 2012. The majority of NABCA funding is received from dues-paying members. Although not eligible to receive tax-deductible gifts, NABCA is eligible to receive sponsorships and advertising from corporations and other entities that provide services used by branch and regional higher education institution members or their students.

NABCA is governed by a board of directors who are selected from among and appointed by the Membership (an Executive Committee) and has contractual part-time staff support. As a 501(c)(6) association, NABCA is eligible to apply for allowable grants and can be exempted from taxes on any profit-related revenue as a “business league” not organized for profit.

This *Operations Handbook* is designed to provide the Executive Committee and the Membership with complete and transparent access to governing and planning documents used to manage the processes, growth, and structure of the association. The Handbook contains the official revision and version and supersedes previous versions of the Constitution and Bylaws.

The current Operations Handbook revision was adopted and the Constitution and Bylaws were approved by the Membership on **12 April 2018** and takes effect at the beginning of the fiscal year (**1 July 2018**).

Constitution and Bylaws

Article I: PREAMBLE

Section 1 – Name

The name of the Association shall be the National Association of Branch Campus Administrators (NABCA).

Section 2 – Purpose

The National Association of Branch Campus Administrators helps branch and regional campus administrators, staff, and faculty in higher education advocate for and accelerate the growth of their locations. NABCA does this primarily by providing professional development, relevant information, research opportunities and results, networking, and operational support. NABCA Members are branch and regional campus presidents, provosts, deans, administrators, and other stakeholders who operate, work at, or have a vested interest in national and international satellite campus locations. Representing university, community, state, and technical college campuses, NABCA administrators, and their staff bring higher education to communities. The populations served are often parents, employees, consumers, and concerned citizens, in addition to being focused students.

Governed by an Executive Committee selected from among and appointed by the Membership, NABCA is committed to providing a setting for the improvement of leadership, teaching, and research.

Formerly called the Western Association of Branch Campus Administrators, the name was changed in 2004 to represent the growing national focus; NABCA encourages the participation of those interested in branch, regional, or satellite campus issues. As a largely volunteer organization, NABCA relies upon the goodwill, resources, and participation of its members to develop and produce meetings, forums, position papers, and to disseminate best practices guides and other relevant publications.

Section 3 – Nondiscrimination

NABCA shall not discriminate in any of its practices or publications in terms of ethnicity, culture, religion, gender (including sexual orientation and gender identity), physical disability, or national origin.

Section 4 – Position on Issues

When taking stands on issues brought before it, NABCA recognizes and will fulfill its obligation to make clear that it in no way represents the official position of any member institution. The Executive Committee may only take official advocacy positions in the name of NABCA after an affirmative vote by the Membership.

Section 5 – Indemnification Cost

The Association may, by resolution of the Executive Committee, provide for indemnification by the Association of any and all of its directors or officers or former directors or officers, as well as other past and present employees, agents or representatives of the Association, against expenses, including defense costs, actually, necessarily and reasonably incurred by them in connection with any action, suit, or proceeding in which they or any of them are made parties, or a party, by reason of their having performed services for the Association, except in relation to matters as to which any such individual shall be adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of their services, or matters which are settled by agreement predicated on the existence of such liability.

Section 6 – Privacy Policy

The Association shall not share any professional or personal information outside the Membership Body without approval of the Member.

Article II: MEMBERSHIP

Section 1 – Categories and Requirements of Membership

NABCA requires notification from the current Member or Institution in the event of any change that affects membership eligibility. The Membership may be transferred to another individual one time during the membership year, provided that a completed Membership Application is received from the substitute Member.

Individual – Includes 1 individual and may be transferred as described in this section. This form of membership may be attained through the payment of annual membership dues, or by annual Conference attendance.

Academic Institutions – Includes up to 10 individuals from the same institution and may be transferred as described in this section. This form of membership may be attained through the payment of annual membership dues.

Section 2 – Member Benefits and Privileges

Participation in NABCA committee activities and association services will be permitted through membership.

NABCA Membership also provides any or all benefits recommended by the Membership Committee and approved by the Executive Committee.

Article III: OFFICERS

Section 1 – List of Officers

The officers shall be the President, Vice President/President Elect, and Secretary/Treasurer.

President – The President shall be the primary spokesperson for NABCA and shall Chair all official meetings of NABCA including periodic Executive Committee meetings and the Annual Business Meeting of the Membership.

Vice President/President Elect – The Vice President/President Elect shall act in the absence of the President and shall Chair the Nominations Committee.

Secretary/Treasurer – The Secretary/Treasurer shall maintain all financial records of NABCA; issue payments associated with NABCA business and oversee the assessment and collection of fees.

Section 2 – The Executive Director

Executive Director – An Executive Director may be employed to further the business of the association. The Executive Director shall record and distribute minutes from the meetings and decisions of the Executive Committee, maintain all official records (digital and print), ensure the orderly conduct of business, and facilitate strategic planning with the Executive Committee. The Executive Director may also implement goals or action items at the direction of the President or Executive Committee.

Article IV: EXECUTIVE COMMITTEE

Section 1 - Function

The Executive Committee shall be responsible for the conduct of all NABCA business during the fiscal year.

Section 2 - Membership

The Executive Committee shall consist of President, Vice President/President Elect, Secretary/Treasurer, Past President, Chairs of the Conference, Partnerships, Membership, Finance, and Research Committees, and the Executive Director (ex officio). Vice Chairs shall serve as Ex Officio Members of the Executive Committee, except in the absence of the Chair when they will represent the Committee and vote.

Section 3 – Qualifications for Executive Committee Membership

All members of the Executive Committee shall have been NABCA Members in good standing for at least two years.

Every effort will be made to balance the Executive Committee membership by diversity, institutional type, size, and geographic location.

Section 4 - Executive Committee Attendance Requirements

Executive Committee Members (officers, chairpersons, and vice chairpersons of the Association) are appointed to their position by the NABCA Membership. Acceptance of an Executive Committee position represents voluntary service to the Association, with the individual accepting the roles and responsibilities of the position as identified in the Operations Handbook.

All Executive Committee members are expected to attend regularly scheduled Executive Committee meetings and carry out the responsibilities of their position, with the understanding that individual circumstances may interfere with the Executive Committee meeting(s) and/or responsibilities.

If, however, an Executive Committee Member misses three meetings in one year and/or fails to carry out the responsibilities of the individual's position, the President will contact the Executive Committee Member to determine if the Member wishes to continue their service. A decision regarding continuation of that individual's service will be made at the next Executive Committee meeting.

Section 5 – Executive Committee Resignations

An Executive Committee Member may resign from their position at any time. In the event of an Executive Committee resignation, the President will consult with the Executive Director and Executive Committee to implement the process for filling the vacant Executive Committee position as described in Article V, Section 5.

Article V: NOMINATIONS and APPOINTMENTS

Section 1 - Nominations

There shall be a Nominations Committee composed of the Vice President (who shall chair), Past President, and Conference, Finance, Membership, Research, and Partnerships Committee Vice Chairs. The Nominations Committee shall develop a slate of individuals to serve on the Executive Committee for the upcoming fiscal year for the positions of Vice President/President Elect; Secretary/Treasurer (as needed); Membership, Research, Finance, Conference, and Partnerships Committee Vice Chairs.

The Nominations Committee shall vet the slate of nominees for each position to ensure that they are Members in good standing, have been with NABCA for at least 2-years, agree to the position and expectation requirements, and meet all requirements described in Section 2. Nominees shall also ensure that their Institution supports them fulfilling the expectations and responsibilities of the position.

The slate of nominees who agree to serve is presented to the Executive Committee before being presented to the Membership in the form of a ballot for appointment. Results of the ballot shall be announced to the Membership during the Annual Business Meeting of the Membership.

Section 2 – Process for Appointments

The President automatically ascends to this post after one term as the Vice President/President Elect.

The Vice-President/President Elect is appointed by the Membership and should have Committee Chair, Site Host, or other NABCA Executive Committee experience before being nominated.

The Past President automatically assumes this post after one term as the President.

The Secretary/Treasurer is appointed by the Membership and shall serve a one-year term, renewable by the Executive Committee for up to two additional years

The Membership, Research, Conference, Finance, and Partnerships Committee Chairs shall automatically ascend to this post after one term as Vice Chair. Any Committee Chair may be asked to remain in the position for a subsequent year by the Nominations Committee, in this case, the Vice Chair (if applicable) may remain for a subsequent term, or step down and a new Vice Chair appointed.

The Membership, Research, Conference, Finance, and Partnerships Committee Vice Chairs are appointed by the Membership. Nominees should have served on the applicable committee for at least 1 year.

All incoming Executive Committee Members and Vice Chairs should attend Executive Committee Meetings immediately after appointment, in order to ensure a smooth transition.

The Executive Director and Assistant are contractual employees serving at the will of the Executive Committee.

Section 3 – Appointment Procedures

Appointment is by secret ballot by simple majority of Members casting ballots. The Nominations Committee will be responsible for conducting the ballot process and certifying the results.

Section 4 – Assumption of Office

All members of the Executive Committee will take office at the beginning of the fiscal year.

Section 5 - Vacancies

Should at any time the Vice President/President-Elect position become vacant, the Executive Committee will seek nominations for the vacancy from the Nominations Committee and a secret ballot will be held for the Membership to fill the remainder of the existing term.

Should at any time the Secretary/Treasurer position become vacant, it will be filled by Executive Committee appointment on an interim basis, to complete the term.

Should at any time a Membership, Partnerships, Finance, Conference, or Research Committee Chair position become vacant, the Vice Chair will fill the remainder of the existing term.

Should at any time a Membership, Partnerships, Finance, Conference, or Research Committee Vice Chair position become vacant, the Nominations Committee will seek nominations for the vacancy and a secret ballot will be held for the Membership to fill the remainder of the existing term.

Section 6 – Removal from Office

A Member of the Executive Committee may be removed by a two-thirds vote of the Executive Committee.

Article VI: MEETINGS

Section 1- Quorum

A quorum for the Executive Committee consists of 50 percent plus one of the members including either the President or the Vice President.

A quorum for the Annual Business Meeting of the Membership consists of 50 percent plus one of the members at the Annual Conference.

Section 2 – Schedule

The Executive Committee shall establish a monthly meeting schedule and publicize it to the Membership. Meeting dates may be adjusted or cancelled upon request of the President, Vice President, Secretary/Treasurer, or Executive Director and agreed upon by the Committee. Any such adjustments shall be publicized to the Membership.

The Executive Committee will meet face-to-face (physically or electronically) at least once each year. All members of the Executive Committee will attend and meet at the Annual Conference.

The Annual Business Meeting of the Membership will take place during the Annual Conference.

Minutes from Executive Committee and Annual Business Meetings shall be publicized to the Membership.

Article VII: FINANCES

Section 1 - Banking

NABCA shall deposit and manage its funds through a reputable financial institution or postsecondary educational institution Foundation or similar organization. The Secretary/Treasurer shall report the NABCA financial situation to the Executive Committee at its meetings and to the Membership as a whole.

An Internal Audit shall be conducted at the end of each fiscal year and provided to the Executive Committee and to the Membership. The Auditor shall make certain that all responsibilities required by the NABCA Bylaws and the processes described in the Operating Procedures have been fully carried out by the Executive Committee. The Auditor shall also make certain that all financial transactions are recorded and accounted for and that all funds are in place as reported.

The Annual Audit shall be completed and an Audit Report Letter sent to the Finance Committee Chair before the Annual Meeting of the Membership.

Section 2 - Dues

NABCA Membership dues are payable according to the schedule and amounts recommended by the Membership Committee and approved by the Executive Committee.

Section 3 – Dispersal of Funds

The President and the Secretary/Treasurer will have authority to disperse funds on behalf of NABCA. Approval of both individuals (but not necessarily signature) is required.

Article VIII: STANDING COMMITTEES

All standing committees shall be made up of NABCA members in good standing.

Committee membership, except where otherwise specified, shall consist of the Chair, Vice Chair, and such other members as he or she invites to serve. Any Member in good standing may volunteer to serve on a committee.

All standing committee chairs will make meeting schedules, agendas, and minutes or notes accessible to committee members and the Executive Committee.

Section 1 – Executive Committee

See Article V above.

The Vice President and President will participate on the Conference Site Visit for future Conference years during terms served as Vice President and as President.

Section 2 – Nominations Committee

See Article V above.

Section 3 – Finance Committee

The Finance Committee shall also include the Secretary/Treasurer, Executive Director (ex officio), and at least two (2) Members in good standing.

The Finance Committee shall be responsible for developing an annual Association budget to recommend for Membership approval, for monitoring all expenditures to assure that they conform with good and ethical business practice, for making necessary budget reports to both the Executive Committee and the NABCA Membership, for making recommendations regarding Membership and Conference Registration fees, and for assuring that the association is in compliance with all requirements for 501(c)(6) status.

Section 4 – Conference Committee

The Conference Committee shall also include the Conference Site Host and the Vice President/President Elect.

Responsibilities include organizing and carrying out the Annual Conference and recommending future Conference sites. The Conference Chair and Vice Chair will participate on the Conference Site Visit for future Conference years during terms served as Vice Chair and as Chair.

Section 5 – Membership Committee

Responsibilities shall include (but not be limited to): (1) recruiting new members; (2) recommending Member benefits; (3) ensuring that the Executive Director maintains an official membership list; (4) retaining existing members; (5) recommending membership dues structure and schedule; (6) planning and facilitating regional Member activities, webinars or events; and (7) establishing Membership campaigns.

Section 6 – Research Committee

Responsibilities shall include (but not be limited to): (1) promoting research and scholarly activities for the Membership, (2) establishing and editing official publications, (3) editing and publishing the NABCA professional journal, and (4) maintaining a research bibliography.

Section 7 – Partnerships Committee

The Partnerships Committee shall also include a designated Member from the Conference, Membership, and Finance Committees, and the Vice President.

Responsibilities shall include (but not be limited to): (1) securing annual and long-term partners, exhibitors, and authors for the organization; (2) identifying opportunities and representing NABCA at conferences or symposiums to promote the organization and identify potential partners; (3) establishing and ensuring that Partnership financial goals are met each year; (4) identifying potential fundraising activities throughout the fiscal year.

Article IX: OTHER COMMITTEES

The Executive Committee may establish committees, task forces, or advisory groups for the benefit of NABCA. All such committees shall not be considered Standing Committees unless approved by the Membership.

Section 1 Branch Campus Leadership Institute Steering Committee

The Branch Campus Leadership Institute (BCLI) Steering Committee is responsible for working with the Institute Facilitator to establish curricula, recruit participants, manage the budget, solicit speakers, and analyze program results for improvement.

The Steering Committee includes the Past President (as the chair) and two recent Graduates of the Institute. The President and Past President will meet with the Facilitator and the selected Graduates to establish meeting times for program evaluation and revisions.

Guidelines for selecting the two Graduates include identifying participants who have do not have any absences (or no more than two absences), produced high quality final presentations as determined by the Facilitator and President are NABCA Members in good standing, and are willing to serve on the Steering Committee.

Article X: INCORPORATION

The Executive Committee is authorized to accept incorporation of the Association by Act of Congress and to form one or more additional corporations under the law of any state or the District of Columbia in order better to serve the interests of the Association or of its members.

Article XI: AMENDMENTS

Amendments to this Constitution and Bylaws must be publicized and presented to the Membership for approval, with two-thirds voting in the affirmative. Results shall be announced to the Membership at the Annual Business Meeting of the Membership,.

Standard Operating Procedures

Operating procedures are provided as guidelines for the effective and long-term performance of the Association. The position description and responsibilities provided for each Member serving on the governing body (Executive Committee) ensures consistency and a clear understanding of each role. Monthly planning activities allow Executive Committee members to schedule activities and communicate with the Executive Director and other Executive Committee Members to ensure the smooth performance and continued growth of NABCA.

The NABCA Constitution and Bylaws include the primary governance, membership, authority, and qualification details for each Member of the Executive Committee. Rather than duplicate language found in the Constitution and Bylaws, each position description references the Article and Section that addresses the position. Position descriptions, responsibilities, and monthly planning activities are provided for the following positions:

- Executive Committee
- President
- Vice President/President Elect
- Nominations Committee
- Secretary/Treasurer
- Finance Committee Chair and Vice Chair
- Internal Auditor
- Past President
- Branch Campus Leadership Institute (BCLI) Steering Committee
- Membership Committee Chair and Vice Chair
- Research Committee Chair and Vice Chair
- Conference Committee Chair and Vice Chair
- Site Host Institutions
- Partnerships Committee and Vice Chair
- Executive Director and Assistant

Executive Committee

The Executive Committee meets on the 4th Wednesday of each month from 2:00-3:30 pm Central Time via videoconference. When the scheduled meeting falls on or during a holiday season, the Members will select an alternate meeting time for the month. The April Meeting is held at 9:00 am Local Time at each Annual Conference.

Position Description and Responsibilities

In addition to the individual Executive Committee Member position responsibilities, the Executive Committee Members are also responsible for the position description, responsibilities, and monthly planning activities in this section.

Article III: OFFICERS

Article IV: EXECUTIVE COMMITTEE

Article V: NOMINATIONS and APPOINTMENTS Section 2, 4, 5, and 6

Article VI: MEETINGS

Article VIII: STANDING COMMITTEES

Article X: INCORPORATION

Familiarization with the Constitution and Bylaws, applicable Position Description, Standard Operating Procedures, and Monthly Planning Activities in the Operations Handbook.

Develop position-specific Strategic Goals.

Participate (or have applicable Vice Chair participate) in monthly Executive Committee Meetings

Help plan, attend, and participate in the Annual Conference.

Review, update status, implement, or revise Strategic Goals and Monthly Planning Activities before each meeting.

Respond to email inquiries from the Website and the Membership

Use the NABCA shared “Cloud” folders for sharing documents, contact lists, meeting agendas and minutes, and other internal communication. Because Cloud folder contents are frequently used as Website Uploads, Committee Members should not delete, move, or rename items.

Participate in the Orientation provided for Members of the Executive Committee before the start of their term.

Access agenda, minutes, and backup materials to prepare for and review action items from meetings. Members are responsible for ensuring that necessary backup materials are uploaded to the Executive Committee Cloud Folder prior to meetings.

Familiarization with Executive Committee Folder contents: Agendas & Minutes, Previous Conference Evaluation Summaries, Executive Committee Rosters, Current Operations Handbook, Committee Interest list, Adopted Budget, NABCA PowerPoint template, Association and Communication Best Practices, Executive Director Service Agreement and Position Description, Executive Director Performance Evaluation Template, Executive Director calendar, Guidelines for using videoconferencing, and other items as necessary.

Familiarization with Conference, Research, Membership, Partnerships, BCLI Steering, and Finance Committee Cloud Folder contents.

Access NABCA software accounts, as needed, for meeting scheduling, contact database and email messaging, social media posting, and surveys through the Executive Director.

Monthly Planning Activities

Monthly

Send Executive Committee meeting Report to Executive Director – 5 Days before meeting

Information Items – this would be something you need to report, but not discuss. Examples: monthly Strategic Goal update, which people the Nominations Committee is considering for a particular position

Discussion Items – this would be something you need to talk about, but not make a decision on at this particular meeting. Examples: if you are proposing to make a change to an established practice and want to discuss but not decide, etc.

Action Items – this would be something where you need the Executive Committee to make a decision or vote. The discussion and decision could both be at the same meeting, or this could be a follow up to a previous “Discussion” item. Examples: approving the list of nominees, accepting the budget recommendation.

Complete Action Items from Executive Committee Meeting Minutes before each meeting

Provide Strategic Goal update for inclusion on the Agenda 5 days before each meeting

Review Executive Committee Meeting Minutes – before meeting

Send input for NABCAnews to Executive Director – last Monday of each month

Review Executive Director Calendar

Post Committee agendas and minutes (or meeting notes) to the Executive Committee and Committee DropBoxes 5 days before each meeting

Recruit applicants for the Branch Campus Leadership Institute, Individual Membership and Academic Institution Membership, and Annual Conference

July

First Executive Committee meeting

Make sure Executive Director has a photo and bio for correspondence and promotional activities. President, Conference Chair, Membership Chair, and Partnerships Chair should also provide signature.

Meet with President to identify potential project or strategic goals for the new fiscal year

Finalize Strategic Goals for new fiscal year

Receive current fiscal year budget overview from Finance Committee

CHAIRS: Develop and upload a committee member list to your Committee DropBox and provide to Executive Director for Meeting Reminders

CHAIRS and VICE CHAIRS: Hold First Committee Meeting

August

Approve Future Site Host recommendations from Conference Committee

Approve or Revise the Call for Partners, Authors, and Exhibitors letter, application, and level structure from Partnerships Committee

September

Send Executive Director Performance Evaluation feedback notes to President

Participate in budget and strategic goal development workshop for upcoming fiscal year with Finance Committee

October

Select 2-year Conference Site Hotel and Experience Dinner venue based on Conference Committee recommendation

Receive uploaded Budget template from the Finance Committee in DropBox

November

Provide Budget request and strategic goals to Finance Committee Chair for upcoming fiscal year

December

Provide Budget request and strategic goals to Finance Committee Chair for upcoming fiscal year

Send Executive Director Performance Evaluation feedback notes to President

February

Develop list of individuals to invite to Conference Reception and provide to Executive Director

Let Executive Director know if Certificates of Appreciation should be printed for Committee Members to distribute at the Conference and provide names

Make Conference travel reservations and provide arrival/departure times to Executive Director

Make Conference hotel reservation

Review and approve finalized annual budget for upcoming fiscal year for Membership voting

March

Send Executive Director Performance Evaluation feedback notes to President

CHAIRS and VICE CHAIRS: Plan content and activities for Conference Expo Table

April

Assist with Registration and/or Expo Tables as needed

CHAIRS and VICE CHAIRS: Host Committee Expo Table

VICE CHAIRS, PRESIDENT, and SECRETARY/TREASURER (if applicable) Meet with incoming President to determine general goals and direction for the year

May

Register for next year Conference

Send Executive Director Performance Evaluation feedback notes to President

Receive approved budget from Finance Committee

CHAIRS: Conduct turnover with Vice Chair. Provide passwords or login information, history, files, and other information.

VICE CHAIRS: Make sure Executive Director has photo and bio for correspondence and promotional activities (Conference, Membership, and Partnerships to also provide signature)

VICE CHAIRS: Receive a list of people who are interested in serving on the Committee from the Executive Director. Contact each person to determine interest.

VICE CHAIRS: Participate in current Executive Committee Meeting

VICE CHAIRS: Meet with incoming Vice Chair to determine goals for next fiscal year.

June

If this is last year on the Executive Committee, schedule and conduct Exit Interview with and provide Feedback to Executive Director

CHAIRS: Conduct turnover with Vice Chair. Provide passwords or login information, history, files, and other information.

VICE CHAIRS: Develop and upload a committee member list to the Committee DropBox

VICE CHAIRS: Establish a Committee meeting schedule; notify Executive Director for creating a recurring Videoconference meeting time. Ensure that you have the facilitator login information and password. Send the participant link to committee members. Review the guidelines for using the videoconference system.

VICE CHAIRS: Ensure that you have access to the Committee and Executive Committee DropBoxes from the Executive Director

VICE CHAIRS: Review Operations Handbook and select or write 1-2 Action Items for new fiscal year

VICE CHAIRS: Participate in current Executive Committee Meeting

President

Position Description and Responsibilities

In addition to the Executive Committee Member position responsibilities, the President is also responsible for the position description, responsibilities, and monthly planning activities in this section.

Article VII: FINANCES Section 3

Article IX: OTHER COMMITTEES Section 1

Chair the Executive Committee Meetings and Annual Business Meeting of the Membership

At President's discretion, and based on initiatives and activities that significantly move the association forward, select recipient(s) for the President's Service Award

Set long-term Association strategic goals to share with Executive Committee Members

Work with each Executive Committee Member to develop two-to-three strategic goals and associated action items

Ensure that selected annual strategic goals and action items are implemented

Use the President Folder to access the President's annotated Agendas and other items in preparation for meetings. The Executive Director, Vice President, and President share the President Folder, unless otherwise determined by the President.

Participate in the Conference Site Visit

Approve, with the Secretary/Treasurer, any unbudgeted expenditures.

Work with Past President and Facilitator to identify two Steering Committee Members from the BCLI Graduating Class

Provide *State of the Association Address* to the Membership at the Annual Business Meeting

Monthly Planning Activities

Monthly

Develop Executive Committee Meeting Agenda with Executive Director

Receive President Annotated Agenda from Executive Director – day before or day of meeting

Meet with Executive Director (weekly, bi-weekly, monthly) to provide direction and strategic focus input.

If desired, meet with Vice President (weekly, bi-weekly, monthly) to discuss strategic organizational focus.

July

Invite Internal Auditor for the previous fiscal year (get the name from the Finance Committee Chair and Secretary/Treasurer). Ensure that the Executive Director provides all Cloud access necessary to conduct the review.

Schedule regular meetings (monthly or more frequent) with Vice President for the new fiscal year

August

Make Site Visit (2-year) travel reservations and provide arrival/departure times to Executive Director for hotel and transportation arrangements (President, Vice President, Conference Chair, Conference Vice Chair, Site Host, and Executive Director) hold the 3rd and 4th weeks in September for visit

Send letter (or letters) of invitation to selected future Conference Site Host (or Hosts) after decision and notification from Conference Chair

Send letter (or letters) of appreciation to Conference sites not selected after decision and notification from Conference Chair

September

2-year Conference Site Visit for President, Vice President, Conference Chair, Conference Vice Chair, Site Host, and Executive Director

Receive Executive Director Performance Evaluation feedback notes from all Executive Committee Members

October

Receive Internal Audit report from the Internal Auditor (deadline is March 15th).

Present Internal Audit report to the Executive Committee (deadline is March 15th).

November

Determine whether to send holiday or New Year greeting to Members

December

If applicable, send holiday or New Year greeting to Members

Receive Executive Director Performance Evaluation feedback notes from all Executive Committee Members

Make Executive Director Performance Evaluation feedback notes

Conduct Performance Evaluation (quarterly) with Executive Director

January

Identify recipient(s) of President's Service Award and any other recognition and work with Executive Director to order plaques and contributions to recipient(s) favorite charity on behalf of awardee(s)

Let Executive Director and Research Committee Chair know if you want Conference Attendee and/or Membership Demographics Slides to provide demographics and attendee information as part of the *State of the Association Address* during the Annual Business Meeting (Student Population, Institution Type, Locations Called, Number Locations, Headcount, Funding Model, geographic, institution name, institution type, title data, etc.)

Provide welcome letter to Conference attendees for use in Conference Program to Executive Director

February

Let Executive Director know if you want Certificates of Appreciation printed for Committee Members to distribute at the Conference

Determine content for Conference Opening Plenary on Thursday (welcome, partners, demographics, other)

March

Work with Executive Director to develop Agenda for Annual Business Meeting and April Executive Committee Meeting

Receive Executive Director Performance Evaluation feedback notes from all Executive Committee Members

Make Executive Director Performance Evaluation feedback notes

Conduct Performance Evaluation (quarterly) with Executive Director

Develop a *State of the Association Address* to the Membership to present at the Annual Business Meeting

April

Get First person Proposal, Furthest and Shortest Distance Traveled and other gifts, names, and details from Executive Director at the Conference to distribute.

Share State of the Association report and Service Award at Annual Business Meeting

Meet with current Vice President (who will be President) to determine your area of focus and direction for the next year

Identify two BCLI Steering Committee Members from the Graduating class with the Past President and Executive Director

May

Work with Finance Committee Vice Chair and Secretary/Treasurer to identify an Internal Auditor for the current fiscal year who has no financial conflicts of interest to review the financial books and provide an evaluation of whether they conform to good and ethical business practices, if they are aligned with the standard operations procedures, and if they are accurate.

Contact the recommended Internal Auditor to determine willingness to serve. If accepted, appoint the Internal Auditor and report to the Executive Committee.

Make Executive Director Performance Evaluation feedback notes

June

Draft closing term Letter to the Membership (possible items to include): Share Association accomplishments from the year and share goals for coming year. Invite members to get involved and participate on a Committee. List the Current and Incoming Executive Committee members. Thank members who attended the Conference. Thank those who served on Executive Committee last year for service.

Draft the Executive Director's Shared Service Agreement for upcoming fiscal year with the current Vice President and Vice President-Elect

Receive Executive Director Performance Evaluation feedback notes from all Executive Committee Members

Conduct the Executive Director's Performance Evaluation with the Vice President

Vice President/President Elect

Position Description and Responsibilities

In addition to the Executive Committee Member position responsibilities, the Vice President/President Elect is also responsible for the position description, responsibilities, and monthly planning activities in this section.

Article V: NOMINATIONS and APPOINTMENTS

Chair the Executive Committee Meetings and Annual Business Meeting of the Membership in the absence of the President.

Chair the Nominations and Appointments Committee

Participate in the Conference Site Visit

Participate on the Conference and Partnerships Committees

Use the President Folder to access the President's annotated Agendas and other items in preparation for meetings. The Executive Director, Vice President, and President share the President Folder, unless otherwise determined by the President.

Serve as a liaison, troubleshooter, and resource for the Research, Partnerships, Conference, Finance, and Membership Committee

Monthly Planning Activities

Monthly

If desired, meet with President (weekly, bi-weekly, monthly) to discuss strategic organizational focus

Coordinate Committee meeting attendance with Committee Chairs to be able to sit in on a committee meeting each month

July

Meet with Past President to identify his or her potential project or action items for the new fiscal year

Schedule regular meetings (monthly or more frequent) with President for the new fiscal year

August

Make Site Visit (2-year) travel reservations and provide arrival/departure times to Executive Director for hotel and transportation arrangements (President, Vice President, Conference Chair, Conference Vice Chair, Site Host, and Executive Director) hold the 3rd and 4th weeks in September for visit

September

2-year Conference Site Visit for President, Vice President, Conference Chair, Conference Vice Chair, Site Host, and Executive Director

December

Work with the Conference Vice Chair and future Conference Site Host to develop presentation about the future Conference. Presentation will be made on Conference Saturday after the Leadership Seminar.

March

Identify association/organizational strategic goals to accomplish during the year as President

April

Meet with current President (who will be Past President) at the Conference to discuss his or her areas of focus and direction for the next year

Meet with incoming Executive Committee members at the Conference to discuss general goals and direction for the year

Meet with Executive Director at the Conference to do strategic planning, goal setting, and communication schedule

May

Register for next year Conference

Determine 1-on-1 meeting schedule, day, and time with Executive Director

Provide Executive Director Performance Evaluation feedback notes to the President

June

Send email to those who will serve on Executive Committee next year. Thank them for coming on board, share Conference feedback notes, encourage the Committee Chairs to get people engaged on their committees, remind them to write their strategic goals for the year, and share your goals

Draft the Executive Director's Shared Service Agreement for upcoming fiscal year with the current President and Vice President-Elect

Conduct the Executive Director's Performance Evaluation with President

Nominations Committee

The NABCA Vice President Chairs the Nominations Committee. The Past President is also required to serve on the Committee and works with the Vice President (and other Committee Members) to solicit and establish a slate of Executive Committee nominees to present to the Membership. The Nominating Committee also includes the Conference, Finance, Membership, Research, and Partnerships Vice Chairs.

Position Description and Responsibilities

Article IV: EXECUTIVE COMMITTEE

Article V: NOMINATIONS and APPOINTMENTS

Begin developing a slate of Nominees in November of each calendar year

Determine which Executive Committee Member positions will be appointed and the associated term limits

Develop a slate of individuals to serve on the Executive Committee for the upcoming fiscal year for the positions of Vice President/President Elect, Secretary/Treasurer (eligible for up to 3-one year terms), Finance Vice Chair, Conference Vice Chair, Membership Vice Chair, Research Vice Chair, and Partnerships Vice Chair

Vet the slate of individuals for each position to ensure that they are Members in good standing and have been NABCA Members for at least 2-years

Present the list of potential nominees to the Executive Committee for review and discussion

Notify selected nominees of his or her nomination. The committee may change a Member's nomination or position prior to contacting him or her

Conduct interviews with slate of potential nominees to review the position and expectations, including review of Bylaw and Operating Procedure requirements

Ensure that the potential nominee Institution supports them fulfilling the expectations and responsibilities of the position.

Request that any Member being considered for an Executive Committee Member position complete a nomination form (optional), the deadline for submitting the form and any restrictions regarding the individuals that may be nominated for a position as indicated in the Bylaws.

Notify the Executive Director when the ballot should be released and the duration of voting. Members should be allowed at least one week to vote before the ballot closes or is requested.

Ensure that all nominees (one for each position) who are placed on the ballot shall have given their consent and indicated their willingness to serve in the position the Nominations Committee offers them.

Work with the Executive Director to make a ballot available to NABCA members in good standing. The ballot will include, but is not limited to, the following information.

- When the ballot will be available and how the voting will be conducted.
- When and how the results will be announced to the Membership.
- Descriptions of each position responsibilities and term limits or where they can be found.
- Slate of nominees that includes name, title, institution, branch, and if provided, a brief biography.
- Proposed Budget, year-to-date financial report, previous fiscal year financial report, Audit report
- Edits and revisions to the Operations Handbook

Monthly Planning Activities

November

Schedule 20-30 minute meeting of the Nominations Committee for after the Executive Committee meeting to begin identifying nominees for Executive Committee positions

December

Schedule 20-30 minute meeting of the Nominations Committee for after the Executive Committee meeting to begin identifying nominees for Executive Committee positions

January

Schedule 20-30 minute meeting of the Nominations Committee for after the Executive Committee meeting to begin identifying nominees for Executive Committee positions

February

Schedule 20-30 minute meeting of the Nominations Committee for after the Executive Committee meeting to begin identifying nominees for Executive Committee positions

March

Notify those nominated to office and ask for a 200-word biography and portrait-sized headshot to provide to the Executive Director for the ballot and for promotional activities during the term

Draft election ballot with Executive Director for sending to members in good standing

April

Announce results at Annual Business Meeting

Secretary/Treasurer

Position Description and Responsibilities

In addition to the Executive Committee Member position responsibilities, the Secretary/Treasurer is also responsible for the position description, responsibilities, and monthly planning activities in this section.

Article VII: FINANCES

Ensure that an annual financial report for the previous fiscal year and a current year-to-date financial report are presented to the Executive Committee for review and to the Membership for approval

Sign and execute all contractual agreements between NABCA and external entities

Ensure all budgeted expenditures are made and approve, with the President, any unbudgeted expenditures

Write checks or use the NABCA debit card to make approved expenditures

Record deposits or payments received on the NABCA Finances Spreadsheet to reflect name, purpose, payment/revenue amount, confirmation number(s), and date

Develop a monthly Treasurer's report of revenue and expenditures and present to the Finance Committee for review and to the Executive Committee for approval

Upload all receipts for expenditures and revenue and file them in the annual Finance Committee Cloud folder for Auditing

Ensure that all monthly bank records and statements are kept in the annual Finance Committee Cloud folder and that the bank account register is reconciled with the bank statement balances. This may require downloading the monthly bank records from the website.

Complete and file Form 990-N electronic notice (e-postcard) or 990-EZ with the IRS between July 1 and November 15 of each year. The e-postcard filing requires a login ID and password, both of which should be kept on file in the annual Finance Committee Cloud folder. The e-postcard is used when gross receipts are \$50,000 or less. The EZ form is used when gross receipts exceed \$50,000. Once complete, the IRS will notify the Treasurer via e-mail if the tax form has been accepted. A copy of both the IRS response and a copy of the e-mail should be placed in the annual Finance Committee Cloud folder.

Complete and file annual electronic Arizona Corporation Commission form in May of each year. The filing includes modifications to the corporate officer information and corporate director information and associated fees. A copy of the filing documents should be placed in the annual Finance Committee Cloud folder.

Ensure that there is a Statutory Agent of NABCA that lives in Arizona. In the event of a change in Statutory Agent, the "Statutory Agent Acceptance" form must be completed and signed by the new Statutory Agent and then filed.

Complete and file, as applicable, “Corporation State of Change of Known Place of Business Address, Principal Office Address or Statutory Agent” forms with the Arizona Corporation Commission.

Monthly Planning Activities

Monthly

Develop Treasurer’s Report for Previous Month and post in Finance Committee and Executive Committee Cloud folders – 5 Days before meeting

Update Budget Amounts on Annual Finance Spreadsheet

Make and record all approved expenditures

Upload all receipts for expenditures and revenue and file them in the annual Finance Committee Cloud folder for Auditing

Ensure that all monthly bank records and statements are kept in the annual Finance Committee Cloud folder for Auditing

Ensure that the bank account register is reconciled with the bank statement balances for Auditing

Ensure that PayPal transaction reports are kept in the annual Finance Committee Cloud folder for Auditing

Work with Finance Committee Chair to analyze fiscal practices and recommend improvements or modifications to the Executive Committee

Ensure that credit card information associated with automatic payments remains current

July

Complete and file Form 990-N electronic notice (e-postcard) or 990-EZ with the IRS (due between July 1 and November 15)

Ensure that access to all financial documents and Cloud folders is provided to the appointed Internal Auditor

Renew Post Office Box lease

Meet with Finance Chair to determine general goals and direction for the year

August

Ensure Internal Auditor review of the financial records for previous fiscal year (due March 15)

September

Ensure Internal Auditor review of the financial records

Provide Internal Auditor report to Executive Committee

October

Work with Executive Director to negotiate and execute contracts for Future (2-Year) Conference

November

Send Credit-worthiness document to Future (2-Year) hotel and other venues

January

Order President's Gift and Conference materials for Conference Chair and Executive Director

February

Obtain and send Certificates of Insurance for Hotel, Conference Dinner location, and Host Campus (<https://www.theeventhelper.com>)

March

Provide Annual Treasurer Report (from previous fiscal year), Year-to-Date fiscal report, and Audit Report to Executive Director for Membership voting

Set up schedule and fiscal processes for Registration Desk and Expo Booth with Finance Committee Chair

April

Ensure there is a Statutory Agent of NABCA who lives in Arizona to maintain corporation status

Complete the annual electronic filing of the Arizona Corporation Commission (due in May).

Provide change for NABCA Conference sales

May

Complete and file annual electronic Arizona Corporation Commission form

June

Conduct turnover with Incoming Secretary/Treasurer (if applicable). Provide passwords or login information, history, files, bank signature transfer, and other information. Transfer credit card and bank signatory authorizations with Wells Fargo.

Finance Committee Chair and Vice Chair ***Position Description and Responsibilities***

In addition to the Executive Committee Member position responsibilities, the Finance Committee Chair and Vice Chair are also responsible for the position description, responsibilities, and monthly planning activities in this section.

Article V: NOMINATIONS and APPOINTMENTS, Section 1

Provide a proposed Budget for Executive Committee review and to the Executive Director to place on the ballot for Membership approval

Monitor all expenditures to assure that they conform to good and ethical business practice

Make necessary budget reports to both the Executive Committee and the NABCA Membership

Make recommendations regarding Membership, Branch Campus Leadership Institute, and Conference Registration fees

Assure that the association is in compliance with all requirements for 501(c)(6) status

Ensure that an annual financial report for the previous fiscal year and a current year-to-date financial report are presented to the Executive Committee for review and to the Membership for approval

Monthly Planning Activities

Monthly

Monitor all expenditures to ensure that they conform to good and ethical business practice.

Assure that the association remains in compliance with all requirements for 501(c)(6) status.

Work with Finance Committee Members and Secretary/Treasurer to analyze last year and current year budget (revenue and expenses) to formulate a recommended budget for the next fiscal year.

VICE CHAIR: Serve on the Nominations Committee

July

Designate an individual to serve on the Partnerships Committee

Review annual budget expenses

Designate an individual to serve on the Partnerships Committee

Provide current fiscal year budget overview for Executive Committee

August

Ensure Internal Auditor review of the financial records (due March 15)

September

Ensure Internal Auditor review of the financial records and report to Executive Committee (due March 15)

Conduct budget and strategic goal development workshop for upcoming fiscal year with Executive Committee

Discuss and prepare Budget template for distribution to Executive Committee Member completion

Work with Finance Committee, Secretary/Treasurer and Executive Director to analyze last and current year budget (revenue and expenses) to formulate proposed budget input for upcoming fiscal year

October

Upload Budget template to Executive Committee DropBox for completion/submission in December

November

Send reminder to Executive Committee to submit Budget requests for upcoming fiscal year

VICE CHAIR: Work with Nominations Committee to identify Executive Committee Members for next fiscal year.

December

Send reminder to Executive Committee to submit Budget requests for upcoming fiscal year

January

Review auditor report

Develop Conference Expo Table plan

February

Finalize proposed annual budget for future Fiscal Year, provide it for Executive Committee review, and send to the Executive Director to place on the ballot for Membership approval

Work with Finance Committee, Secretary/Treasurer and Executive Director to analyze last and current year budget (revenue and expenses) to formulate budget for upcoming fiscal year

March

Set up schedule and processes for Registration Desk and Expo Booth with Secretary/Treasurer

Schedule coverage for accepting payments at Registration Table during the Conference

April

Provide coverage for accepting payments at Registration Table as needed

May

Provide approved budget for next fiscal year to current and incoming Executive Committee Members.

June

VICE CHAIR: Meeting with Treasurer to determine general goals and direction for the upcoming year

Internal Auditor

Position Description and Responsibilities

Be a current Member of NABCA in good standing

Identified by the Secretary/Treasurer, Finance Committee Chair, and President in such a way to ensure there are no financial conflicts of interest

After the end of the fiscal year, review the financial records and provide an evaluation of whether the practices conform to good and ethical business practices and if they are aligned with the standard operation procedures.

Review the financial records for accuracy

Conduct audit to ensure Accuracy of all financial reports presented to Executive Committee and the Membership; There is an Annual Budget with projected revenues, expenditures, and contingencies; Compliance with 501(c)(6) requirements; That financial documents are available for Membership inspection; and That all records referenced are maintained in the Finance Committee Folder.

Ensure that in the Finance Committee Cloud Folder includes: Banking Statements, Finance Spreadsheet, PayPal Transaction Reports, Treasurer's Reports, Proof of Receivables , Proof of Payments (paid invoices, canceled checks), and Previous Year's Tax Statement (appropriate 990 form) and Arizona Corporation Commission filing

Present a report to the Executive Committee no later than March 15th that the Executive Committee will present to the Membership for approval on the ballot

Monthly Planning Activities

August

Receive access to NABCA financial records

September-March

Review of the financial records

March

Provide Audit report to Executive Committee no later than March 15th

Past President

Position Description and Responsibilities

In addition to the Executive Committee Member position responsibilities, the Past President is also responsible for the position description, responsibilities, and monthly planning activities in this section.

Serve on the Nominations Committee with the Vice President and Committee Vice Chairs

Serve as Chair of the Branch Campus Leadership Institute Steering Committee

Identify an area of focus that enhances the mission, positioning, or visibility of NABCA to address during the term of office

Conduct First Time Attendee/New Member Orientation Session at the Annual Conference with the Conference Vice Chair

Monthly Planning Activities

November

Work with Nominations Committee to identify Executive Committee Members for next fiscal year.

December

Work with Nominations Committee to identify Executive Committee Members for next fiscal year.

January

Work with Nominations Committee to identify Executive Committee Members for next fiscal year.

Work with Conference Vice Chair to plan the New Member/First Time Attendee Session for the Conference

February

Work with Nominations Committee to notify those nominated to office and ask for biography and headshot

Draft election ballot with Nominations Committee and give to Executive Director to send to members in good standing.

Branch Campus Leadership Institute (BCLI) Steering Committee

The NABCA Past President Chairs the BCLI Steering Committee. Two recent graduates of the BCLI are also required to serve on the Committee and work with the Past President to oversee program implementation and make recommendations.

Position Description and Responsibilities

Article IX: OTHER COMMITTEES, Section 1

Review and Set BCLI-related dates and provide revisions or changes to Executive Director

- Program Application: 1 April-31 August
- Selection and Announcement: mid-September
- Payment Due: 31 December
- Sessions held 2nd Tuesday each month

Review and analyze program evaluations for improvements

Review and make recommendations for Curriculum content, schedule, and speakers

Review applications, select up to 15 participants (ensure break even budgetary amount is reached), and provide names to Executive Director for notification

Work with Committee to develop and implement a recruiting plan

Develop and manage a budget

Make fee recommendations

Work with President and Facilitator to identify two Steering Committee Members from the Graduating Class

Monthly Planning Activities

Monthly

Monitor and sit in on institute sessions

Review session evaluations to make revisions and adjustments to the curriculum

Make curriculum recommendations for upcoming class

Implement recruiting plan

April

Develop recruiting plan

Select Steering Committee Members

Schedule meeting day/time with Steering Committee Members

Program applications open

May

Program applications open

Receive and review program evaluations

June

Program applications open

July

Program applications open

August

Program applications open

September

Review applications and select applicants

October

Develop schedule for future class before applications open again

Make speaker recommendations for future class before applications open again

Establish application and program fees before applications open again

November

Develop schedule for future class before applications open again

Make speaker recommendations for future class before applications open again

Establish application and program fees before applications open again

December

Develop schedule for future class before applications open again

Make speaker recommendations for future class before applications open again

Establish application and program fees before applications open again

January

Develop schedule for future class before applications open again

Make speaker recommendations for future class before applications open again

Establish application and program fees before applications open again

February

Develop schedule for future class before applications open again

Make speaker recommendations for future class before applications open again

Establish application and program fees before applications open

March

Finalize speakers, application, fees, and schedule

Membership Committee Chair and Vice Chair ***Position Description and Responsibilities***

In addition to the Executive Committee Member position responsibilities, the Membership Committee Chair and Vice Chair are also responsible for the position description, responsibilities, and monthly planning activities in this section.

Article II: MEMBERSHIP

Establish Membership fees and Membership schedule for renewal: Membership (Individual and Institutional): 1 July – 30 June; Retiree: \$75 membership; renewed automatically with Conference attendance; Individual: \$75 membership; renewed automatically with Conference attendance; Academic Institutions: \$250 for up to 5 memberships paid annually; NOT renewed automatically with Conference attendance; Academic Institutions: \$500 for up to 10 memberships paid annually; NOT renewed automatically with Conference attendance

Ensure that if an individual (Individual, Retiree, Site Host, One-Day) misses a year of attending the Conference and/or stopped out for a time, they would be considered a Non-Member and pay accordingly

Ensure that the Executive Director maintains an accurate master database of NABCA Members, former members, target members, partners (and targeted partners), and other categories as desired

Ensure that the Executive Director makes a list of Current Members accessible by all members of the Executive Committee and the Membership

Contact Lapsed Members at the beginning of each fiscal year

Contact Target Members at the beginning of each fiscal year

Provide updated Lapsed and/or Target Member information to the Executive Director to update the Contact List

Plan and conduct Member Communications with the Executive Director for invoicing applicants, reminding members they are lapsed or unpaid, newsletters, email blasts, and other communications

Send welcome and renewal letters to Members

Notify the Executive Director to make a Member “inactive” if three contact attempts have been made with no changed status result

Hold regional professional development via videoconferencing; invite the most well-received/evaluated speakers from previous conferences; identify a central (physical) location where Members in the region may gather to participate as well as allow Non-Members to log in; publicize beyond the Membership and charge for non-Members to attend

Conduct Member development sessions in locations where there was not a Conference recently and expand (October and/or January).

Plan and conduct Membership Recruiting and Retention campaigns

Reach out to Lapsed and Former Members

Share relevant information with the Membership via Facebook, LinkedIn, Instagram, and/or Twitter

Designate an individual to serve on the Partnerships Committee

Work with the Site Host POC to create a list of institutions (contact name, email, and address) within 100 miles of location for Conference Invitations. Site Host POC or Membership Chair should send 2-3 times after Open Registration begins on July 1.

Develop and implement New Member onboarding process and/or activities

VICE CHAIR: Serve on the Nominations Committee

Monthly Planning Activities

Monthly

Receive “Welcome” list spreadsheet of new and renewing Members from Executive Director (1st and 3rd weeks each month) to Send New and Renewing Member Welcome Letters

Membership Recruitment activities

Membership Retention activities

July

Receive list of lapsed and former Members from Executive Director to follow-up and contact

If desired, request list of Target Members (who have never been Members) from Executive Director for outreach

Identify Regional Map points of Contact from among Membership, Executive Committee, and/or Former Presidents to update the online Regional Map for Members

Discuss and Plan Membership Recruiting Campaign

Discuss and Plan Membership Retention Campaign and activities

August

Launch Membership Recruitment Campaign

Discuss and Plan Membership Retention Campaign and activities

September

Determine whether to develop and conduct Member satisfaction survey

Implement Membership Retention activities

November

VICE CHAIR: Work with Nomination Committee to identify Executive Committee Members for next fiscal year.

December

VICE CHAIR: Work with Nominations Committee to identify Executive Committee Members for next fiscal year.

January

VICE CHAIR: Work with Nominations Committee to identify Executive Committee Members for next fiscal year.

February

VICE CHAIR: Work with Nominations Committee to notify those nominated to office and ask for biography and headshot

VICE CHAIR: Work with Nominations Committee to draft election ballot and give to Executive Director to send to members in good standing.

May

VICE CHAIR: Request the list of lapsed members from the Executive Director

VICE CHAIR: Discuss possible Member Discussion, Orientation, or Seminar activity to conduct by Region during the year

June

VICE CHAIR: Work with Executive Director to develop method for sending New and Renewing Member Welcome Letters

VICE CHAIR: Work with Executive Director to determine methods for reaching out to Lapsed and Former Members"

Research Committee Chair and Vice Chair ***Position Description and Responsibilities***

In addition to the Executive Committee Member position responsibilities, the Research Committee Chair and Vice Chair are also responsible for the position description, responsibilities, and monthly planning activities in this section.

Promote research and scholarly activities for the Membership

Establish processes for and edit all research and scholarly publications

Maintain and enhance an electronic association professional journal

Recommend areas of research emphasis for Conference session tracks

Recommend regional professional development events to Membership Committee

Conduct and publish research on Branch & Regional Campuses

Research and recommend professional development Webinars

VICE CHAIR: Serve on the Nominations Committee

Monthly Planning Activities

Monthly

Provide Great Questions updates or input on Website

July

Assign Committee responsibilities for Wikipedia Page, Bibliography, Online Journal editing, Great Questions Forum monitoring and responding, Research article monitoring, Survey approval, and other responsibilities

August

Update Bibliography and send to Executive Director for Website posting

September

Provide approved Research articles to Executive Director for publishing

Develop call for journal content

November

Produce *Access Journal* issue

VICE CHAIR: Work with Nominations Committee to identify Executive Committee Members for next fiscal year.

December

VICE CHAIR: Work with Nominations Committee to identify Executive Committee Members for next fiscal year.

January

Develop call for journal content

VICE CHAIR: Work with Nominations Committee to identify Executive Committee Members for next fiscal year.

February

VICE CHAIR: Work with Nominations Committee to notify those nominated to office and ask for biography and headshot

VICE CHAIR: Work with Nominations Committee to draft election ballot and give to Executive Director to send to members in good standing.

April

Produce *Access Journal* issue

May

VICE CHAIR: Work with Conference Vice Chair to recommend areas of research emphasis for Conference session tracks

Data Sharing Policy

The National Association of Branch Campus Administrators Research Committee has developed and disseminated surveys in the past to Administrators (whether NABCA members or not) in effort to better understand the needs, challenges, and best practices as they relate to Branch Campuses.

In 2013, the Research Committee began an effort to create a reliable sampling frame of Branch Campuses to increase the reliability of future survey findings. In fall of 2015 the Committee began to formulate a new and improved survey and collected data the following spring (2016).

Good research practices apply to the collection of these datasets including confidentiality, anonymity, right to refuse participation, and other benchmarks of good survey research practice. When data are collected, the Research Committee reserves the opportunity of first access to the data for analysis, presentation, and publication purposes. This applies to existing and future datasets.

When the Committee has completed all projects related to Committee Member interests, the data shall be made available to the NABCA Membership through the Member Access portal. This shall occur within one year from the close of data collection. Only NABCA members are permitted to access data for the purpose of analysis, presentation, and publication.

All identifiers such as names and name of institution, etc. will be removed before the data are shared.

Others using the data will provide copies of resulting papers and findings to the Research Committee prior to general dissemination of the findings.

All products will list the NABCA Research Committee as providing access to the data on a case-by-case basis with the contact information of the Chair of the Committee listed on the report.

Authors who utilize survey data shall cite NABCA as follows: National Association of Branch Campus Administrators, the Association for National, and International Satellite Campus Stakeholders.

Survey Research Descriptors

These Site Descriptors should be included as part of Section 1 in all NABCA surveys

1. Typically, accrediting bodies use the term “branch campus” to refer to a site which offers complete programs, has its own faculty, and has its own administrative and budgetary structure. Terms such as “additional location” are used for locations offering at least 50% of the courses in a program. Locations offering less than 50% of a program may be referred to as “other instructional sites.” In that light, which of the following terms best describes your location?
 - a. Branch Campus ____
 - b. Additional Location ____
 - c. Other Instructional Site ____
2. The parent institution of this site is best described as:
 - a. Two-year public. ____
 - b. Two-year private, nonprofit. ____
 - c. Two-year private, for profit. ____
 - d. Four-year (or higher) public. ____
 - e. Four-year (or higher) private, nonprofit. ____
 - f. Four-year (or higher) private, for profit. ____
3. How far is the branch or center from the main campus?
 - a. < 10 miles ____
 - b. 10 – 20 miles ____
 - c. 20 – 50 miles ____
 - d. 50 – 100 miles ____
 - e. 100 – 200 miles ____
 - f. > 200 miles ____
4. In the most recent fall semester, the **FTE** at this site was:
 - a. <50 ____
 - b. 50 to 249 ____
 - c. 250 to 499 ____
 - d. 500 to 999 ____
 - e. 1,000 to 2,499 ____
 - f. 2,500 to 4,999 ____
 - g. >5,000 ____
5. In the most recent fall semester, the **unduplicated headcount** at this site was:
 - a. <50 ____
 - b. 50 to 249 ____
 - c. 250 to 499 ____
 - d. 500 to 999 ____
 - e. 1,000 to 2,499 ____
 - f. 2,500 to 4,999 ____
 - g. >5,000 ____
6. What types of programming are offered at this site (mark all that apply):
 - a. Graduate ____
 - b. Undergraduate ____
 - c. Noncredit (Workforce Training/Continuing/Adult Education) ____

Application to Conduct Research Procedures

The National Association of Branch Campus Administrators Research Committee developed the following application procedures for members acquiring research data of NABCA members in an effort to understand better the needs, challenges, and best practices as they relate to Branch Campuses.

Researchers who may submit an application to conduct research with NABCA are as follows:

- NABCA Members may submit applications to obtain access to Members or access the NABCA databases. Any publication resulting from the research will subsequently be disseminated in NABCA publications for NABCA.
- Research Committee Members conducting studies may submit applications to obtain access to members or access the NABCA databases. NABCA shall have rights to data for publication purposes.
- Non-NABCA members are not eligible to submit applications to conduct research pertaining to NABCA members or NABCA databases.

Researchers are required to submit a written proposal accompanied by the Application to Conduct Research form in this Handbook to NABCA at least sixty- (60) days prior to the date of intended data collection initiation. Researchers should provide a one page abstract of the study; a summary of how testing will be undertaken and an explanation of how success will be measured. Proof that the researcher's Institutional Review Board (IRB) has approved the protocol must also be provided. Proposals that do not include all documents will not be considered for approval.

Research proposals will be reviewed by the NABCA Research Committee as indicated. A response will be given within thirty - (30) days of receipt.

Reporting

When data are collected, the researcher for dissertations will have the first right to publish data. Research Committee reserves the opportunity of first access to data for analysis, presentation, and publication purposes for any articles, presentations, and other products to assure issues of confidentiality, all NABCA data regulations are maintained, and information is archived and added to the Research Bibliography in a timely manner. This applies to existing and future datasets.

When the Committee has completed all projects related to Committee Member interests, the data shall be made available to the NABCA Membership through the Member Access portal. This shall occur two years from the close of data collection. Only NABCA members are permitted to access data for the purpose of analysis, presentation, and publication.

All identifiers such as names and name of institution, etc. will be removed before the data are shared.

Others using the data will provide copies of resulting papers and findings to the Research Committee prior to general dissemination of the findings.

All products will list the NABCA Research Committee as providing access to the data with the contact information of the Chair of the Committee listed on the report.

Citing

Authors who utilize survey data shall cite NABCA as follows: National Association of Branch Campus Administrators.

Application to Conduct Research

DATE: TITLE: PRINCIPAL INVESTIGATOR(S):
ADDITIONAL RESEARCHER(S): FACULTY SPONSOR:
PROPOSED PROJECT END DATE:

1. Background and Significance

Provide a CONCISE rationale for this project, based on current literature, information, or data. Include references as appropriate.

2. Specific Aims

Purpose, Hypotheses/Research Questions, Goals of the Project.

BRIEFLY describe the purpose and goals of the project (include hypotheses or research questions to be addressed and the specific objectives or aims of the project. How will this data be used in relation to NABCA mission, goals, and purpose?

3. Research Method, Design, and Procedures

(A) Provide an overview of research methodology and design; e.g., how the data are to be collected and analyzed.

(B) Provide step-by-step description of procedures and how they are to be applied. Possible information to include: What are participants asked to do? When and where are they to participate? How long will it take to participate? Describe type of research information gathered from participants, i.e., data being collected.

4. Confidentiality

Describe how data will be safeguarded: (a) how confidentiality maintained; use of personal identifiers or coded data; (b) how data collected and recorded; (c) how data stored during project; (d) who has access to data or participant's identifiers; (e) who is to receive data, if applicable; (f) what happens to data after research is completed.

Faculty sponsors are responsible for safeguarding research documentation completed by students.

5. Research Benefits

Describe any anticipated benefits to subjects as well as reasonably expected general results.

6. Other Sites or Agencies Involved in Research Project

Indicate specific site, e.g., colleges, universities, school districts or school, clinics.

(A) Obtain written approval from institution. Approval should be signed and on institution's letterhead. Other proof of documentation may be reviewed for acceptance by NABCA.

(B) Institution should include the following information: (B1) institution's knowledge of study being conducted on its site; (B2) statement about what research study involves; (B3) outline specific procedures to be conducted at site; and (B4) identify type of instrument(s) used to collect data and duration needed to complete instruments; (B5) statement that identities of institution and participants will be kept confidential; (B6) institution's permission granting the use of its facilities or resources; and (B7) include copy of Informed Consent document(s) to be used in recruiting volunteers from the institution.

(C) If at all possible, electronic copies of letter or other documentation are to be submitted with NABCA application.

(D) If letters are not available at time of NABCA review, approval will be contingent upon their receipt.

Conference Committee Chair and Vice Chair

The Annual NABCA Conference is the only Conference many NABCA Members attend during the year. It is a time when key decision makers from branch, regional, and satellite campuses come together. At the Conference, these administrators, faculty, and staff exchange ideas, get research-based information, and learn from high-quality Keynote, Seminar, and Concurrent Session speakers. All of which, ultimately benefits their campuses, communities, and students.

NABCA Membership is not required to attend the Annual Conference.

The Conference Chair and Committee Vice Chair are responsible for working with the Executive Director to select, schedule, plan, and participate on a Site Visit for future Conference locations. Site Visits are typically scheduled for September of each year.

Position Description and Responsibilities

In addition to the Executive Committee Member position responsibilities, the Conference Committee Chair and Vice Chair are also responsible for the position description, responsibilities, and monthly planning activities in this section.

Establish Conference Registration fees and schedule

- Retiree: \$250 Conference rate with request to participate on a committee during the year and present at Conference; includes membership for July-June after Conference attended
- Individual: \$595 early \$695 regular Conference rate; \$670 early \$770 regular Conference rate for non-members; includes membership for July-June after Conference attended
- Academic Institutions: \$545 early \$645 regular Conference rate; does Not include membership for July-June after Conference attended
- Site Host Member: \$476 early \$556 regular; 20% of individual Conference rates \$595 early and \$695 regular; includes membership for July-June after Conference attended
- Site Host Non-Member: \$551 early \$631 regular; \$75 non Member differential rate added to Member early and regular registration rates; includes membership for July-June after Conference attended
- One-Day Registration: \$300; includes membership for July-June after Conference attended
- Member-Only Early Conference Registration w/\$100 discount: Monday after Conference-30 June
- Open Early Conference Registration w/\$100 discount: 1 July-30 November
- Regular Registration: 1 December-Last day of Conference

Establish Proposal Submission Schedule

- Member-Only Call for Proposals: 1 May-30 June
- Open Call for Proposals: 1 July-31 August

Participate in the Conference Site Visit (Chair and Vice Chair)

Develop and adhere to an itemized Conference Budget

Issue a Call for Concurrent Session Proposals that includes Dates and Session Tracks

Review and select appropriate session proposals and invite the speakers to attend and participate in the Conference with the understanding that they are expected to register for and attend the full Conference

Identify and invite a Keynote Speaker. The speaker fee is determined in the Conference Budget and may include any of the following:

- Transportation to Conference city
- Full Conference Registration (includes meals)
- Hotel accommodations for two or more nights
- Opportunity to sell and sign books, if published author
- Speaker fee payment
- Transportation between airport, train or bus station and Conference hotel

Identify and invite Conference Seminar Speakers for Accreditation and Leadership with the understanding that

- If an invited speaker, they are not required to register and pay for the Conference day
- If they have applied to speak, the speaker is required to pay for the one-day registration (as a minimum)
- Conference Committee may budget \$300 to cover hotel expense and any honorarium offered to seminar speakers

Plan for and communicate a Conference program that includes sessions and seminars, meals, breaks, menus, Experience dinner, drawings for door prizes, welcome addresses from Institution and Local Officials, transportation, and Site Host Campus visit

Plan the Welcome Reception

Plan the Experience (location)! Dinner, Site Host Campus visit activities, and transportation

Identify and select Conference attendee gift and work with the Partnerships Committee to identify and solicit desired items for Conference attendee welcome bags

Work with the President, Vice President, Conference Vice Chair, and Executive Director to select Site Host Institutions for future conferences and plan a site visit for the future Conference year

Evaluate site host applications, select, and have the President notify the selected and non-selected Conference Site Host Institutions

Provide placement and recognition for Site Host (institution and campus) in all promotional, electronic, social media, and Conference publications or materials throughout the year leading up to the annual Conference

Monitor Conference hotel room reservations and provide assistance for Conference attendees

Make sure the Conference hotel has made all reservation staff aware of the NABCA Conference rate

Remain within the approved Conference total amount budgeted

Assemble committee and oversee implementation of all Conference-related activities

Share Conference site visit and planning schedules with Site Host POC

Work with Executive Director to design and maintain a Conference Attendee Webpage with relevant and requested information that provides access to all Conference Attendees, and Partners as appropriate

Designate an individual to serve on the Partnerships Committee

VICE CHAIR: Serve on the Nominations Committee

VICE CHAIR: Work with the Past President to plan a New Attendee Orientation Session

Monthly Planning Activities

Monthly

Promote Conference-related dates

July

Determine if there will be a Conference Theme and graphic concept with Committee

Distribute past Conference evaluations to committee members for discussion (session and overall)

Discuss Conference changes to make based on evaluation summaries

Share Hotel venue contract and details with Committee for current Conference

Develop an itemized Conference budget with Committee

Review list of potential Conference locations/hosts to discuss and select with Committee

Share recommendations for potential Conference locations/site hosts at Executive Committee meeting.

Distribute past Conference evaluation summaries to speakers (session and overall)

Distribute past Conference evaluation summaries, session evaluation summaries, and meeting notes to Executive Committee and Recommend changes

Share Conference theme ideas with Executive Committee

Review and select 2-3 hotels for Future (2-Year) Conference from list provided by Executive Director

CHAIR and VICE CHAIR: Make Site Visit (2-year) travel reservations and provide arrival/departure times to Executive Director for hotel and transportation arrangements (President, Vice President, Conference Chair, Conference Vice Chair, Site Host, and Executive Director)
Hold the 3rd and 4th weeks in September for visit

August

CHAIR and VICE CHAIR: Make Site Visit (2-year) travel reservations and provide arrival/departure times to Executive Director for hotel and transportation arrangements (President, Vice President, Conference Chair, Conference Vice Chair, Site Host, and Executive Director)
Hold the 3rd and 4th weeks in September for visit

Send invitation letter to identified Keynote speaker. Have responses for discussion at next meeting.

Identify possible Keynote speakers for keynote addresses for committee review, comment, and discussion

Identify Conference Accreditation seminar speaker with Research Committee for committee review, comment, and discussion

Identify Conference Higher Education Leadership seminar speaker with Executive Director for committee review, comment, and discussion

September

CHAIR and VICE CHAIR: Future (2-year) Conference Site Visit for President, Vice President, Conference Chair, Conference Vice Chair, Site Host, and Executive Director. Discuss and decide whether or not to include a Campus Visit and the extent of the Visit during the Future (2-Year) Conference (tour only, spending entire Conference day Thursday or Friday, Evening Experience Activity)

Discuss responses from Keynote and Seminar Speakers; finalize and confirm Keynote and Seminar speakers

Plan Welcome Reception for current Conference: Identify Entertainment, Room & AV Requirements, Develop agenda, Menu

Notify and Confirm Keynote and Seminar speaker commitments to present at Conference

Finalize Keynote and Seminar Speakers; get photograph, biography, session title, session descriptions, AV needs, transportation requirements, and permission to videotape session release form

October

Plan future Experience (location)! Dinner: venue or activity; transportation; menu; activities

Share results and recommendations from Future (2-Year) Site visit with committee members

Select Future (2-year) Conference Site Hotel and Experience (location)! Dinner venue based on Conference Committee recommendation

Make recommendations for Future (2-Year) Conference Site Hotel, Experience (location)! Dinner venue, and Campus Visit at Executive Committee Meeting

Work with Treasurer and Executive Director to negotiate and execute contracts for Future (2-Year) Conference Site

Identify and select current Conference attendee gift (if desired)

Review responses for current Conference Session Proposals and select session speakers

Notify and confirm concurrent session speaker commitments to present at current Conference

Determine whether to have 4 or 5 concurrent sessions

Sequence concurrent sessions based on track and type

Develop preliminary concurrent session schedule for current Conference and send to Executive Director for publicity

VICE CHAIR: Finalize and confirm on-site point of contact for Future (2-Year) Conference Site Host

November

Get confirmation of topic, description, biography, room set-up, and AV needs from all speakers

Determine menus for current Conference meals (Breakfast -- Thurs, Fri, Sat; Lunch -- Thurs, Fri; Breaks -- Thurs, Fri)

Update itemized budget for current Conference

Determine Conference attendee packet contents

Get lists of places to eat and things to do within the venue area from the Site Host for Website, program, and Expo Booth

VICE CHAIR: Identify potential Keynote and Seminar speakers for Future (2-Year) Conference and send invitation letters

VICE CHAIR: Work with Nominations Committee to identify Executive Committee Members for next fiscal year

December

Identify and invite Site Host Administrator for Conference Welcome

Identify and invite Local Elected Official for Conference Welcome

Update itemized budget for current Conference

Determine if Icebreaker or Networking activities will be used for Reception, Opening Plenary, or Experience (location)! Dinner

Provide pre-Conference instruction and welcome letter content to be sent to Conference attendees to Executive Director for distribution

Determine if campus promotional items will be brought and used as door prizes. If so, work with Executive Director to establish process

Work with Site Host to plan Site Host Campus Day for current Conference: tour, meals, AV, Room scheduling, welcome; coordinate transportation needs with Executive Director

VICE CHAIR: Work with Vice President and future Conference Site Host to develop presentation about the future Conference. Presentation will be made on the Saturday of this year's Conference

VICE CHAIR: Work with Nominations Committee to identify Executive Committee Members for next fiscal year

January

Confirm that all contact information, biography, session title, session description, room and AV requirements, travel, hotel room, compensation, and other related items are confirmed or received from speakers

Assign networking lunch table topics/questions and give to Executive Director for printing and copies

Assign Session Moderators for all sessions (Welcome participants; encourage session evaluations and share link; ensure room set-up; introduce speaker (ensure on-time start); ensure on-time finish; write and give note of thanks from the Committee to speaker; remind attendees to complete online session evaluations; get room ready for next speaker/session)

Send pre-Conference letters to Paid Attendees and Speakers. Include link to Conference Information Website, Request Expo and Registration Volunteers, request Article for *Access Journal* from Speakers (update letters), reminder to Vote, reminder about hotel reservation.

Update itemized budget for Current Conference

Finalize menu selections for Hotel, Campus, and Experience (location)! Dinner

Obtain welcome Letter and Photo from Conference Site Host for Conference program

Select locations for Group Dinner nights (Wednesday and/or Thursday) and coordinate reservations with Executive Director

VICE CHAIR: Work with Past President to plan the New Member/First Time Attendee Session for the Conference

VICE CHAIR: Work with Nominations Committee to identify Executive Committee Members for next fiscal year.

February

Send pre-Conference letters to Paid Attendees and Speakers. Include link to Conference Information Website, Request Expo and Registration Volunteers, request for slides or outline from Speakers, request Article for *Access Journal* from Speakers, reminder to Vote, reminder about hotel reservation.

VICE CHAIR: Work with Nominations Committee to notify those nominated to office and ask for biography and headshot

VICE CHAIR: Work with Nominations Committee to draft election ballot and give to Executive Director to send to members in good standing

VICE CHAIR: Work with the Past President to plan a New Attendee Orientation Session

March

Send slide to each speaker to include in their presentations with Link to Evaluation for concurrent sessions (<https://www.surveymonkey.com/r/NABCAEval>)

Set up worker schedule for Registration Desk, Information Booth, and other Expo Tables. Work with Partnerships Committee and the Executive Director to ensure sufficient tables for Partners, Exhibitors, and Authors

VICE CHAIR: Send Webpage letter for Future (2-Year) Conference to Executive Director

VICE CHAIR: Request any desired changes to the Conference Registration form for incorporation before 1 April (Registration opens for Members on Monday after the Conference)

April

Draft Conference follow-up and thank you letters for Attendees, Speakers, Keynotes, and Audio Visual service providers from Site Host and Conference Chair and provide to the Executive Director. Include next Conference location and Registration information.

May

Compile and analyze Keynote and Seminar session evaluations; share at Executive Committee Meeting

Summarize evaluation feedback from Closing Plenary

Summarize evaluation feedback from online Concurrent Session Evaluations

Summarize evaluation feedback from online Conference Evaluation

Develop “Thank You” to be sent to Conference attendees and provide to the Executive Director for distribution (if desired)

VICE CHAIR: Approve the Call for Proposals (Member-Only Call for Proposals 1 April-30 June; Open Call for Proposals 1 July-31 August)

June

VICE CHAIR: Work with Partnerships Committee to identify potential Conference sponsors and exhibitors

Site Host Institutions

The Annual Conference is held in April at Conference centers across the United States and could not take place without active participation from our member colleges and universities, the hotel industry, chambers of commerce, and tourism bureaus. Each year, selected campuses have the opportunity to host the Conference. The NABCA Executive Committee members will invite branch, regional, and satellite campus administrators to express their interest in hosting future annual conferences. On site personnel collaborate with the Conference Committee and Executive Director to provide recommendations and support for successful Conference planning.

This position description and responsibilities provide a framework for establishing and implementing this collaboration and form the basis for the content in the Institution Host Application.

Position Description and Responsibilities

Register attendees at 20% off the full Conference registration rate plus a differential amount for non-NABCA Members as established with Registration. This discount is applicable to a maximum of 10 registrants; all others will register at the full Conference registration rate. (Annual Conference is typically Wednesday-Saturday, in April)

Provide in-kind services at no cost to NABCA for 75-100 branch, regional, and satellite administrators (if it is determined that the Conference will include a campus visit). This can include use of facilities, custodial and security expense, AV equipment, or other fixed expenses. It could also include variable expenses such as lunch and/or snack breaks for Conference attendees.

Designate a Site Host Point of Contact (Site Host POC) to serve as a NABCA Member on the Conference Committee during the year leading up to the annual Conference.

Provide welcome and campus tours at host campus for 75-100 people (if it is determined that the Conference will include a campus visit).

Provide adequate facilities for concurrent sessions using up to 3 rooms with AV set-up for 30-40 people each (if it is determined that the Conference will include a campus visit).

Provide adequate facilities for lunch and Seminar general session with AV and set-up for 75-100 people (if it is determined that the Conference will include a campus visit).

SITE HOST POC: Serve as a NABCA Member on the Conference Committee to provide input regarding hotel selection, Conference speakers, Conference theme, reception planning, and Experience dinner locations.

SITE HOST POC: Participate in the Conference site visit with the visiting NABCA team (typically in September).

SITE HOST POC: Provide approximately 125 person-hours for preparation, implementation, and post-Conference activities; assembling Conference materials; visiting hotels and/or Experience dinner locations; and/or coordinating with NABCA Executive Director.

SITE HOST POC: Stay overnight at the Conference hotel during the Conference, or be present at the Conference hotel before registration opens (typically 7:00 am) until the Conference day is concluded and arrangements/set-up is complete for the following day

SITE HOST POC: Designate individuals at the campus to be in charge for the campus visit day to coordinate food, room setups, technology, photocopying, printing, etc., if it is determined that the Conference will include a campus visit

SITE HOST POC: Ensure set-up and staffing of Campus Expo Table at the Conference

SITE HOST POC: If requested, participate in the Executive Committee Meeting at the Conference hotel to finalize Conference details (typically Wednesday morning)

SITE HOST POC: Work with Membership Committee to create a list of institutions (contact name, email, and address) within 100 miles of your location for Conference Invitations. Site Host POC or Membership Chair should send 2-3 times after Open Registration begins on July 1.

Monthly Planning Activities

Monthly

Promote Conference-related dates to institutions within a 100-mile radius of your campus

Participate in Conference Committee Meetings and in all monthly Conference Committee planning activities

July

Future (2-year) Site Host POC: Hold the 3rd and 4th weeks in September for site visit

August

Future (2-year) Site Host POC: Hold the 3rd and 4th weeks in September for site visit

Discuss Sponsor and Exhibitor possibilities for current Conference; determine best methods to reach out to them with Partnerships Committee

Future (2-year) Site Host POC: Plan trip to your Campus during the Site Visit with Executive Director and Venue Consultant

September

Future (2-year) Conference Site Visit for President, Vice President, Conference Chair, Conference Vice Chair, Site Host, and Executive Director. Discuss and decide whether or not to include a Campus Visit and the extent of the Visit during the Future (2-Year) Conference (tour only, spending entire Conference day Thursday or Friday, Evening Experience Activity)

Plan Welcome Reception for current Conference: Identify Entertainment, Room & AV Requirements, Develop agenda, Menu

November

Provide lists of places to eat and things to do within the venue area from the Site Host for Website, program, and Expo Booth

December

Identify and invite Site Host Administrator for Conference Welcome

Identify and invite Local Elected Official for Conference Welcome

Determine if you will provide campus promotional item(s) as door prizes or for Attendee bags. If so, work with Executive Director to schedule delivery.

Work with Committee to plan Site Host Campus Day for Current Conference: tour, meals, AV, Room scheduling, welcome; coordinate transportation needs with Executive Director

Determine menus for Campus visit during the Conference for Lunch and Breaks on Thursday or Friday. Menus should be light if the Campus visit is on the same day as the Experience (location)! Dinner.

January

Provide room names/numbers for sessions to be held on Campus and Wifi login for Attendees to the Executive Director

Get AV needs for sessions held on Campus from the Executive Director

Finalize menu selections

Provide welcome Letter and Photo from Campus or Institution Administrator for Conference program

Recommend and help select locations for Group Dinner nights (Wednesday and/or Thursday) and coordinate reservations with Executive Director

June

Conduct Exit Interview with and give Feedback to Executive Director

Partnerships Committee Chair and Vice Chair

These operating procedures provide a framework for establishing and implementing the collaboration and agreement between NABCA, partners, authors, and exhibitors and form the basis for the content in the Partnership Application.

The NABCA Annual Conference is designed to maximize partner, author, and exhibitor ability to connect with higher education decision makers who operate multiple campus locations in a professional and non-pressuring environment.

The Conference layout should allow Registration, Conference Reception, Meals, and Breaks to be co-located with Partners, Authors, and Exhibitors.

Position Description and Responsibilities

In addition to the Executive Committee Member position responsibilities, the Partnerships Committee Chair and Vice Chair are also responsible for the position description, responsibilities, and monthly planning activities in this section.

Establish and Promote Levels of NABCA Partnership:

- **Region Level Partner \$1000**
This option includes an exhibit space, one full conference registration (that can also be donated to an administrator at the Partner's local college or university), logo recognition on the front of the conference program, signage, introduction and 5 minutes podium time, web banner ad on the NABCA website for 3 months, opportunity to provide door prize, recognition in all press related to the conference, and an attendee list.
- **Branch Level Partner \$750**
This option includes an exhibit space, logo recognition in the conference program, signage, introduction and recognition from the podium, web banner ad on the NABCA website for 1 month, opportunity to provide door prize, recognition in all press related to the conference, and an attendee list.
- **Conference Exhibitor \$500**
This option includes an exhibit space, logo recognition in the conference program, signage, recognition from the podium, opportunity to provide door prize, recognition in all press related to the conference, and an attendee list.
- **Conference Partner \$250**
This option includes logo recognition in the conference program, recognition from the podium, and recognition in all press related to the conference.
- **Conference Author Exhibitor 20% of net revenue**
This option includes Book cover recognition in the conference program, signage, introduction and recognition from the podium, bookstore placement set up, book signing opportunities, recognition in all press related to the conference, and book cover image on the NABCA conference website. Author will provide marketing or promotional items and books for sales.
- **Advertising Opportunities**
NABCA Web Banner Ads (950x75 pixels) 1mo - \$100; 3mo - \$255; 6mo - \$480; 12mo - \$900

Appoint one Member as a liaison to each Partner, Exhibitor, and Author for obtaining logo graphics, coordinating logistics, and ensuring that all benefits of the Level are provided:

- Obtain logo in a png format (transparent background) at least 300 pix in size
- Provide dimensions for ad banner on the NABCA website of 950 by 75 and find out which month(s) the ad should display and when they will provide the banner ad
- Find out from the Conference Chair which time(s) during the Conference the Region Level Partner will have his or her 5-minutes; then inform the Partner and Executive Director of the time slot. Get any presentation slides, video links, etc and provide to Executive Director
- Provide a list of Partners to the Conference Chair for acknowledgment from the podium during the Conference
- Find out if the Partner will provide a door prize, arrange to receive it at the Conference and deliver it to the Conference Office/Executive Director
- Provide Conference Website registration and hotel reservation link and information
- Expo load-in begins at Noon on Wednesday and must be completed by 1:30; Load-out must be completed by Noon on Saturday. Let Exhibitors know that a standard draped/skirted table, two chairs, and electricity will be provided and find out if there is anything else they need.
- Find out if the Partner has any other requests or needs and arrange to work with and greet him or her at the Conference
- Download and provide the current list of conference attendees, provide updates periodically, and send a final list after the Conference concludes (List is kept updated in the Member Access portal: <http://www.nabca.net/ma-conference.html>)
- Invite the Partner to attend the Experience Dinner (Region Level has this included as part of package; other Partners may pay to attend as a dinner guest - <http://www.nabca.net/registration.html>). Also invite the Partner to attend the campus visit (Region Level has this included)
- Have the Author ship any book-related marketing or promotional items to include in attendee bags and books for sales and provide instructions for the return of any unsold books if he or she will not be present throughout the event. Get book sales price. Work with the author and Conference Chair to schedule time(s) for book signings if he or she will be present. Ensure that any unsold books are returned to the Author or maintained for future Events, as agreed upon by the Author.
- Ensure that the Treasurer collects any applicable fees, sales tax, and revenue from books and other products before and during the event. After the event, ensure that the Treasurer provides total sales information and remits balance due to author.
- All materials should be shipped to the Conference Hotel: “Attention Executive Director (name); NABCA (year) Conference” to arrive the Friday or Saturday before the Conference.

Adhere to and honor all branding guidelines for the Partner, or Exhibitor organization or Author

Ensure compliance in response to any conflict of interest raised by any NABCA Member institution

Work with the Executive Director to develop promotions and signage for books, NABCA Gear, and Partners before and during the Event

Identify a list of potential and former Partners, Exhibitors, and Authors and send invitation letters encouraging them to participate in the Conference and other Events

Make follow-up phone calls to letter recipients and update the Committee on status

Ensure that the President sends acknowledgement to all Partners, Exhibitors, and Authors at the end of the Conference or period of participation

Design and provide an appreciation plaque or decal that the partner can display at their organization

Determine if and/or when a “Longevity” recognition for returning Partners, Exhibitors, and/or Authors shall be established and what form the recognition should take

Ensure that every NABCA Event has a “Bookstore” located at the NABCA Expo to sell author books as well as promote and sell NABCA Gear Shop products

VICE CHAIR: Serve on the Nominations Committee

Monthly Planning Activities

Monthly

Reach out to Partners, Authors, and Exhibitors

Assign point of contact for each Partner, Author and Exhibitor who coordinates to make sure that all benefits promised are carried out and that all materials needed are obtained and provided to the Executive Director (logos, ads, etc.)

Solicit Attendee Bags and other items from local Conference sources

Provide logos, names, banner ads, headshots/biography, book covers , and other items from Partners to Executive Director for Website, Social Media, and Conference Program publication

Obtain Collateral pieces from Visitor's Bureaus, Chambers of Commerce, Site Host, and others for Attendee Bags

July

Review list of past and potential Partners, Authors, and Exhibitors

Solicit potential Partners, Authors, and Exhibitors from other Committees and Executive Committee

Reach out to past Partners, Authors, and Exhibitors to get feedback on the experience and determine interest in future Conference(s)/Events or Advertising

Work with current year Site Host to identify potential sponsors and exhibitors

Future (2-year) Conference: Develop list of potential Partners, Authors, and Exhibitors for Site Visit team to contact while in host city

Review Partnership Application and recommend changes or revisions

August

Identify possible Partners, Authors, and Exhibitors for committee review, comment, and discussion

Determine best methods to reach out to Partners, Authors, and Exhibitors

November

VICE CHAIR: Work with Nominations Committee to identify Executive Committee Members for next fiscal year.

December

Find out if Conference Chair wants attendee gift for Conference and provide samples, suggestions, and cost.

VICE CHAIR: Work with Nominations Committee to identify Executive Committee Members for next fiscal year.

January

Reach out to CVB Representative/Contact to see if the local airport will have “Welcome NABCA YEAR Conference Attendees” on their marquees the Tuesday and Wednesday of Conference week

Invite Site Host and CVB Representative to have Exhibits at the Conference

Invite Committee Chairs to have exhibits at the Conference

VICE CHAIR: Work with Nominations Committee to identify Executive Committee Members for next fiscal year

February

Contact authors for book signing and send scheduled times; arrange book shipments or delivery

Order/Request Visitor Guide; Site Host Brochure; Hotel Guide or Map; Experience! Brochure for Attendee tote bags (100/each)

Order/Request something small from Future (2-year) Conference location for Attendee tote bags or Information Table (hotel brochure, Experience brochure, city or site host brochure, swag)

VICE CHAIR: Work with Nominations Committee to notify those nominated to office and ask for biography and headshot

VICE CHAIR: Work with Nominations Committee to draft election ballot and give to Executive Director to send to members in good standing.

March

Send pre-Conference information to Paid Partners and Exhibitors (Early to Mid-March, Late March-Early April, Tuesday of Conference Week). Include detailed information and requests for graphic image, biographies (as needed), reminder about hotel reservation, and Attendee roster.

Send reminders to Non-Paid Partners and Exhibitors (Early to Mid-March, Late March-Early April)

April

Greet and work with Partners, Authors, and Exhibitors at the Conference to ensure that the experience is a positive one

Encourage Conference attendees to visit and utilize Partners, Authors, and Exhibitors at the Conference

May

Ensure that the President sends “Thank You” to all Partners, Authors, and Exhibitors and includes final attendee roster

Create and send evaluation form to all Partners, Authors, and Exhibitors

VICE CHAIR: Request a designee from the Conference, Membership, and Finance Committees to serve on the Committee

VICE CHAIR: Invite the incoming Vice President to serve on the Committee

Executive Director and Assistant

The Executive Director and Assistant have discretionary spending authority up to \$200.00 with the requirement that all receipts shall be filed in the Finance Committee Cloud Folder and that all expenses are in direct support of the operation of NABCA Business.

Position Description and Responsibilities

In addition to the Executive Director Position Description and Professional Services Agreement, the Executive Director and Assistant are also responsible for the position description, responsibilities, and monthly planning activities in this section.

Article III: OFFICERS, Section 2

Article V: NOMINATIONS and APPOINTMENTS, Section 2

Negotiate contracts with selected Conference hotel, selected Experience Dinner location, and transportation providers

Give each Executive Committee Member access to all Cloud Folder(s) and content items for the duration of his or her term

Plan and facilitate an Orientation for Members of the Executive Committee before the start of their term

Plan and participate in the Conference Site Visit

Make all deposits. This includes making deposits of checks that are submitted through the mail, making deposits that are submitted electronically through the NABCA PayPal account and transfer of funds to the Bank Account.

Acknowledge checks or electronic payments by e-mail

Deposit checks within 7 days of receipt

Transfer electronic deposits from the NABCA PayPal account to the local bank account in the calendar month in which they were received

Record check payments or electronic deposits (and fees) on the NABCA Finance Spreadsheet, to reflect name, payment received, purpose, confirmation number(s) and date

Update the Contact Database if check payments or electronic deposits are Membership or Registration related

Ensure that Members who do not attend the Annual Conference receive an Invoice for Membership Fees that are due

Compile and send other Invoices based on Application, Expiration dates, or requests

Send unpaid Invoice reminders after 30 and 90 days

Remove or make “inactive” any unpaid Member after July 1st and update the Contact Database

Change the status of any Current Member who has not yet paid Membership and move his or her name into the "Former Member" category if the fee is not paid by 1 July

Work with Past President and President to identify two Steering Committee Members from the Branch Campus Leadership Institute (BCLI) Graduating Class

Send login username to NABCA Member Access portal for all paid members

Send login username to BCLI portal for all paid attendees

Maintain the Member Access portal with relevant and requested information and content for Members

Update the Contact List and change the Member status to “Former” when notified by Membership Chair to indicate that all action regarding the inactive Member has been taken or if Membership Dues have not been paid within 90 days or by the beginning of the fiscal year

Track and report Membership growth measures to Membership Chair on a monthly basis

Track and report Conference growth measures to Conference Chair on a monthly basis

Track and report Leadership Institute growth measures to Past President on a monthly basis

Provide Members with weekly, bi-weekly or monthly bullets of information

Compile and publish relevant posts on LinkedIn, Facebook, Instagram, YouTube, and Twitter

Create and implement annual marketing and communications plan

Maintain and enhance an engaging electronic and social media presence

Enhance and organize the business operations of the association

Secure and maintain videoconferencing methods for meetings and professional development communication

Secure, maintain, and use graphic design, publishing, and web software programs for communication and publication purposes

Work with the President to formulate long-term organizational goals

Work with Executive Committee members to develop annual action items

Work with members of Executive Committee to ensure the achievement of all operational responsibilities, goals, and initiatives

Update and make the Operations Handbook accessible to the Membership in the Member Access portal

Maintain official association non-financial records

Ensure orderly conduct of business

Collect agenda items and distribute agenda for Executive Committee meetings

Develop and make the minutes for Executive Committee meetings accessible

Track and follow-up on Action Items from Executive Committee meetings

Update and make accessible the association Conference Roster and Membership Directory in the Member Access portal

Provide support for President-Elect/Vice President during the nomination/election process

Monthly Planning Activities

Monthly

Executive Committee Meeting Preparation:

- Call for Agenda items – 9 Days before meeting (set up auto send in MailChimp)
- Develop and post Agenda in Executive Committee DropBox – 5 Days before meeting
- Develop and post President's Agenda in President DropBox; email to President – day before or day of meeting

Executive Committee Meeting Follow-up:

- Compile Minutes and Highlight Action Items in Red; add to personal To-Do List as applicable
- Post Minutes to Executive Committee DropBox and on Member Access portal

Finance

- Make check deposits to Wells Fargo account
- Last weekday, Transfer PayPal Payments to Wells Fargo Account for Current Month
- 1st Weekday, Download report from PayPal after payment received by Wells Fargo
- Add PayPal report data to Annual Finance Spreadsheet for funds received by Wells Fargo

Upload new Member Directory on Member Access portal

Check online applications and forms and complete follow-up (weekly):

Invoices and Reminders for Membership & Conference fees (schedule automatic Unpaid Reminders)

- Membership Application: <http://eepurl.com/1YhO9>
- Differential Payment Link: <http://www.nabca.net/differentialpayment.html>

- Invoice Membership: Individual, Institution
- Invoice Registration: Individual, Institution, Retiree, Site Host (member and non-member)

Update NABCA Conference, Leadership Institute, and Membership Growth Measures with data from the previous month and save in Executive Committee Meeting Agenda – Last weekday of Month

NABCA Social Media Posts

- Facebook, LinkedIn, Twitter, Instagram, YouTube (use Buffer to schedule)
- Check Communications Plan for Communication Calendar and Notes for post content

NABCA Website Updates

Check all Links; Great Questions Posts (Questions from Conference discussions); Conference Information Page (Registration: Monday after Conference-30 June Member Early, 1 July-30 November Open Early, 1 December Regular; Proposals: 1 May-30 June Member, 1 July-31 August Open, 1 September Close); add BCLI Assignments and Forum Questions; Change Videos; Update Job Postings; Research Articles; Calendar update; PayPal links associated with payments; Survey Monkey links associated with forms

NABCAnews (First non-holiday Monday) Emailed in MailChimp.

Topics/Content: Conference Registration; Call for Proposals; Links to Website content; Sponsor Application; Site Host Application; News or Announcements; Member Spotlight; Get Communication Committee Input: BCLI Application; NABCA Gear

Download and put “Welcome” list spreadsheet of new and renewing Members in the Membership DropBox for the Chair (1st and 3rd weeks each month)

July

Select a Recommended Association/Organization Best Practice to Implement for Year

First Executive Committee Agenda Items:

- Strategic planning goals from incoming President
- Post Operations Handbook in Executive Committee DropBox

Work on 2-Year Site Visit schedule with Consultant (1-night at each hotel, 5-7 venues for Experience! Dinner, campus visit)

Send 2-Year Conference Hotel Proposal responses to Conference Committee for review and recommendation

Download Site Host Interest responses and send to Conference Committee for review and recommendation to Executive Committee.

Post Call for Proposals on Inside Higher Ed Calendar
(<https://www.insidehighered.com/node/add/calendar-entry>)

Open Conference Registration for non-members

Open Call for Proposals for Non-Members

August

Finalize 2-Year Site Visit schedule and travel plan with Hotels and Consultant for Campus Site Host POC, President & Vice President, Site Host, and Conference Chair & Vice Chair

Make 2-Year Site Visit travel and hotel reservations (travel for self; hotel reservations for Site Visit Team)

September

2-Year Site Visit with Campus Site Host POC, President & Vice President, Conference Chair & Vice Chair

Summarize Site Visit evaluations and feedback and send to Conference Committee and Vice President for hotel and Experience! selections to make recommendation to Executive Committee at October meeting

Identify Conference Notes from Site Visit to Implement

Work with Conference Vice Chair to develop and promote preliminary Conference schedule, Keynotes, Seminars, Venue, Campus, and Experience Dinner

Download current Conference Session Proposal responses and send to Conference Committee for review and recommendation

Finalize long-term Site Host year and locations for Conferences

Conference Master Schedule and Program layout

Make Performance Evaluation feedback notes

Close Call for Proposals

October

Work with Conference Committee to promote Conference schedule, Keynotes, Seminars, Venue, Campus, and Experience! Dinner

Download current Conference Session Proposal responses and send to Conference Committee for review and recommendation

Conference Master Schedule and Program layout

November

Begin negotiating 2-Year hotel and Experience! dinner venue contracts

Send Request for Proposals for upcoming Conference to Transportation, Hotel AV (if applicable), and Campus Catering in time for Conference Committee review at their November meeting (allow 1-week response time)

Receive Conference Catering, Hotel AV (if applicable), and Transportation Proposals and send to Conference Committee for selection

Confirm with *Audio Video LA* (Richard Didcoate, richard@audiovideola.com) that they will provide primary AV and Video support for the upcoming Conference

Get Transportation, Hotel AV (if applicable), and Campus Catering selection from Conference Committee for Executive Committee meeting

Work with Conference Committee to promote Conference schedule, Keynotes, Seminars, Venue, Campus, and Experience! Dinner

Work with President to identify recipient of the President's Service Award, do the research on the individual for presentation and to identify appropriate \$100 gift (scholarship, contribution, gift card, etc.), and have a 4 x 8 plaque made by Haglund Trophies (in Washington State) "YEAR NABCA President's Service Award is presented to NAME in appreciation of HISHER (SPECIFICS) contribution to the National Association of Branch Campus Administrators", NABCA logo

Work with Vice President to identify President's Gift and Purchase a Card for signing. Half Gavel Plaque (8 x 10 Walnut - 8" half gavel) Black Brass 2 x 3.5, Gold b/p 2.5 x 4 (bottom left) Gold Wreath Holder w/ 2" black brass disc (top right) NABCA Logo "NAME YEAR-YEAR President National Association of Branch Campus Administrators APPLICABLE QUOTE" made by Haglund Trophies (in Washington State)

Work with Finance Committee to develop preliminary budget for next fiscal year

Conference Master Schedule and Program layout

Review all Minutes to compose a list of outstanding action items to discuss with President at next meeting.

December

Change Registration Payment to regular price

Work with Conference Committee to promote Conference schedule, Keynotes, Seminars, Venue, Campus, and Experience! Dinner

Conference Master Schedule and Program layout

Inventory Conference materials, determine what needs to be ordered, select printer and service providers, and get cost estimates for Conference Committee approval

Create a series of Conference-Related MailChimp blasts that go out by themselves to all Members promoting the Conference: “Start your holiday right” by registering for NABCA; “Give the gift of NABCA to your friends and colleagues”; “Make your New Year’s resolution early”...were all suggested taglines for email postcards

Work with the Vice President to identify individuals for Nomination

Change Early Registration PayPal link on Website

Make Performance Evaluation feedback notes

January

Work with Conference Committee to promote Conference

Schedule Member Discussion, Orientation, or Seminar activity for the Conference as planned by Conference Vice Chair and Past President

Find out if Meeting Rooms or Breakfast/Lunch Tables are needed/desired for Incoming and Current Executive Committee and/or Committee Interest Meetings

Schedule Committee Meetings for the Conference as planned by the Chairs and Vice Chairs

Get welcome letters for Program from President, Site Host, elected official, or other

Talk through Conference Logistics and Menu selections with Hotel and Site Point of Contact. Find out about directional and door signage needs; Provide Conference Schedule to POC; Find out if permit is required for amplified music at Reception or any other Hotel required AV service.

Find out if Dinner reservations are needed/desired for Groups

Conference Master Schedule and Program layout (include Concurrent Session Evaluation and Conference Information Website links; include schedule for group photograph of Attendees and Incoming Executive Committee Members)

February

Work with Conference Committee to promote Conference

Work with Conference Chair to select appropriate Site Host recognition gifts \$50 each (provide Note Cards for Conference Chair to sign)

Arrange for Video Booth taping at Expo and editing with AV vendor; 1-Conference Highlights reel; 1-Why Belong to NABCA reel; 1-Conference Benefits reel; 1-Membership Benefits reel, 1 Benefits of NABCA Partnership reel

Ballot with all Executive Committee Members to go out 1-week before Conference begins

Find out what is needed by Hotel to have directional signs at the hotel/Conference center at bell stands and/or in the lobby and at elevators, if possible. “Welcome YEAR Attendees. Conference Registration-LOCATION”. Include sponsor Logos.

Request list from Site Host to Send Conference Reception invitations (send invitations 1st week in March)

Request number of groups to divide attendees into for campus tour from Site Host and determine method for assigning attendees to groups

Request room assignments for sessions held on Site Host Campus

Request AV setup for sessions held on Site Host Campus

Get arrival and departure days/times from Executive Committee members and Keynote Speakers; Arrange airport-to-hotel transportation if necessary

Make hotel reservations for Keynote speakers, AV Providers, Executive Director, and Assistant

Select upgrades and make assignments with hotel. Executive Director and Assistant (staff rate); AV Provider (staff rate); President (staff rate or suite upgrade); Conference Chair (staff rate or suite upgrade); Vice President and/or Treasurer (staff rate or suite upgrade); Schedule VIP Amenities, upgrades, or staff rate rooms for each of the Executive Committee Members and Keynote Speaker

Make Conference travel reservations (57 days before travel)

Make Group Dinner night Reservations for Thursday (3 different restaurants, if possible). Work with Conference Chair to identify locations.

Create Conference Information Welcome Web Page for Next-Year’s Conference. Have ready to go “live” immediately after end of current Conference.

Finalize and Upload Conference Program

Conference Master Schedule and Program layout

Add to Executive Committee Meeting Agenda a reminder that there will be an Executive Committee Meeting Wednesday morning, Business Meeting Thursday morning, and Breakfast together at the Conference Friday morning; and that Photos will be taken for Website and Promotional use. Also, need signatures for new President, Conference Chair, Partnerships Chair, and Membership Chair

March

Work with Finance Committee Chair and Secretary/Treasurer to analyze last and current year budget (revenue and expenses) to formulate budget input for the next fiscal year

Provide budget input to Finance Committee Chair

Request quote for Conference attendee name badges: Badges should have preferred name, full name, institution, and branch on front; affinity key (4-yr, 2-yr, Private, Corporation or Association, Branch, Center, Satellite, Parent Campus, Institution Member), Wifi login for hotel and campus on back; NABCA logo background (printed, stuffed, and delivered by PC Nametag); order lanyards; get extra badges, lanyards, and holders for write in attendees and late registrants; find out last day to place order; have Treasurer log in and pay

Ensure there are enough Conference attendee name badge ribbons: Committee, First Time, Speaker, Committee Chairs, Executive Committee, Sponsors, Exhibitors, Nominees, Host, Ask Me, and Past President (order from PCNametag)

Confirm Gifts and Awards have been ordered or purchased: Conference Attendee Gift; President's Service Award; President's Gift, Card, and Plaque; Special recognition: first registration, first proposal, shortest and furthest traveled, newest and longest Member; Site Host; Keynote Speaker, Conference Workshop, and Concurrent Session Speaker notecards

Design and Order Conference Daily Schedule Banners for easel stands to go by Registration/General Session Area. Have Wednesday; Thursday; Friday; and Saturday schedules. Order from UPrinting.com and have shipped to hotel. Requires 4-days. Have Treasurer log in and pay

Prepare Operations Handbook with edits for review and voting

Get Committee Certificate names to print from Chairs and President

Find out if President or Research Chair wants Conference Attendee Demographics Slides (use NABCA PowerPoint Template) and Provide demographics and attendee information together on chart slides (Student Population, Institution Type, Locations Called, Number Locations, Headcount, Funding Model, geographic, institution name, institution type, and title data) Send final demographics information before the Conference for review and corrections

Schedule on-site meeting for walk-through with Hotel and AV

Confirm room reservations, airport transport, and other logistics for Executive Committee, AV Provider, Keynote, and Seminar speakers. Get mobile phone numbers and give them jgg number

Confirm Transportation Details & Exchange Cell Phone Numbers for Experience! Dinner and campus visit

Confirm Catering Details & Exchange Cell Phone Numbers for campus, hotel, and Experience! Dinner

Make Slide Presentations and upload to flash drive for AV Provider

Ensure sufficient note cards and stickers for Conference Chair to provide session moderators, President, Partnerships Chair to provide Partners, and Treasurer

Schedule members of the Executive Committee and Committees to do a 1 minute video answering the question, “Why Belong to NABCA” “What I like About NABCA” “Why Come to the NABCA Conference” at the Conference to Post in YouTube Account and on Website, Social Media, and LinkedIn (if video being done)

Prepare Letter for current NABCA Members who are not scheduled to attend the Annual Conference indicating that their membership will expire June 30 and membership for the upcoming year is due July 1. Send 30-days before, day of, and 30 and 90-days after expiration.

Revise/Adjust/Prepare call for 2-Year Conference Hotel Proposals (with EMC Venues) include Meeting Room Wifi requirement

Create Conference Information Welcome Web Page for Next-Year’s Conference. Have ready to go “live” immediately after end of current Conference.

Finalize Master Schedule document

Make Performance Evaluation feedback notes

Get and Bring First person Proposal, First Registration, First Registration Paid, Shortest distance traveled (other than Site Host) and Furthest Traveled gifts, names, and details to give to President for Friday or Saturday Plenary session.

April

Ship Conference Materials to Hotel and Schedule Pickup for Monday after Conference. Get and take return shipping label.

Open and Announce ballot opening (Post Operations Handbook with edits, proposed budget, fiscal year-to-date, previous fiscal year, and Audit report for review and voting)

Provide final headcount guarantees to Hotel, Experience! Dinner, Campus Cater, and Transportation along with Diet restrictions and Names for food vendors.

Set up Minutes Documents for Executive Committee and Business Meetings and Closing Plenary

Post Executive Committee Meeting Agenda. Post Business Meeting Agenda (bring copies for meeting) and add to Member Access portal.

Business Meeting setup finalized with Name Tents, Microphones, and Folders with materials (have printed Agenda and uploaded Backup materials). Have President’s Service Award materials.

Finalize and Print Master Schedule (before leaving home)

Bring President's gift for Vice President to give.

Bring Executive Committee Member certificates of appreciation for President to give during the Executive Committee meeting.

Walk-through and confirm AV and Set-up at hotel and campus

Expo & Registration Table set-up: (see Conference master schedule document)

Provide election results to Vice President for announcing at Annual Business Meeting (PowerPoint Slide with all elected and rising positions)

Meeting with Incoming President (at Conference) to do strategic planning, goal setting, communication schedule (if desired)

After Conference

Annotate and archive full Conference registration roster; merge Conference registration information with Member list; upload Conference roster for attendees; upload adopted Operations Handbook; move Conference Program to "Past Conference" tab; upload Executive Committee and Business Meeting Minutes; upload Conference proceeding presentations and videos

Create a Reminder Holding place document for Next-Year's Conference Decisions

Update Conference Information Welcome Page for Next-Year's Conference

Create and send call for future Conference Site Hosts (NABCAnews, Social Media, Website)

Open Registration for Members

May

Download and send Keynote and Seminar session evaluation summaries, Concurrent session evaluation feedback summaries, and Plenary and Conference evaluation feedback summaries to Conference Chair and Vice Chair

Sort, edit, and select photos and videos from the Conference to use on Website, Facebook, and Newsletter. Add videos to NABCA YouTube Channel. Add video links to Social Media Planning document.

Send an Invoice to current NABCA Members who did not attend the Annual Conference. The Invoice will include a statement indicating that their membership expired June 30 and membership for the upcoming year was due July 1.

Work with next-year's Conference hotel to set up registration, phone, and website to add to Conference Information Website.

Send Request for 2-Year Conference Hotel Proposals (with EMC Venues) hold the 3rd and 4th weeks in September for visit

Begin Conference Master Schedule and Program layout for Current Conference

Set up DropBox Folders for Incoming Executive Committee Members and invite into respective DropBoxes:

- Executive – all incoming members
- Finance – Vice Chair, Committee
- Conference – Vice Chair, Committee
- Research – Vice Chair, Committee
- Partnerships – Chair, Vice Chair, Committee
- Membership – Vice Chair, Committee

Provide Performance Evaluation feedback notes to President and Vice President

Provide next fiscal year goals to President and Vice President

Open Call for Proposals for Members

June

List current Contract stipulations and concessions on contracts as checklist

Notify Site Selection Consultant of 2-Year Conference Hotel selection by Conference and Executive Committee

Work on 2-Year Site Visit schedule with Consultant (1-night at each hotel, 3-5 venues for Experience! Dinner, campus visit)

Send incoming Conference, Partnerships, Research, Membership, and Finance Committee Chairs and Vice Chairs list of those who served on the Committee the previous year and those who indicated interest in a Committee and ask if they want an invitation sent to any of them.

Work with Chairs and Vice Chairs to select meeting days/times and schedule videoconference Meetings.

Post meeting times and videoconference link on the NABCA Google Calendar for the Website and set up meeting reminders for Committee Members.

Revise all standard Letters that have signatures to reflect Incoming Executive Committee Members (Membership, Conference-related, President).

Post Conference/Events on Inside Higher Ed Calendar
(<https://www.insidehighered.com/node/add/calendar-entry>)

Set up Notes about the Incoming President (communication preferences, meeting times, etc.)

Review Operations Handbook and select or write 1-2 Action Items for new fiscal year

Review and Revise Communications planning document.

Remove Unpaid Members from Membership status (and all access privileges) and change status to "Former Member" in MailChimp; provide names and contact information to Membership Chair for follow-up

Receive Shared Service Agreement from President and Vice President

Conduct Performance Evaluation with President and Vice President

Conduct Exit Interviews with Past President; Secretary/Treasurer (if leaving); Committee Chairs (Conference, Research, Membership, Finance, Partnerships) using the 5-Questions document

Advocacy

The National Association of Branch Campus Administrators was established to help branch and regional campus administrators, staff, and faculty in higher education advocate for and accelerate the growth of their locations. Article I – Section 4 of the Constitution and Bylaws provides the guidelines for establishing a position on issues.

Guided by the principles of professional development, information sharing, and continuous improvement of the Membership, we work to make critical connections between research and practice for branch and regional campuses.

Strategic Plan

The National Association of Branch Campus Administrators helps branch and regional campus administrators, staff, and faculty in higher education advocate for and accelerate the growth of their locations. Governed by an Executive Committee elected from among and by the Membership, NABCA is committed to providing a setting for the improvement of leadership, teaching, and research.

Vision

The National Association of Branch Campus Administrators will be an internationally recognized professional association of branch, regional, and satellite campus administrators.

Purpose

The National Association of Branch Campus Administrators helps branch and regional campus administrators, staff, and faculty in higher education advocate for and accelerate the growth of their locations by:

- Providing a place or medium where interests, ideas, and views of our Members can be exchanged and
- Providing value for our Members through professional development, information exchange, research, networking, support, and advocacy.

Guiding Principles

Diversity, Collaboration, Partnerships, Lifelong Learning, Scholarship and Research, Support of Non-traditional/Adult Learners, Professional Development

Strategic Goals & Action Items

The Strategic Goals and Action Items represent actions to be taken and results achieved as defined by the Executive Committee Members. Each Member of the Executive Committee defines two or three strategic goals or action items they plan to focus on during their year of service. The Annual Strategic Plan and Results are incorporated within the Operations Handbook each fiscal year (1 July-30 June).

Strategic Goals

- Expand and enhance the presence, scope, and operation of the Association.
- Increase the number and involvement of Association members.
- Ensure a research-based and scholarly foundation for the Association.
- Develop and maintain an Association “Brand” presence through all forms of media.
- Plan and implement an Annual Conference that benefits Association members.
- Ensure that the Association becomes and remains increasingly fiscally sound.
- Serve as liaisons between the Executive Committee and Association members.
- Plan and implement Professional Development events that benefit Association members.
- Improve the presence, scope, and operation of the Association.
- Secure long-term and annual financial support from Partners, Authors, and Exhibitors

2018-2019

- Support the ongoing success of the BCLI
- Ensure the fiscal sustainability of the association
- Ensure the procurement, development, and implementation of the new web platform
- Engage directly with members through monthly messages that support their work

2017-2018

Strategic Objectives

- Increase Association Visibility and Membership
- Opportunities for Increased Communication and Collaboration in the Association
- Review Status of Strategic Plan and Update Accordingly
- Determine Roles and Responsibilities for Fundraising

Achievements

President

Increased Association Visibility and Membership

- Invited Southern Illinois University and Spoon River to become NABCA Members
- Worked with Kaplan, Strayer Corporation, and Capella Universities to share information about NABCA Membership
- Recruited speakers for the Branch Campus Leadership Institute

Opportunities for Increased Communication and Collaboration in the Association

- Western Illinois sent two BCLI attendees
- Worked to solicit participants for the BCLI
- President made contribution to ensure funding for the inaugural class

Reviewed Status of Strategic Plan and Updated Accordingly

- Monthly updates were provided by members of the Executive Committee

Determined Roles and Responsibilities for Fundraising

- Partnerships Committee fundraising initiative resulted in one Region Level Partner for the 2018 Conference

Vice President

Solidified relationships with accrediting bodies

- Invited the Middle States Association of Colleges & Schools to conduct a Seminar at the 2018 Conference in Hershey PA

Treasurer & Finance

Implemented new budget framework for fiscal clarity

Past President

~~Working with Member engagement to help facilitate Webinars~~ Not Applicable

Worked to develop and implement Leadership program for Branch Campus Administrators

- Worked with Executive Director to implement BCLI
- Co-Lead the April and Leading the May sessions of the institute
- The 2018-2019 Class I session has eight students, and launched in Hershey at the NABCA 2018 Annual Conference

Coordinated Leadership workshop at the 2018 Annual Conference with Executive Director

Conference

Increased 2018 conference attendance

- 96 Registered Attendees (89 Registered for 2017 Conference)
- 89 Paid Attendees (85 Paid for 2017 Conference)

Ensured new members/1st time attendees felt welcomed and mentored

- Implemented “Affinity Key” color dots on Name Badges

Revised new member/1st time attendee orientation to be more engaging and insightful

Secured engaging and energetic speakers that will motivate attendance to sessions

Completed tasks in a timely manner

Kept within the established budget

Supported Executive Committee goals

Membership

Worked with President to increase visibility of association

- Marketed NABCA to all branch institutions within Southern Association of Colleges and Schools
- Committee reached out to all lapsed members to encourage membership
- Worked with Communications Committee to revise the NABCA Brochure
- Hosted a NABCA table at the US Distance Learning Association Conference
- Shared NABCA signature for use in email signature with membership
- Ended FY 2018 with 13 institutional memberships and 228 members

Identified other avenues for outreach

- Community Engagement was the topic for the first Webinar. Steven Gavazzi was the first speaker
- Community Engagement webinar - February 23rd, 12-1p EST
Led by Dr. Stephen Gavassi (Ohio State Univ./Columbus campus, College Town Assessment) and Dr. Bill Willan (Ohio Univ.).
- Direct market of NABCA to webinar attendees who were non-members
- Next Webinar will focus on Student Services

Membership Delegate

Actively assisted & supported the projects and initiatives of the Membership Committee

- Continued active participation in Membership Committee providing assistance and support on membership growth initiatives
- Developed Email Signature link for members to include in their email signature
- Created framework for new membership dues policy

Focused on increasing membership, worked with the Executive Director to identify and update geographic target areas for membership outreach initiative(s)

- Provided assistance with team outreach efforts to identify potential candidates/institutions for organizational membership

Collaborated with Communications Committee to promote President’s priority to raise NABCA visibility

- Collaborated with Communications Committee to promote President’s priority to raise NABCA visibility

Developed proposal for discussion – “Conference Outreach Networking Event” for area institutions in the annual conference geographic area

- Worked with Membership Committee to develop regular schedule of membership webinars

Research

Updated and maintained the Research Bibliography

- Research Bibliography completed and uploaded to NABCA Website

Completed the internal framework for the Access Journal

- Updated the Request to Conduct Research form and implemented on the Website
- Developed an Access Journal evaluation rubric
- Evaluation rubric completed and in Committee DropBox for editorial board use

Present enrollment trends and marketing practices survey information either online or at NABCA conference

- Presentation completed at NABCA 2018 Annual Conference
- Executive summary uploaded to website

Conducted two research surveys

- Accreditation research survey published and results collected
- Working on data analysis for the accreditation survey

Produced Access Journal publication

- Access Journal Volume 3, Issue 1 published in November
- Wanted to publish a Spring Access Journal; however only one journal was published this fiscal year

Communication

Formal NABCA communication plan- no formal plan was developed by the committee, committee recommendation made to disband communications committee at the end of FY17/18 to better reflect organizational structure and ensure consistency with NABCA communications year-to-year. Website, social media, and email distributions managed through the Office of the Executive Director

- Member survey was conducted to ensure we are using appropriate and preferred methods for NABCA communications
- Membership brochure revisions and publication

Proposed update regarding Communications Committee procedures and policies after much discussion within the committee and with NABCA leadership, the communications committee will not be an active committee moving forward.

Explored producing professional NABCA video for purposes of membership recruitment-discussion tabled for this year

Explored development of a NABCA app for Membership engagement and after discussion and research, this was shelved as not bringing enough of a benefit to NABCA to warrant time and dollar investment

Very low committee membership didn't allow for a communications member to attend other NABCA committee meetings

Delegate-at-Large

Helped represent community college institutions as part of NABCA

- One of few CA CC members currently

Identified opportunities to increase involvement of members from a diversity of institutions & locations

- Ongoing goal of increasing Western CA membership

Explored opportunities to increase visibility of NABCA at regional/national conferences

- Distributed NABCA flyers at ACCCA and upcoming AAC&U meeting

- Shared benefits of NABCA with CA CC colleagues with goal of encouraging new members

Helped to support current and ongoing committee work

- Ongoing monthly task, albeit challenged by calendar/scheduling conflicts
- Provided periodic email/voice feedback on website design, sponsorship models, reference materials from various conferences, other as requested

Connected with Executive Committee regarding Partnership Committee during this interim year

- Ongoing monthly
- Reached out to past NABCA sponsor, per Partnership Committee assignment
- Participated on initial kickoff/taskforce for Partnership
- Wish the future delegate-at-large great success in this position as it morphs from a support position to a committee-leading position.

No conference proposal completed this year

Accreditation project

Executive Director

Continuing bi-monthly meetings with the President, with standing agenda items on Executive Committee meeting planning, Executive Director and President goals, special project coordination, strategic planning and implementation, committee status reports, and other information items requested by the President or Executive Director.

- July, August and September 2017 meetings with President
- October and November 2017 meetings with President
- December 2017, January and February 2018 meetings with President
- March, April, May and June 2018 meetings with President
- May 2018 meeting with Vice President for 2018-2019 Planning

Enhancing the annual conference experience by working with the President, Past President, Membership Chair, Conference Chair, and Vice President to reformat and restructure the Annual Business Meeting.

- Annual Business Meeting scheduled as part of opening plenary on Conference Thursday to include announcement and introduction of incoming Executive Committee Members, President's Service Award, and Member Questions about finance and/or operations.
- Additional recommendations for Annual Business Meeting provided in Conference Evaluation Feedback to Conference Vice Chair and incoming Vice Chair
 - Evaluation comments included:
 - "I don't think this is the point in the conference for the business meeting. I'd much rather start out with something that highlights the wonderful resource that we are to each other and the challenges that we can meet and solve together. I'd move business to the final slot Thursday afternoon."
 - "It was a fun and insightful meeting to help understand NABCA."
 - "I think the business meeting should be moved out of prime time and honed to a sharper point."
 - "Business meeting was a bit too much."
 - "Suggest moving the business meeting to either lunch time or end of the day so the opening plenary can be focused on the conference, benefits of the organization and upcoming events at the conference."

Expanding organizational shared governance by working with the Conference, Communication, and Finance Vice Chairs and the Vice President to begin establishing guidelines, foundation, and a framework for a new Partnerships Committee.

- Identified representatives from Conference and Communication members, Vice President, and NABCA Member Carolyn Golden
- Partnerships Committee Task Force identified target service providers that have benefit to NABCA Members based on survey results: Marketing & Promotional, Furniture & Supplies, and Information Technology. Research was conducted to identify companies and contact person to invite to participate as a NABCA Partner
- Identification of new partnership levels was based on analysis of other associations of similar and dissimilar size to NABCA. Proposed levels include: Region \$1000, Branch \$750, Exhibitor \$500, Partner \$250, and Author 20% of sales. Revisions have been made to the current application.
- Site Hosts for 2018 and 2019 have been contacted to identify unique service or product that could be featured during the campus tour and to reach out to that provider to invite them to be present for demonstration and to be a Partner for the Conference.
- Partnerships Committee processes have been added to the Bylaws and Operations Handbook for Membership review and approval
- One Partner was secured for the 2018 Conference at the Region Level (\$1000)

Collaborating with the Communication Chair and Committee to develop and implement an integrated marketing and communications plan for the Association.

- Draft plan was provided to Communication Committee
- Implemented NABCA Brochure revisions provided by Communication and Membership Chairs and were sent for printing and distribution
- NABCA brochure printed and distributed to all members of the Executive Committee
- Leadership Institute Brochure revisions provided by Communication and Membership Chairs and were printed and included in 2018 Conference Attendee tote bags
- Discussed with Communication Chair to disband the Committee and shift responsibility for providing input for Social Media and Newsletter to all Committee Chairs. Executive Director and Assistant will develop all social media and newsletter content for distribution and solicit input from all Executive Committee Members.

Engaging the Membership Chair and Committee to develop creative strategies to increase individual, international, and institutional memberships in NABCA.

- Incorporated Membership Committee input/questions for survey of members
- Conducted survey of Membership and provided results to Membership and Communication Chair for implementation
- Initiated complete upgrade and update revision of Website, forms, Member Access, newsletter, and other recruiting mechanisms; however, the web hosting company will no longer support the current software or hosting and a search for new software and hosting platform is underway
- 13 Academic Institution Memberships for May 2017-June 2018 and 6 for May 2018-2019; Currently have 228 Members total for May 2017-June 2018

Working with the Executive Committee to identify more efficient means to recruit members into leadership positions.

- Provided updated and revised Nominating Committee process for Bylaws and Operations Handbook to the Executive Committee for review and approval. Recommendation based on research and review of other association processes and ASAE resources and recommendations.

Attending at least one national conference related to an Executive Director in a Professional Association.

- Scheduled to attend “Small Staff, Big Impact Online Seminar Series” 26 February-1 March 2018 with Emily Hedrick. Session 1: Best Practices in Planning for Staff Transitions; Session 2: Managing Changes in Volunteer Leadership; Session 3: Optimizing the Volunteer Experience; and Session 4: Building Team Cohesion Across Multiple Locations
- Attended all four sessions of the “Small Staff, Big Impact Online Seminar Series” with Emily Hedrick. Are in the process of revising the Orientation for Executive Committee Members and have made extensive revisions to the Operations Handbook based on lessons learned from the series. Operations Handbook will now have all planning items, position responsibilities, and operating procedures for every Executive Committee position in one document. Orientation will focus on the “why” of participation, rather than the “what” as recommended.

Identifying means by which the Research Chair and Committee can expand readership ~~and develop paid subscription opportunities for the Access Journal.~~

- Revised framework for Journal to “open source access” at request of Research Chair
- Will revise the format for publication of Journal on new website

Reaching out to the Executive Director of the Regional Branch Campus Administrators to initiate discussions at both the Executive Director and Executive Committee levels on similarities, niches, and potential synergies and resource sharing between the two organizations.

- Have reached out to share conference information; however, additional collaboration attempts have not been productive

Developing and facilitating a Branch Campus Leadership program to begin in April 2018.

Working in conjunction with the immediate Past President to provide research and development, communication and recruitment, and initial implementation.

- Developed promotion and marketing campaign that launched October 2017-January 2018 for the inaugural class
- Successfully launched the 2018-2019 inaugural class at the April 2018 Conference. Received a \$3000 contribution from NABCA President to offset expenses. Recruiting for the 2018-2019 Class II has begun.

2016-2017

Strategic Objectives

- Increased member engagement
- Webinars and regional sessions
- Regularly scheduled publications
- Increased exposure in the marketplace that includes appearing in national publications
- Continued research agenda

Achievements

- Increased member engagement
 - March 2017 Webinar
 - April 2017 California State meeting
- Increase exposure in the higher education marketplace
 - NABCA Brochure
 - 2017-2018 budget for Conference presence
- Continued research agenda
 - History of NABCA
 - Access Journal Publication
 - Continued Survey Research

2015-2016

Strategic Objectives

- Engage members who are not engaged
- Create an environment where members of NABCA feel comfortable coming in and visiting a committee meeting
- Establish an internal mentoring capability for more active member engagement to capture synergy and energy.
- Encourage Members to visit Committee meetings as guest before “committing”
- Expand the NABCA footprint nationally and internationally.
- Make NABCA visible to target members and partners; reinvent the association to have appeal, support branch campuses, and support global learning.
- Have Executive Committee Members invited to present at other conferences or associations as Keynote or Featured Speakers
- NABCA to reach out to other Branch Campus organizations and partners.

Achievements

- ✓ Engaged members who were not engaged
- ✓ Encourage Members to visit Committee meetings as guest before “committing”

- ✓ Expand the NABCA footprint nationally and internationally.
- ✓ Several Executive Committee Members were invited to present at other conferences or associations as Keynote or Featured Speakers

2014-2015

Achievements

Executive Committee

- ✓ Review and implement 2014 Conference feedback suggestions as appropriate
- ✓ Contact and secure sponsors and exhibitors for the 2015 and 2016 conferences
- ✓ Obtain even more efficiencies that make all processes easier for users
- ✓ Maintain transparency so that everything is available and known to ensure there is someone else who can step in and keep things going
- ✓ Review and invite members who are interested in serving on committees
- ✓ Select event planning organization to provide services for 2016 and 2017 conferences

President, Vice President, Past President

- ✓ Post Executive Committee schedule and minutes so that all members have access
- ✓ Be responsive to the feedback we receive
- ✓ Review and implement Conference feedback suggestions as appropriate
- ✓ Establish monthly rotations to participate in Committee meetings

Membership

- ✓ Increase membership among younger administrators
- ✓ Work with Conference Committee to revise and update the first time attendee Conference session

Research

- ✓ Maintaining the NABCA Research Bibliography. (2014-2015)
- ✓ Shepherding and Monitoring the "Great Questions Forum." (2014-2015)
- ✓ Develop and monitor the NABCA web presence: Wikipedia Page "NABCA" and NABCA Webpage. (2014-2015)
- ✓ Research and publish the history of NABCA
- ✓ Determine and recommend a framework and requirements for a professional publication
- ✓ Edit and share appropriate articles that were not published in the NABCA issue of the *Metropolitan Journal*

Communication

- ✓ Publish quarterly BranchingOUT for non members
- ✓ Publish monthly NABCAnews for members

- ✓ Build awareness of NABCA among higher education community
- ✓ Include travel information, hotel information, and local attractions for Conference on promotions and media
- ✓ Design a survey to determine why lapsed members have not renewed
- ✓ Maintain and update website, Facebook, LinkedIn, and Twitter

Conference

- ✓ Identify location for 2016 and 2017 conferences
- ✓ Conduct Site Visit for 2016 Conference location
- ✓ Work with Membership Chair to revise the first time attendee Conference session
- ✓ Plan, design, and coordinate 2015 Conference

Finance

- ✓ Establish and maintain fiscal budget
- ✓ Maintain financial records, forms, and tax filing as required