



# **Region Director Resource Manual**

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## **FORWARD**

Congratulations on being elected to the National Association of Academic and Student-Athlete Development Professionals (N4A) Board of Directors as a Regional Director! We hope you will enjoy your term (two years) and find it fulfilling and satisfying as you work with the N4A volunteer leadership to build and position N4A as it strives to meet and fulfill its mission.

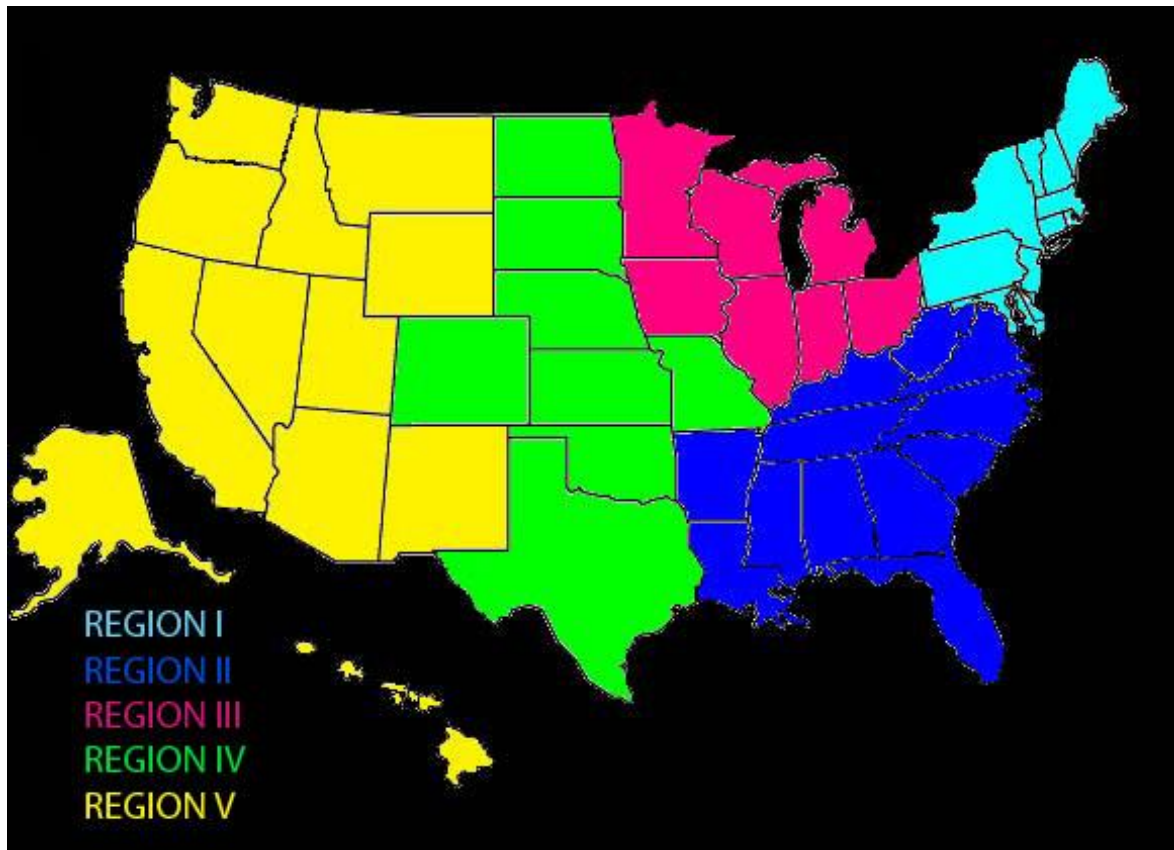
This manual was developed to provide information on current N4A policies and procedures as well as serve as a resource during your term. If you have suggestions on content or any great idea ‘aha’ moments please contact the National Office so we can (1) implement the needed change, and (2) share the information with your fellow Regional Directors.

Thank you for your commitment, service and continued support of N4A. We look forward to working with you.

*Unless someone like you cares a whole awful lot,  
nothing is going to get better. It's not.  
~Dr. Seuss*

## REGION AFFILIATIONS

REGION I	REGION II	REGION III	REGION IV	REGION V
Connecticut	Alabama	Illinois	Kansas	Alaska
Delaware	Arkansas	Indiana	Missouri	Arizona
District of Columbia (DC)	Florida	Iowa	Nebraska	California
Maine	Georgia	Michigan	North Dakota	Colorado
Maryland	Kentucky	Minnesota	Oklahoma	Hawaii
Massachusetts	Louisiana	Ohio	South Dakota	Idaho
New Hampshire	Mississippi	Wisconsin	Texas	Montana
New Jersey	North Carolina			Nevada
New York	South Carolina			New Mexico
Pennsylvania	Tennessee			Oregon
Rhode Island	Virginia			Utah
Vermont	West Virginia			Washington
				Wyoming



## **JOB DESCRIPTION**

Each Regional Director leads the members of his/her region at the Annual Convention and at the Region Conference. The Regional Director also coordinates the annual Region Conference and leads the business meetings.

Your term of office will officially begin at the Board of Directors meeting which takes place at the conclusion of the Annual Convention. For the next two years, you will represent your region. As Regional Director, you will solicit input from N4A members in your region on pertinent issues to the region and/or to the Association while coordinating all business affairs.

One of your first responsibilities will be to derive an annual work plan with goals and actions to accomplish during your term. If you need assistance you can contact the Executive Committee or National Office.

### **Regional Director Duties**

1. Serve as first in line of communication between constituents in the respective region and the Board of Directors.
2. Serve as a member of the nominating Committee, as well as the Annual Convention Committee. Must also assign a region member to the Finance Committee.
3. Travel to three Association meetings per year (Annual Convention, Region Conference, and Board of Directors Mid-Year Meeting).
4. Perform other duties as assigned/requested by the President and the Board of Directors (i.e. a request to speak on behalf of N4A within your region or represent N4A at another regional/national meeting).
5. Communicate region's position on academic issues and NCAA concerns to the Board of Directors and others.
6. Communicate N4A's position on academic issues and NCAA concerns to the N4A membership and others.
7. Make written and oral reports to the Board of Directors at the two annual Board of Directors meetings (June and January); give an oral report to the general membership at the Annual Convention as needed.

### Specific Region Duties

1. Plan and chair the Annual Region Conference.
2. Use and abide by Robert's Rules of Order for all business meetings.
3. Solicit Region members for information and input in the annual Region Conference agenda: items for discussion, program/workshops, presentations and speaker suggestions.
4. Serve as liaison for new members in the region.
5. Obtain periodic reports of members in the region from the National Office.
6. Work with National Office in contacting inactive and potential new members.
7. Appoint or conduct the election of your region officers and committee liaisons as well making sure you have a replacement when your term of office ends.
8. Submit agenda items for the region business meetings and keep records of all region business, region conferences/meetings, etc.
9. Communicate issues of major concerns from the Board of Directors meeting to your region.

10. Work with Region Conference host institution and National Office to help prepare a budget for the region conference—project cost and determine income needs, then, set the conference fees for members and guests or non-members, also called inactive members. (It is recommended that the regions set separate fees for members and non-members as members have already paid dues which support the conference; a suggested minimum of at least \$25 more be charged for non-members.)

## **Region Leadership Positions**

There are several Region leadership positions that every region may have:

- Region Member for the Finance Committee (if you or one of the Board members from your Region is not already on this committee)
- Region Liaisons for all N4A Standing Committees (10)
- Region Secretary

### Job descriptions for the Region Leadership Positions

Committee Liaisons. All Committees need to have liaisons from each region, including the Nominating, Convention Planning and Finance Committees. A complete list of committees and mission statements is included in Appendix A.

Liaisons can be determined/appointed at the regional business meetings [at the National Convention] or earlier in the year. It is especially helpful for new members to identify which committee they are interested in participating. Region liaisons responsibilities may include the following:

- Represent the region at committee meetings
- Provide a written report to the region membership at the region conference business meeting
- Disseminate information from the committee chair to members of the region at the region conference and during the year through the region newsletters
- Secure copies of all information, minutes, etc. from committee meetings for region records
- Promote committee goals within the region

Region Secretary. The Region Secretary takes minutes at all business meetings (at both Annual Convention and Region Conference). If the Region Secretary cannot attend the Annual Convention, someone should be asked to substitute). Region Secretary responsibilities include the following:

1. Keep minutes from each business meeting at the Annual Convention and Region Conference.
2. At the business meetings, hand-out (or read) the minutes from the previous business meeting (Some Regions are able to e-mail the minutes out ahead of time to the region members and then bring a few extra copies for new members who may not have been on the e-mail list).
3. After any corrections or additions are made, and the minutes are accepted, send the revised minutes to the Region Director and a copy to the Executive Committee, National Office and Historian for the archives.

# **BOARD OF DIRECTORS**

## **The Structure of the Board (per N4A Constitution Article 4)**

### Article 4. Officers

#### 4.1 Elected Officers at the annual meeting shall be:

President

Assumed by President-Elect at Annual Meeting.

Term: One Year (Voting)

President-Elect

Elected at Annual Meeting

Term: One Year (Voting)

Past President

Assumed by outgoing President

Term: One Year (Voting)

Regional Director (5)

Elected by the members of the Region. Election conducted either at the Annual or Region Meeting, or by alternate method prior to Annual Meeting. Region 1 and 3 elect in even-numbered years. Region 2, 4, and 5 elect in odd-numbered years.

Term: Two Years (Voting)

#### 4.2 Ex-Officio Board Members Appointed by the President (any may serve consecutive terms) shall be:

Program Planner

Appointed by the President at Annual Meeting with term ending in even-numbered years.

Term: Two Years (Non-Voting)

Parliamentarian

Appointed by the President at Annual Meeting with term ending in odd-numbered years.

Term: Two Years (Non-Voting)

Historian

Appointed by the President at Annual Meeting with term ending in odd-numbered years.

Term: Two Years (Voting)

Director-At-Large (3)

Director must be and remain an N4A member in good standing. Director At-Large I ends term in odd numbered years. Directors At-Large II and III ends terms in even-numbered years. Term: Two Years (Voting)



Chair, Past Presidents' Advisory Committee  
Appointed by the President  
Term: Two Years (Non-Voting)

4.3 Nominations for Division Directors should be submitted in writing to the Board of Directors by March 1 of each year. The Board of Directors will then vote for the Division Directors and notify chairs and newly elected Division Directors so that they can attend pre-convention Board of Directors meetings. Division Directors must have chaired a N4A committee.

Director, Professional Development Division  
Elected to terms ending in even-numbered years.  
Term: Two Years (Voting)

Director, Student-Athlete Development Division  
Elected to terms ending in odd-numbered years.  
Term: Two Years (Voting)

Director, Membership Services Division  
Elected to terms ending in even-numbered years.  
Term: Two Years (Voting)

4.4 If any role of the Executive Committee is vacated for any reason, the remaining members of the Executive Committee along with the Past President Advisory Committee chair will devise a succession plan and submit it to the Board within 45 days.

4.5 If an appointed position is vacated, a new person will be appointed by the President, in consultation with the Executive Committee, to fulfill the remaining term of the vacated position.

4.6 If an elected position is vacated, a call for nominations for the position will be completed by N4A in 30 days and a vote of appropriate membership within 15 days following the announcement of nominees. The management of the vote will be coordinated by the N4A liaison in the NACDA office.

## **Committees**

There shall be a Board of Directors comprised of President, President-Elect, Past President, Directors-At-Large (3), Division Directors (3), Regional Directors (5), and Historian. Non-voting members include the Parliamentarian, Convention Program Planner, and Chair of the Past Presidents' Advisory Council (PPAC).

The oversight of the N4A finances shall be conducted by a Finance Committee comprised of the President-Elect (chair), President, Past-President, and at least one elected representative from each Region.

There shall be an Executive Committee comprised of President, Past-President, and President-Elect.

There shall be a Past Presidents' Advisory Council (PPAC) comprised of Past Presidents still active in the profession and N4A members in good standing who choose to be a member of the

committee.

The Nominating Committee shall be comprised of the Regional Directors and the President-Elect, with the latter serving as chairperson.

The National Convention Committee for the Annual Meeting shall be appointed by the President and chaired by the President-Elect. Committee membership shall include a representative from each region.

The Professional Development Institute (PDI) Committee consists of the co-directors and faculty members of the PDI tracks.

At this time additional committees include: Strategic Planning Ad Hoc Committee, Academic Integrity Ad Hoc Committee. Other committees may be established by the Executive Committee as deemed necessary.

## **Meetings**

Board meetings - The Board convenes in-person twice per year (1 ½ to 2 days), once in June (immediately following the Annual Convention) and in January (known as the Mid-Year Meeting). The Mid-Year meeting will be held at a location designated by the President (currently in conjunction with the NCAA Convention).

The term of service for a Board Member begins in June at the Board Meeting immediately following the Annual Convention and concludes following the last Annual Convention of their term.

In between Board meetings, the Executive Committee (President, President-Elect, and Immediate Past President) may, when necessary, approve actions which do not require the vote of the entire Board of Directors.

## **Reimbursement Policies**

Board meetings - Travel to and from the Board meetings, will be the responsibility of the Board member. Lodging, depending on the hotel contract and venue, may also be the responsibility of the Board member. In the instances where N4A is covering the hotel costs, Board members may be asked to share rooms. There is no reimbursement for meals.

Expenses related to other Board activities – At times, Board members, especially the Executive Committee, may incur expenses related to their responsibilities on the Board. These expenses must be part of a budget line-item that is approved as part of N4A's overall budget.

Receipts must be submitted for all reimbursable expenses within 30 days after the expenses are incurred. N4A has developed the following guidelines for reasonable expenses (including tax and gratuity): \$10 for breakfast, \$15 for lunch, and \$25 for dinner. With the proper receipts,

submissions within the guidelines will be reimbursed without any question. Higher costs will only be reimbursed if they are considered reasonable under the circumstances.

Receipts and expenses should be submitted using the Travel Reimbursement Form available on the N4A website.

## **Election of Officers**

The nominating committee shall: prepare a slate of candidates which will be presented in writing to the membership at least 30 days prior to the Annual Convention. No person may be nominated for office who has been an Association member for fewer than three years.

A professional member may place a name in nomination for an elected office from the floor at the Annual Convention. All professional members will have the opportunity to vote for elected offices: (1) those in attendance by completing and submitting their ballot at the Annual Convention, (2) those not in attendance by absentee ballot requested by the National Office at least 14 days prior to the beginning of the National Convention in order to be counted in the final vote tabulation.

No person may hold two elected offices simultaneously. Officers in elected positions may not succeed themselves. However, officers in appointed positions may do so. Officers may be removed from office for cause by unanimous vote of the other officers on the Board of Directors. The Board of Directors shall make appointments to fill any uncompleted terms until the next general election.

## **Board's Fiduciary Responsibility**

The Board of Directors is responsible for ensuring there are adequate financial resources for the work of the Association. Board members should meet certain standards of conduct and attention in carrying out his or her responsibilities to N4A. These standards are generally described as: duty of care, duty of loyalty and duty of obedience.

Duty of Care – leadership is required to exercise ordinary and reasonable care [prudent or sensible] in the performance of their duties, exhibiting honesty and good faith.

Duty of Loyalty – Board members should ensure they are pursuing the best interests of the organization rather than their own personal or financial interests. Duty of Loyalty encompasses a duty to avoid and/or disclose potential conflicts of interest.

Duty of Obedience – acting consistently with the organization's mission and purposes and its articles of incorporation, bylaws, and other policies or procedures.

N4A carries Directors and Officers liability insurance to cover N4A Board members, if they are acting on behalf of the Association and not individually.

Budget year and budget development – N4A's budget year is from January 1 to December 31. The budgeting cycle begins in June and ends in November. At the Mid-Year meeting the Board is asked to approve a budget for the upcoming year. The proposed budget is distributed to the Board prior to

the meeting. There may be modifications to this budget during the year based on prioritized needs of the Association and revenues.

## **Code of Ethics**

A professional organization exists through the voluntary association of its members. One of its main purposes shall be to examine, evaluate and improve the quality of its professional preparation and the delivery of its services. It is in this spirit that the code of ethics is established. Any person who is a member of the profession, or is aspiring to membership, shall examine these statements and review his or her own philosophy in light of these principles. The purpose of the Code of Ethics for the National Association of Academic Advisors for Athletics is to avoid confusion in practice, and minimize dispute by, specifying standards of accountability.

## **Duties of Officers (per N4A Bylaws Article 1)**

### **Article 1. Duties of Officers**

1.1 The President shall: chair the Executive Committee; preside at all meetings of the membership and of the Board of Directors; perform all such duties required for the office; preside over the mid-year meeting of the Board of Directors.

1.2 The President-Elect shall: chair the Finance Committee, exercise all the functions of the office of the President in the absence of the President; serve as a member of the Executive Committee, Board of Directors and Nomination Committee; succeed the President as prescribed in the Constitution.

1.3 The Immediate Past-President shall: solicit nominations and coordinate the awards process for the Association; assist in maintaining a historical account of the Association; and serve on the Finance Committee, as a member of the Executive Committee, and on the Board of Directors.

1.4 Director, Professional Development Division shall: oversee committee research on prevalent topics of professional development and the needs of members in regards to advancement; coordinate committee efforts to develop model practices for members to expand their industry knowledge and skill base; support committees' development of relationships internal and external to the organization resulting in increased opportunities for members to engage in professional development activities; assist with collection of material for the virtual resource room.

1.5 Director, Student-Athlete Development Division shall: investigate and participate in the committees' legislative efforts regarding student-athlete well being; support committee's development of communication lines across N4A and representative institutions to monitor concerns on behalf of student-athlete health, wellness, and safety; spearhead committee implementation of programs to benefit student-athlete well being.

1.6 Director, Membership Services Division shall: oversee committee's orientation activities for new and continuing members; coordinate the committee's review of national legislative proposals and communicate information to members.

1.7 Director At-Large (3) is: designed to allow the Executive Committee the ability and flexibility to appoint a board member who can address a unique need for the organization at any particular time. Directors-at-large would serve staggered two-year terms with two directors ending terms in even-numbered years.

1.8 The Regional Directors (5) shall: serve as advisors to the President; act as liaisons between the Executive Committee and the general membership of their respective regions; serve on the Nominating Committee. Individual regions may adopt specific job descriptions respective to regional needs.

1.9 The Parliamentarian shall: see that all meetings are conducted in good order; maintain a current copy of Constitution and Bylaws; update and prepare amendments to the Constitution and By-Laws; present changes at the mid-year meeting; submit changes in writing to the membership at least 30 days prior to the Annual Meeting.

1.10 The Convention Program Planner shall: coordinate the program for the Annual Meeting, participate in pre-Convention planning, assist NACDA with on-site coordination of Convention, soliciting and reviewing proposals from the membership ensuring that the Annual Meeting is of the highest quality and benefit for the membership.

1.11 The Editor(s) of the Academic Athletic Journal shall: be responsible for managing the manuscript review process; coordinate publication of the journal when available with the National Office for publication as available; maintain a library of past issues.

1.12 The Historian shall: be responsible for recording the minutes of the mid-year meeting and all business meetings held at the national convention; assist NACDA in archiving the Association's historical documents.

1.13 The Chair of the Past Presidents' Advisory Council (PPAC) shall advise the President upon request.

## **Voting (per N4A Bylaws Article 2)**

### **Article 2. Voting**

2.1 The following Board of Directors' members will have official voting privileges: President, President-Elect, Immediate Past President, five (5) Regional Directors, three (3) Division Directors, three (3) Directors-At-Large, and the Historian.

## **AS A MEMBER OF THE BOARD OF DIRECTORS**

As a Region Director, you automatically become a member of the Board of Directors. You will be the voice of your region on all business items while serving as a Board Member. Your attendance is required at both the Mid-Year meeting in January and the Board of Directors meeting at the Annual Convention each June. You are also expected to attend your region's conference.

You are responsible for reporting the minutes from each region business meeting to the Executive Committee. A summary of region business and activities (including the region conference) needs to be submitted to the National Office for archival purposes. In addition, you will give a verbal report to the general membership at the Annual Convention upon request. Reports to the General Membership should include:

- Summary of the business meeting minutes from the region conference, and other information about the region conference
- New business conducted at the region business meetings held at the Annual Convention

### **Board of Directors Meeting at the Annual Convention**

Region Directors are expected to attend the Board of Directors meetings: June (Post Convention) and January. Please note the first year of your term, the first Board Meeting you will attend is the Post-Convention meeting.

Board of Directors Meeting Minutes. You will receive a copy of all the Board of Directors minutes and are expected to review them prior to the Board Meetings.

### **New Member Orientation at the National Convention**

On the day of the actual official opening of the Convention, there is a new member orientation. The orientation is for primarily for the new members and the Board of Directors. As a member of the Board of Directors, the Region Director is expected to attend the new member orientation.

### **Nominating Committee Participation**

The role of the Nominating Committee is to identify, qualify and propose a slate of candidates for the elected officers at the Annual Convention. In accordance with N4A Constitution Article 3.1, the Nominating Committee shall be comprised of the Region Directors and the President-Elect, with the latter serving as chairperson.

#### Nominating Schedule/Calendar

**September** - Nominating committee meets and identifies openings on the Board

**October/November** - Public announcement and call for nominations. The nomination announcement shall be posted to the website, N4A News, and listserv

**March/April** - Nominating Committee shall recommend a slate of nominees (including a nominee for the Foundation Chairman, if applicable)

**April** – announcement of candidates; absentee ballots distributed

**June** – election at Annual Convention

### Contacting Potential Candidates

The Chair or a member of the committee will call potential the candidates to ask if they will accept the nomination. When you call, you should be prepared to:

- Explain the duties of the office
- Have the schedule of future Board meetings, with dates/places if available
- Give the candidate a reasonable amount of time to consider, but in order to keep on schedule, give them a deadline to respond
- Ask candidates who agree to run to submit a candidate introduction/statement expressing their interest in running for elected office

### **National Convention Committee Participation**

In accordance with N4A Constitution Article 3.2, the National Convention Committee for the Annual Convention will be appointed by the President and chaired by the President-Elect. Committee membership shall include a representative from each region.

The National Convention Committee assists with the planning and implementation of the National Convention. Specific duties and tasks will be assigned by the Committee Chair.

# NATIONAL CONVENTION

## Region Business Meetings at the National Convention

During the Annual Convention, you will conduct one business meeting (usually held the first day of the Convention). Agenda items should include, reviewing business from the region conference, voting on minutes [from the region conference] and appointing/electing liaisons if you have not done so already. It is also a good time to make sure your region will have representatives at all the committee meetings, especially if the appointed or elected Committee Liaisons cannot attend the Annual Convention. In addition, there are usually other business items to discuss that will be given to you during the Board of Directors conference call prior to the start of the Convention.

Point of Order Agenda Outline. All business meetings should use Robert's Rules of Order. The business meeting format is as follows:

1. Call to Order
2. Reading and approval of minutes
3. Reports of officers and standing committees liaisons
  - a) Officers' reports (at the executive meetings, officers include president, president-elect, past-president, secretary, treasurer, Region Directors, Parliamentarian, Convention program coordinator; at the Region meetings, officers include all region officers that your region has)
  - b) Research
  - c) Model Practices
  - d) Ethnic Concerns
  - e) Student-Athlete Development
  - f) Honors & Awards
  - g) LGBTA
  - h) Learning Concerns & Enhancements
  - i) Membership
  - j) Legislative Services
  - k) Two-Year Colleges
4. Old Business
  - a) National Office Report (at the Board of Directors Mtg.)
  - b) Unfinished business
5. New Business
6. Adjournment



## **MEMBERSHIP**

Region Directors play an important role in membership recruitment and retention. Often because of your role, communications and point of contact, Region Directors may be the only official N4A representation. Your assistance in contacting prospective and inactive members in addition to current members will be greatly appreciated.

You will periodically receive a list of new members, and a list of current members. Membership lists can be requested at any time from the National Office.

## THE REGION CONFERENCE

Two of the most significant membership benefits of belonging to N4A are the National Convention and the Region Conference. Traditionally, member registration fees are less than non-member registration fees. Hopefully, this will encourage guests to join the N4A, but if they decide not to, N4A has a tradition of including guests in our conferences.

The outlines below are guidelines and suggestions for organizing and setting up the Region Conference. Planning and chairing the Region Conference is a major responsibility of the Region Director.

### Suggested Timeline for a Region Conference

**SPRING/SUMMER.** Decide on the city where the conference will be held at the fall region conference; if that did not happen, decide at the National Convention in June. (In June, it is also a good time to ascertain how many members plan on attending the Region Conference).

**6 months prior:** Contact the Hotel (or hotels) for prices, room blocks, and work out the other parts of the contract (see Hotel Contract below). Usually it is good to contact at least 2 or 3 hotels so you can compare prices. It is also helpful if this can be done before the National Convention, so you can present the options to the members at the region business meeting. The National Office can assist if need be.

**6 months – 1 month prior:** Solicit sponsors for the conference to defray costs. Many times, companies or affiliate members want to present to the membership at the Region Conference and are willing to make a donation. Association-wide sponsors **may not** be solicited for additional funds to sponsor the region conferences, unless they reach out on their own accord.

**4 months prior:** Secure hotel accommodations by July. If the site is not in your city, then contact a member in the host city. This is very helpful when planning the conference and making arrangements for the membership. After getting all the projected costs, make-up a budget and set conference fees.

**3 months prior:** Decide on a theme for the conference.

**3 months prior:** Send out preliminary information on the conference in early August. This should include a preliminary/skeleton agenda. All information should also be forwarded to the National Office for posting to the N4A website.

**2-3 months prior:** Arrange for a featured speaker(s) and call for proposals (August and early September). Some do this when they send our preliminary information.

**2 months prior:** Send out conference registration information. Have deadlines set for online registration.

**1-2 months prior:** Set up an agenda (in part this will depend on hotel prices; also see sample agenda below)

**1-2 months prior:** Organize new member orientation. (See New Member Orientation below).

**1-2 months prior:** Arrange hospitality night with host/local college/university.

**1 month prior:** Prepare a Conference packet (see Conference Packet below). Use folders to keep contents intact. Hosting college/university will usually provide the folders. Many times, visitor centers will give you literature on their city.

**2-4 weeks prior:** Make name tags, registration packets, programs, arrange for door prizes (i.e. ask everyone who can to bring something from their school for a door prize).

**At Conference:** Keep a log of attendees that may not have registered online and are not on the registration list from the National Office. (See Registration Procedure below)

**Post Conference:** Summarize the evaluations and send thank you letters to all presenters, sponsors, and anyone else who helped you with the conference. Put of all conference registration material, hotel contract, a copy of the conference packet, and evaluations in a binder (folder) with year marked for Region archives.

## **Hotel Contract**

Hotels have a person or persons that will work with you on setting up the arrangements and contract. If possible, check out the accommodations beforehand. Most hotels are more than willing to meet your needs by providing a free night's stay, sample menus, etc.

Negotiate (barter) with them—they want your business and usually will reduce their fees and their maximum guarantees. When securing a hotel, check to see if they accept N4A's tax exemption status (paperwork kept in the National Office). Here is a list of some of the questions you will want to ask:

**Guest rooms:** What is the lowest price the hotel can give our members, and what is the minimum number of rooms we have to guarantee for that price? Get the guarantee number as low as possible—20 or less rooms sold to eliminate some meeting room costs. How many rooms have to be reserved for the hotel to give you a complimentary guest room? Also, what is deadline date they want for the group rate? Can they arrange a web link for folks to reserve their rooms (at no cost)? If the minimum number of rooms are not sold, will any attrition fee be waived if the property can sell the rooms? (Once you like the price, secure the minimum number of rooms that must be sold to receive discounts on meeting room space, etc.).

**Secure Transportation** to/from airport/hotel. Hotels do not always have free shuttle service to/from the airport. Sometimes this can be negotiated but it is a good idea to have this included in the conference package. Many of our members do not have the funds to rent a car.

**Main Meeting Room and breakout rooms:** Find out the prices for the main meeting room and small breakout rooms. The prices may vary depending on the times that you want them (i.e. all day, half day, evenings). If you have a luncheon in one of the rooms, it should be free. The price of the breakout rooms will help you determine how many presentations or workshops you can have (of course, how many people are willing to present will also figure in). Also, sometimes meeting room fees will be waived if the food/beverage minimum is met/exceeded (excluding taxes & service charges).

**Registration Area:** Where can you have registration? This may be in the back of the main meeting room, or an area right outside—either way, the hotel usually does not charge for this. Also, sometimes Association-wide sponsors may request a display table near the registration area – it is always good to check with the hotel to see if there is an additional cost for this.

**AV & other Equipment Costs:** Podium, microphone, for main room, screen, projector for main room and other rooms (until you pick your speakers and they tell you their AV needs, you can only estimate what the cost may be). Since projectors for powerpoints are very expensive, speakers are typically asked to bring their own. This is the area you really have to watch for extra costs! The hotel can end up charging you outrageous prices for even the smallest item such as an extension cord. Also, the host institution may be able to provide some of the items needed.

**Room Set up:** Hotels use different terms to indicate how they will set up the room for you. Class room style vs. rounds (tables & chairs), etc. You will likely need to specify this for them, including how many attendees you expect for each session.

**Menus and prices for Continental Breakfast & Luncheon.** Whether or not you can have the continental breakfast will depend on the budget. This is also true of the type of luncheon you set up.

## **Conference Packet**

Use folders to keep registration materials intact. The Host institution will usually provide the folders. Include in the packet the following:

- a) Welcome letter from the Region Director
- b) Conference agenda
- c) Minutes from the National Convention
- d) Workshop Descriptions
- e) Featured Speaker Description
- f) Ballot (if appropriate) for voting members
- g) Evaluation forms (for individual workshops/presentations, and for entire conference)
- h) Information on the local area (restaurants, main attractions), and any gifts that were donated. Use folders to keep contents intact, and many times, visitor centers will give you literature on their city.

## **Hotel Registration Procedures**

The hotel will give you a phone number and code for members to use when they call to reserve their guest room – and in some cases, they may set up a web link for securing rooms. In addition, set a deadline for hotel reservations and for the conference registration. A late registration fee will help people get their registration in on time. The hotel contact person should fax you list of who's made reservations about three weeks before the conference. Then, they should give you an update every week (or more if you request).

## **Conference Registration Procedures**

The National Office will manage the entire conference registration process, including the collection of registration fees. **THERE SHOULD NOT BE ANY EXCHANGE OF FUNDS ONSITE.** A deadline for online registration should be set with the National Office. If there are

any walk-up registrants onsite, the host institution and/or Region Director is to record the name and contact information for the individual and they will be invoiced for the appropriate registration fee following the conference.

### **New Member Orientation**

The new member orientation is usually held prior to the beginning of the conference. Coordinate this activity by having active members share their experiences and by showing the slide show developed by the membership committee. The slide show takes the new member from the birth of the N4A to the present.

### **Financial Support**

Currently, Region Conference supplies and expenses should be covered by the registration fees (which will be allocated to the host institution following the conference), sponsorships and the host institution. In addition to the registration fees, N4A will present each region conference host institution with a \$1,000 honorarium. Typically all funds related to the region conference are disbursed to the host institution following the conference. However, in the case that some funds may be needed upfront, the National Office can disburse the honorarium in advance of the conference. Contact the National Office directly if this is desired.

## Pre-Conference Check List

<b>LIST</b>	<b>Date due</b>	<b>PERSON Responsible</b>	<b>Done ck.</b>
<b>Hotel</b> Contact/Contract			
Menus Breakfast			
Luncheon			
Video/equipment For all rooms			
Room set-ups			
Resource Table for sharing			
Table for door prizes			
Look for Sponsors			
Proposal Forms (call for proposals)			
Feature &/or Keynote Speaker			
Welcome Speaker			
Pre-convention Publicity: First Contact: Newsletter			
Listserv			
e-mail to active			
e-mail to inactive			
Postcard to inactive/ New potential new University/colleges			
Second Contact: e-mail to active			
listserv			
e-mail to inactive			
Final Reminders: Check list of hotel reservations—match w/ registrations-specific contacts!			
e-mails & listserv to active			
e-mails to inactive			

members/schools			
<b>REGISTRATION</b> Name tags			
<b>REGISTRATION PACKETS</b> folders			
Contents (list above)			
City stuff—visitor information, maps			
<b>DOOR PRIZES</b>			
Business Mtg. Agenda			
<b>Community Service Project</b>			
NCAA Compliance speaker/presenter			
<b>Student Panel (?)</b>			
<b>New Member Orientation</b>			
<b>Welcome Reception or Social</b>			
<b>Pre-Convention activities (opt)</b> Campus tour Golf Tournament Tour of special feature at hosting city			
<b>OTHER:</b> Gift for outgoing Region Director			
Registration gifts—t- shirts, leather binder, other??			

**Onsite Checklist****Notes**

Make initial contact with hotel contact person	
Check over itinerary and meeting room space, equipment, etc.	
Secure registration area with workers and signs	
Remind presenters of their dates and times	
Follow-up with hospitality or evening functions	
Collect Workshop/Presenter evaluation forms	
Collect Conference Evaluation forms	
Meet with Hotel contact person for a final copy of the final bill—check over amounts before signing	



## AWARDS

The N4A has three different types of awards – Professional Promise Awards, Student-Athlete Achievement Awards, and National Awards. Nominations for these awards are submitted via electronic nomination forms. All nominations are collected and organized by the National Office.

The Professional Promise award is selected by each region at the Region business meetings or via electronic vote during the year. Remind the membership of our current awards and the deadlines for these awards. Below is a description of each.

- *The Professional Promise Award:*

One “new” administrator from each region is recognized for their dedication to the Association and its mission. Nominees must have been a member of N4A for more than one year, but fewer than five years. Recipients are honored at the Awards Luncheon during the Annual Convention.

Nominations are submitted electronically in the Spring each year. Once a field of nominees for each region is finalized, a ballot is sent to all members in the corresponding region to cast their vote for the most deserving nominee.

- *Wilma Rudolph Student-Athlete Achievement Awards*

These awards are intended to honor student-athletes who have overcome great personal, academic, and/or emotional odds to achieve academic success while participating in intercollegiate athletics. Five recipients are selected each year.

Nominations for these awards are submitted by member institutions or individuals. The nomination process begins in late Winter and recipients are selected by a panel of Honors & Awards Committee members. Recipients are honored during the Awards Luncheon at the Annual Convention.

- *National Awards*

- The Lan Hewlett Award

This award is presented annually to one individual who has demonstrated the following: a high level of competency in administrative skills; merited stature among and support from student-athletes, faculty, coaches and fellow administrators; innovative response in meeting varied and emerging needs of student-athletes; an effectiveness in the development of junior staff; and leadership in university affairs. The recipient is honored at the Awards Luncheon during the Annual Convention.

Nominations are submitted electronically in the Spring each year. The N4A Immediate Past President coordinates the evaluation and selection for this award.

- The Distinguished Service Award

This award is presented annually to a N4A member who has demonstrated the following: continuous N4A membership for five years; leadership in N4A at the regional or national level; and contributions above and beyond the normal service required by positions of leadership.

Nominations are submitted electronically in the Spring each year. The N4A Immediate Past President coordinates the evaluation and selection for this award.

## **MENTOR/MENTEE PROGRAM**

An essential, yet underestimated, factor in professional development are the alliances formed between mentors (seasoned professional) and mentees (novice professional). Such alliances build bridges that reach far beyond mutual sharing of work related information. The N4A Mentor/Mentee Program is a service that facilitates such bridges. The service is provided by the Association through its membership committee and is available to all members.

Purpose: The Purpose of the N4A Mentoring Program is to provide the membership with the following:

- A service that might not otherwise be available through campus or local community resources directed at professional development.
- A vehicle for communication and collaboration that supports the ethics of collegiality and bridge building.
- A means to increase involvement in the Association.
- A means to enhance satisfaction with the Association.

### **What's In It For The New Professional?**

The mentor program can assist new professionals as they begin to develop a career in athletic academic advising. A mentor will be able to make you aware of unknown resources; Research Literature, Model Programs and Interventions, Program Evaluation Tools, National Clearinghouses and Consortiums.

Mentors, themselves, can be a valuable resource by offering answers to questions about how to direct and manage academic support programs, how to communicate with coaches, faculty and staff, and how to decipher and apply NCAA rules and regulations.

## **PROFESSIONAL DEVELOPMENT INSTITUTE (PDI)**

PDI's mission is to create and maintain a learning community that transmits, creates, and preserves the knowledge that defines the profession. After completion of the program, PDI continues to educate its graduates as it is designed to provide continuous professional development.

PDI is a 2 ½ day workshop that is held annually in conjunction with the Annual Convention.

PDI offers three specific tracks, two of which are offered in a given year. Each track is comprised of a series of interconnected intensive and interactive sessions facilitated by seasoned practitioners who are dedicated to the professional growth and career advancement of individuals serving student-athletes on university and college campuses.

### **New Practitioner Track**

Through this track, the Institute seeks to ascertain and enhance knowledge about the foundational knowledge, skills and attributes owned by those embarking the profession. This track was created and intentionally designed to train and meet the professional development needs of individuals who have been working in the field less than three years yet want to explore, experience, and excel with a band of their professional peers.

### **Learning Specialist Track**

Through this track the Institute seeks to ascertain and enhance knowledge about the skills and attributes owned by professionals serving student-athletes who possess exceptional abilities requiring unique learning accommodations. This track was created and intentionally designed to train and meet the professional development needs of individuals desiring to advance their craft in delivering programs and services to this unique student-athlete population, coaches and various campus stakeholders.

### **Leader/Manager Track**

In an effort to advance the professional development of those seeking to provide leadership to student-athlete support service units around the country, the N4A conducts a professional development institute designed for men and women who have been recently hired or demonstrated the potential to serve as a director of a student-athlete support service unit within the next one-three years.

An application process for PDI is launched in the fall, with participants selected and notified by mid-December. Approximately 20-25 individuals are selected for each track. If selected, the enrollee or his/her institution will be responsible for travel and lodging costs associated with the workshop. To ensure that PDI is a great success, the Institute will provide recognized faculty from higher education and athletics communities, all meals, program materials, and continuing education in the form of mentoring and distance learning.

## APPENDIX A

### N4A Committees & Mission Statements

#### **Professional Development Division**

Research: To assist existing committees in research endeavors, to support graduate student research, to provide a forum for scholarly interaction and publication, to assist N4A leadership in collecting research from the membership, and to maintain an archive of academic research relevant to the work of N4A members.

Model Practices: To assist in identifying policies, practices, and programs that can be used to enrich student-athlete support services programming in areas such as: Academic Advisement, Academic Integrity, Disability Resources, Student-Athlete Affairs, Target Populations, and Tutoring.

#### **Student-Athlete Development Division**

Ethnic Concerns: To identify and communicate to the membership the challenges and concerns facing ethnic minority student-athletes and provide a forum for members to discuss these issues, generate ideas and share current practices to enhance their academic success and life skill development. Additionally, the group is committed to impacting underserved communities at the regional and national meetings and increasing HBCU institutional/individual engagement and N4A membership.

Student-Athlete Development: To give back through community service, by securing opportunities on both the regional and national levels. The Life Skills Committee will serve as a resource and provide ongoing education to members who develop student-athletes, in their efforts with empowering students, growing champions, and developing leaders through the five components of student-athlete development (academics, athletics, career development, community service, and personal development).

Honors & Awards: To recognize student-athletes who have made unique contributions to intercollegiate athletic programs.

LGBTQA+: To explore ways to provide education, information, and training to the N4A members so that they can assist and support student-athletes. To serve as an ally and resource to LGBTQA professionals and the Association.

Learning Concerns and Enhancement: To explore existing programs and service options available to student-athletes with learning concerns and to educate the membership regarding techniques and strategies for learning enhancement; to encourage collaboration of all support services for the enhancement of student-athletes; and to identify the unique issues of the field and provide communication and support for professionals.

## **Membership Services Division**

Membership: To facilitate the orientation of new members, to coordinate activities that enhance the continuity of the membership, and to focus on retention efforts for new members.

Legislative Services: To provide an analysis of pending legislation which can affect N4A members and their student athletes; to develop new proposals, amendments, and concepts to be considered by the appropriate constituents within the NCAA; to serve as a liaison with these associations and to disseminate information on legislation to the N4A membership.

Two-Year Colleges: To serve a diversified and changing school system and its student-athletes through excellence in teaching and support systems. To communicate with the N4A membership about topics impacting two-year colleges and the students transferring from their institutions.