



Steering Committee Member Information about the Position

The NEAIR Constitutions says...

The Steering Committee shall consist of the President, the President-Elect, the Treasurer, the Secretary, the Membership Secretary (ex-officio), the immediate Past-President, Chairs of each Standing Committee, and six Members-at-Large, three to be elected each year. Terms of office for Members-at-Large shall be for three years, beginning at the conclusion of the meeting following their election and terminating with the conclusion of the Annual Business Meeting three years later.

The Steering Committee shall, acting in concert, have full authority to act for and on behalf of the Association, except as otherwise specified in this Constitution. The Steering Committee shall be responsible for such duties as are required for the management of the Association's affairs.

Three at large Steering Committee positions shall be designated as sector representatives to ensure that our Steering Committee contains representation across these sectors. The three sectors should be broadly defined as: Two-Year (all two year institutions, inclusive of community colleges, proprietary institutions and technical colleges); Public Institutions (all public institutions, excluding any two-year institutions); and Private Institutions (all private institutions, excluding any private or proprietary two-year institutions). The nominating committee should use the public and private sector representatives for candidates who represent smaller institutions or institutions that are not traditionally represented in the leadership of NEAIR. Each year the ballot will contain one slot that is designated as a sector slot and the sectors will rotate across a three-year cycle. Each year the entire membership will vote for the sector representative, in addition to voting for one undesignated Member-at-Large slot. Should an individual be voted in as a sector representative and then change to employment outside of that sector, the person shall still be eligible to complete his or her term.

Past members of the Committee say...

Roles & responsibilities:

- Work with the other members of the Steering Committee in representing the membership in discussions and decisions as it relates to policy, issues with budgetary implications, and Distinguished Service Award recipients as well as providing guidance for the conference planning and professional development activities
- If representing a sector (e.g., 2 yr institutions, private), serve as an advocate for that area of the membership in discussions and decisions made
- Serve on one of NEAIR's standing/ad hoc committees (Grants, Mentor, Professional Development) for a 3 year term;
 - Typically serve one year as committee chair elect, one as chair and then one as immediate past chair

- As chair, provide a written report to the Steering Committee prior to each meeting concerning the activities of the committee as well as present a verbal report at the meeting

Skills & qualities important for the role:

- Able to work in a team environment
- Good listener who is willing to consider a variety of viewpoints
- A willingness to compromise when appropriate
- Commitment to engage in Steering Committee discussions and to make sound decisions for the good of the organization
- Able to follow through with tasks assigned in a timely manner

Time commitment:

- Typically there are three Steering Committee meetings (5-6 hours in length) each involving travel with one in November at the annual conference, one in March and one in July
- Meetings are held in locations that are the most economical for NEAIR and which are the closest for the majority of those who attend. Past locations have included Hartford, CT; Albany, NY; and Baltimore, MD. Expenses for travel and accommodations are reimbursed by NEAIR when appropriate documentation is provided. Most arrive the night before and leave immediately after the meeting.
- Prior to each meeting, SC members receive a packet of material to review, which contains committee reports, minutes of the previous meeting, treasurer's report, proposals for consideration, etc. This may take a couple of hours to review.
- Committee work requires some time but mostly through conference calls and email discussions.

Challenges:

- "The challenges ... were just setting aside the time to devote to the NEAIR responsibilities. Not because I didn't want to, but because (as every one knows) there are always things that need to be done at your office! But I never found this to be prohibitive or a burden."

Best parts:

- "...while thoroughly enjoying serving on the committee I learned a great deal about how the organization runs – everything from hotel negotiation, to budgeting and considering appropriate reserves, to options for web-based registration processes."
- "... I was able to meet many more colleagues in NEAIR and get to know the members of the SC very well."
- "The personal connections made are very rewarding."
- "Interacting and networking [with colleagues] while learning and contributing to NEAIR"
- "Gaining an appreciation for all of the work needed to operate the organization"

Past Committee members:

- See current and past governance lists at <https://neair.site-ym.com/?page=pastgov>.