



## STEERING COMMITTEE MEMBER

### Based on the NEAIR By-Laws:

The term of service for the position of Steering Committee member is three years.

The Steering Committee consists of the President, the President-Elect, the Treasurer, the Secretary, the Immediate Past President, Chairs of each Standing Committee (six Members-at-Large, two of which are elected each year), and the NEAIR Administrative Coordinator. Terms of office for Members-at-Large are three years, beginning at the conclusion of the Annual Business Meeting following their election and terminating with the conclusion of the Annual Business Meeting three years later. The Steering Committee is responsible for the management of the Association's affairs and has full authority to act on behalf of the Association, except as otherwise specified in the Constitution.

Three of the Members-at-Large Steering Committee positions are designated as Sector Representatives to ensure that the committee contains representation across these sectors. The three sectors are broadly defined as:

1. Two-Year (all two-year institutions, including community colleges, proprietary institutions, and technical colleges)
2. Public Institutions (all public institutions, excluding any two-year institutions)
3. Private Institutions (all private institutions, excluding any private or proprietary two-year institutions)

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, and vote 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 will still be eligible to complete the term.

### Roles & Responsibilities:

- Work with the other members of the Steering Committee to represent the membership in discussions and decisions as they relate to policy, issues with budgetary implications, and selecting Distinguished Service Award and Emeritus Member recipients.
- Provide guidance for conference planning and professional development activities.
- If representing a sector (e.g., two-year institutions, private, public), serve as an advocate for that area of the membership in discussions and decisions.
- Serve as Chair-Elect/Chair of a NEAIR Standing Committee and serve on one or more Ad Hoc committees as needed. **This year's candidates will fill either the Finance Chair-Elect position OR the Information Governance Research & Analytics (IGRA) Chair-Elect position on the Steering Committee.**
  - Typically serve one year as the standing committee Chair-Elect, and two years as the Chair of one of the following Standing Committees: Finance, Grants, Membership, Research & Technology ([https://www.neair.org/standing\\_committees.php](https://www.neair.org/standing_committees.php))

- o Incoming Steering Committee members are assigned to a Standing Committee prior to their first Steering Committee meeting by the President-Elect. Committees with open positions rotate every three years.
- o As Chair, provide a written year-end annual report to be distributed to the membership prior to the annual business meeting.

### **Skills & Qualities Important for the Role:**

Must be a NEAIR member in good standing for at least one (1) year by the start of the nominated term.

- Ability to work in a team environment with a variety of individuals of different backgrounds, experiences, and skills.
- Ability to listen actively and consider a variety of viewpoints.
- A willingness and ability to compromise.
- A commitment to actively engage in Steering Committee discussions both in person and virtually.
- A commitment to make sound decisions for the good of the organization by reviewing and considering all presented materials.
- Ability to follow through with providing feedback and completing projects and tasks assigned in a timely manner.
- Good organization, time management, and delegation skills.
- Leadership experience helpful (i.e., candidate selection, search committee participation, supervisory).

### **Time Commitment:**

- Attendance at virtual and in-person Steering Committee meetings. (Currently, most meetings are virtual. There are several throughout the year (about quarterly), each lasting anywhere from 1–6 hours in length).
  - o Expenses for travel (transportation, hotel, meals) to any in-person meetings are reimbursed by NEAIR when appropriate documentation is provided on the NEAIR reimbursement form. Most members arrive the night before a meeting and leave immediately after the meeting ends the next day.
- Prior to each Steering Committee meeting, review designated materials such as committee reports, minutes from the previous meeting, treasurer’s report, proposals for consideration, etc. (1–2 hours).
- Steering Committee work requires virtual meetings, email discussions, and possibly phone calls. (varies)
- Work as a Standing Committee Chair-Elect/Chair requires virtual meetings and email communications with the committee, communication with the NEAIR Coordinator, and communication with committee volunteers to move initiatives forward.
- Update Steering Committee action items, policies and procedures, committee timeline, checklists, and other pertinent materials on committee project management tools provided.

### **Past Members of the Committee Say...**

#### **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.”

**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 everyone knows) there are always things that need to be done at your office! But I never found this to be prohibitive or a burden.”

**Current and Past Governance Lists:**

[Current Steering Committee](#)

[Past Governance Teams](#)

Revision History:

S. Akhtar 2/25/2022

J. L. Dunseath 3/8/2021

S.T. Lichtinger 2/17/2020

A. Bartlett 1/27/2019

A. M. Senior 3/2018

Original: M. Gray 5/2008