



STEERING COMMITTEE MEMBER

The Steering Committee member serves a three-year term, overseeing NEAIR's operations and advocating for various membership sectors. They dedicate around four hours monthly to meetings and communication tasks.

In the first year, the steering committee member will be a vice chair of a standing committee, providing an opportunity for them to be mentored into the chair role. The second year, the steering committee member will chair the committee they had been a vice chair. In the third year, the member will mentor the newly elected 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 shall consist of the President, the President-Elect, the Treasurer, the Secretary, the Managing Director (ex-officio), the Immediate Past President, Chairs of each Standing Committee, and six Members-at-Large, two to be elected each year. Terms of office for Members-at-Large shall be for 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 shall have full authority to act for and on behalf of the Association, except as otherwise specified in these by-laws. The Steering Committee shall be responsible for such duties as are required for the management of the Association's affairs.

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, 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 their term.

Skills & Qualities Important for the Role:

Must be a NEAIR member in good standing for at least one (1) year and be a current NEAIR member 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).

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."
- "Taking the time to get up-to-speed on current NEAIR operational, policy, or governance issues by reading prior annual reports and previous meeting minutes."

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 (2026) candidates will fill either the Information, Governance, Research & Analytics Chair-Elect position OR the Finance 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, Information Governance Research & Analytics (IGRA) (https://www.neair.org/standing_committees.php).
 - 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.
 - As Chair, provide a written year-end annual report to be distributed to the membership prior to the annual business meeting.

Time Commitment (~4 hours a month):

- Attendance at virtual and in-person¹ Steering Committee meetings (Currently, most meetings are virtual). There are several throughout the year (about quarterly), with virtual meetings lasting about 3 hours and in-person meetings lasting about 6 hours.
 - 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 Managing Director, 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.

¹ The last in-person Steering Committee happened in 2019, prior to COVID-19. The type of meeting (virtual/in-person) is left to the discretion of the President.

Committee Information

Finance Committee (Current Chair: Christopher Hourigan)

The Finance Committee formally meets quarterly for approximately 1 hour, typically to report out the status of the committee's annual goals and other ad-hoc issues. However, most of the time commitment happens outside of the quarterly meetings, through smaller working group emails and meetings. The Finance Committee is currently structured three working groups to address the goals listed below. The current chair serves on two of those working groups (just how it shook out with trying to balance out each group), and to act as a liaison between the Finance Committee and the Steering Committee on all three goals. For example, while John is not formally on the working group charged with analyzing conference and membership fee structures, he does act as liaison to communicate priorities and issues that the President mentions in the Steering Committee to the working group.

Major Finance Committee goals for 2026 include:

1. Identify additional sources of revenue for NEAIR that are consistent with the organization's mission of providing affordable professional development opportunities for its members.
2. Streamline financial processes, namely reimbursements and collecting payments in a timely manner.
3. Develop a cash management policy that recommends when cash should be moved from checking to savings, and from savings to endowment.

Information Governance Research & Analytics (IGRA - Current Chair: Angelina Medeiros)

IGRA is a relatively new committee that is still and the current chair is working on getting some standards (e.g., a regular meeting cadence, committee structure) in place for the next Chair. The goal is to have the committee meet quarterly. The chair's role will be coordination/management of individual members to complete the committee's goals.

Major IGRA Committee goals for 2026 include:

1. Evaluate and Recommend Survey/Data Collection Tools
2. Membership Data Strategy & Coordination with Membership Committee
3. Enhance Data Collection and Reporting for PD and Conference Evaluations

Current and Past Governance Lists:

[Current Steering Committee](#)

[Past Governance Teams](#)

Last updated:

4/27/2026