



STEERING COMMITTEE MEMBER

Based on the NEAIR Constitution ...

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 immediate Past-President, Chairs of each Standing Committee, six Members-at-Large (two to be elected each year), and the NEAIR Administrative Coordinator. 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 the Constitution. 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 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:

1. Two-Year (all two year institutions, inclusive of 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 the term.

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 selecting Distinguished Service Award recipients.
- Provide guidance for the conference planning and professional development activities.
- If representing a sector (e.g., 2 yr. 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's Standing committee as designated by the elected position cycle and serve on one or more Ad Hoc committees as needed.
 - 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, Technology (https://www.near.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 report to the Steering Committee prior to each face-to-face Steering Committee meeting (spring and summer) concerning the activities of the Standing Committee.
- As Chair, provide a written year-end Annual Report to be distributed to the membership prior to the Annual Business meeting. Chairs of Standing Committees typically may provide a verbal presentation at the Steering Committee meetings and at the Annual Business Meeting during the Conference.

Skills & Qualities Important for the Role:

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

- Able to work in a team environment with a variety of individuals of different backgrounds, experiences, and skills.
- Good listener who is willing to consider a variety of viewpoints.
- A willingness to compromise when appropriate.
- 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.
- Able to follow through with providing feedback and completing projects and tasks assigned in a timely manner.
- Good organization, time management, and delegation skills.

Time Commitment:

- There are three in-person Steering Committee meetings (5-6 hours in length) and two Steering Committee meetings held via conference call (usually 1.5 hours in length). Meetings are scheduled quarterly with flexibility for which ones will be in-person versus virtual. There is usually one in late January/early February, April/May, June/July, and September. There will always be a face-to-face meeting in November that coincides with the annual conference. Meetings are scheduled at the beginning of each year to accommodate busy schedules.
- Meetings are held in locations that are the most economical for NEAIR and which are the closest for the majority of those who attend. Expenses for travel and accommodations for in-person meetings are reimbursed by NEAIR when appropriate documentation is provided. Most arrive the night before and leave immediately after the meeting.
- Prior to each meeting, Steering Committee 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.
- Steering Committee work requires some time but mostly through conference calls and email discussions. May require work in preparation for the Steering Committee meeting.
- Chairs will need time to prepare written reports due a week or so before the actual meeting times.
- Work as a Standing Committee chair-elect/chair requires conference calls with your team and email communications, communication with the Administrative Coordinator, and with committee volunteers to move initiatives forward.
- Updating Steering committee action items, policies and procedures, and 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.T. Lichtinger 2/17/2020

A. Bartlett 1/27/2019

A. M. Senior 3/2018

Original: M. Gray 5/2008