

## NAGAP Volunteer Opportunity Details

**Committee:** Chapters Committee

**Travel Required:** Biannual meeting in October to coincide with NAGAP Board of Governors Fall Board meeting.

### **Description:**

NAGAP's chapters and special interest groups provide our members with many opportunities to network, engage and share ideas and strategies related to the changing landscape of graduate enrollment management. The Chapters Committee provides leadership support to Chapter presidents and executive boards. Support includes but is not limited to NAGAP compliance, education guidance, leadership development, branding guidelines, and new chapter development. The Chapters committee also attends chapter meetings at the annual GEM Summit. The Chapter Committee Chair is a member of the NAGAP Board of Governors and thus acts as liaison between NAGAP Board and chapter presidents to guide strategic vision and ongoing discussions to support both groups

The Chapter Committee Chair responsibilities are as follows:

- Oversee new chapter development including elections, financial assets and onboarding materials for executive board
- Schedule and participate in Chapter New Chapter President Onboarding/Orientation
- Participate in monthly Chapter President Committee Meetings
- Monitor probationary chapters and those with major executive committee deficiencies

Help prepare for GEM Summit and Annual Conference including:

- Support and attend chapter meetings
- Host chapter presidents meeting
- Provide chapter visibility during the conference
- Delegate chapter oversight to committee members. Oversight includes:
- Establish contact with Chapter President 1x in fall, spring, and summer (three times per year).
- Competency Assessment; work directly with Chapter Presidents on alignment with competencies through annual and periodic reporting
- Work directly with chapter presidents on sponsorship reporting
- Mentor and support chapter presidents
- Advise chapter presidents with operationalizing NAGAP initiatives
- Ensure adherence to NAGAP branding standards; review branding of chapter media and communications
- Ensure submission of chapter taxes (if applicable)
- Provide resources to support chapter operations, growth and sustainability
- Support NAGAP strategic vision of chapters

**Time Commitment:**

2-10 hours per month, depending on the activities. Participation on regular conference calls is expected.

**Additional Information or Requirements:**

Experience as a chapter leader is essential in understanding the unique needs of the chapter relationship to NAGAP.