



# NAGC Board/Network Policy

Policy Manual 9.2

Last Modified:  
3/17/12

<b>POLICY TITLE:</b>	<b>Network Convention Policy and Procedures</b>	
<b>RESPONSIBILITY OF:</b>	<b>National Office/Network Chairs</b>	<b>APPROVED ON: 03/01/08</b>
<b>PREPARED BY:</b>	<b>J. Peterson, Paula O-K, Carol Tieso, Network chairs</b>	<b>REVIEWED: 11/05/13</b>
<b>POLICY AREA:</b>	<b>Section 9, 9.1</b>	

## I. STATEMENT OF PURPOSE

This policy describes the responsibilities shared by the National Office and the Networks in the solicitation and selection of annual convention proposals, and in regard to other content and activities offered by Networks at the Annual Meeting.

## II. POLICY STATEMENT

Each currently operating Network will be expected to identify and select high-quality and high-relevance session content reflecting current standards of quality for the field of gifted education, in alignment with the NAGC's strategic directions, and designed to meet the needs of NAGC members in the content area or areas it represents. To ensure an objective selection system, a process of blind review will be established by each Network, and a rubric will be used across Networks that combines common programmatic objectives and unique and relevant Network priorities.

## III. CONVENTION ROLES AND RESPONSIBILITIES

### Content Selection and Accountability

Each Network will designate at least one representative to be a program chair (network chair or chair-elect may serve in this role) responsible for coordination of sessions for its respective program strand, adhering to specific annual guidelines, overarching theme and convention slots provided by the national program chair and the National Office. Responsibilities include identifying no fewer than two reviewers to conduct blind reviews (e.g. 2-3 reviewers review each proposal), getting the word out to appropriate potential presenters within and outside each Network, and adhering to the deadlines established by the National Program Committee and the National Office. The Network chair and/or Network program chair (if a program chair is identified outside of the elected leadership) are both eligible to serve as reviewers for other Networks, but not their own. Each Network, with support from and in collaboration with the National Office, will be responsible for reviewing convention program sessions within their Network.

### Pre-Convention Session

Networks may propose, individually or jointly with another Network, a full or half-day session, defined as a pre-convention session targeted to a specific audience. The National Office, in concert with the National program chair, will select all appropriate sessions based on the following criteria: appropriateness for day's topic, potential to draw new audiences to the meeting (e.g. counselors, administrators, and psychologists), timeliness and relevance of topics, and space available. These ideas must be submitted 45 days in advance of the National Program Committee meeting each spring. Preference will be given to ideas submitted jointly by more than one Network, and the National Office will handle notification. The National Office will evaluate the pre-convention sessions and provide feedback to the Networks within 30 days.

### Network Community Building and Evening Events

Within financial and scheduling guidelines established by NAGC, each Network may elect to conduct an evening event, designed to showcase a particular theme or Network concept, build Network membership, and create community around a shared goal or purpose. To ensure success, all new Network events require advanced approval by the National Office and Board, if necessary, and announced within the promotion timeline established by staff.

### Annual Business Meetings

Each Network will conduct a business meeting for purposes of identifying a slate of candidates for Network offices and otherwise conducting Network business—(e.g. newsletter management and conducting convention events). Networks may schedule other additional working sessions during the annual convention through the National Office.

## **IV. RIGHTS AND RESPONSIBILITIES**

### National Office

To ensure an efficient and professional process, the National Office will provide electronic means for proposal submission, blind review, and selection of proposals.

Based on convention dates, the National Office will establish and communicate procedures and deadlines for proposal review and selection to all Network chairs and their designated program chairs within a reasonable timeframe.

The National Office will promote convention events and content to individual stakeholder groups and target audiences outside of NAGC as recommended by Network chairs (e.g., counseling groups, national education associations).

The National Office will schedule and procure rooms for Network events and meetings at the convention.

Networks

Each Network chair and/or program chair agrees to meet program solicitation and selection deadlines established by the National Office.

**Procedures needed to support this document**

Session allocation

Proposal review

Proposal selection process

Role and purview of the National Program Committee vis-à-vis Networks

Proposal swapping and process for establishing joint sessions within the conference