Network Activities

Roles and Responsibilities:
Network Leaders and NAGC
Five Areas of Network Activity

1. Membership communication
2. Convention proposal process
3. Convention meetings
4. Reporting to the Board of Directors
5. Budgeting
Membership Communication
As a Member Benefit:

Network Chairs (or their designee) will maintain regular communication with members –

*Networks provide two Insider pieces per year.*

*May also:*
  * Write NAGC Blogs*
  * Email Members*
  * Offer Webinars*
  * Have events at Convention or develop special projects*
Convention Proposal Process
Convetion Proposal Selection Process

Program Chair of each Network
- Recruits reviewers
- Oversees process
- Makes final session selection
- Plans Sunday sessions with chair

The program chair is selected internally and may be the chair or chair-elect.
Convention

ATTEND
Network Leaders’ Retreat on Thursday of Convention

HOLD
Network Business Meeting

PLAN AND RUN
Network Evening Event and other activities

MONITOR
Convention Break-out Sessions

#NAGC19
Reporting to the Board
Network Reporting

August 31: Network Annual Report: filed by current Chair (outgoing chair)

December 15: Action Plan for current year: filed by new Chair taking office as of September 1

Nov. 15-Jan. 5: Budget Request Forms: filed by new Chair taking office as of September 1
Budgeting
Current Network activities are included in the NAGC Budget.

Requests for additional funds for projects go to the Board of Directors in March for the next fiscal year. Requests are due by January 5.
## Network Items in Budget

<table>
<thead>
<tr>
<th>Expense</th>
<th>NAGC Network Budget</th>
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<tbody>
<tr>
<td>NAGC Staff Support</td>
<td>Included</td>
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<tr>
<td>Network Retreat Breakfast &amp; Lunch</td>
<td>Included</td>
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<tr>
<td>Network Email Newsletters</td>
<td>Included</td>
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<tr>
<td>Convention Network Promotion</td>
<td>Included</td>
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<tr>
<td>Network Evening Events in the Hotel</td>
<td>Included</td>
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<tr>
<td>Network Evening Events Extras ($150/event)</td>
<td>Included</td>
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<tr>
<td>Network Elections</td>
<td>Included</td>
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<tr>
<td>Network Database Expense</td>
<td>Included</td>
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<tr>
<td>Current Awards</td>
<td>Included</td>
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<tr>
<td>Conference Calls</td>
<td>Included</td>
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<tr>
<td>Network Chair Travel Reimbursement (up to $450) or Hotel Accommodations</td>
<td>Included</td>
</tr>
<tr>
<td>Network Chair Convention Registration</td>
<td>Included</td>
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</table>
NAGC to Network Communication

- Carolyn Kaye available to send out emails and newsletters
- Laurie Croft and Carolyn Kaye available for guidance and assistance for Networks
- Jeff Danielian and Carolyn Kaye provide information about Convention
Areas of Responsibility

NAGC Staff (Carolyn Kaye, ckaye@nagc.org)
• sets up network webpages and Insider articles
• sends out network emails
• sends out newsletters
• answers questions regarding deadlines, reports, etc.
• convention session/speaker management and network events.

NAGC Staff (Jeff Danielian jdanielian@nagc.org)
• Manages convention proposal process

Network Liaison to the Board of Directors (Laurie Croft laurie-croft@uiowa.edu)
• provides advice about special projects
• works with leadership to design special events
• assists with finding leaders
• brings network issues to board
• assists with procedures, such as network name changes
Questions and/or Comments