

New Hampshire Athletic Directors' Association Constitution

NEW HAMPSHIRE ATHLETIC DIRECTORS' ASSOCIATION (NHADA)

The New Hampshire Athletic Directors' Association (NHADA) is the state professional organization for all athletic directors and associates in New Hampshire. The organization provides services and opportunities for professional development and networking among its members. Each year in May, the NHADA sponsors a state conference for its members. National Interscholastic Athletic Administrators Association (NIAAA) Leadership Training Courses as well as pertinent seminars and workshops are offered at the conference. The NHADA works closely with the New Hampshire Interscholastic Athletic Association (NHIAA) in establishing policies and guidelines for the state athletic programs.

NHADA Mission Statement

The mission of the New Hampshire Athletic Directors Association is to provide professional development opportunities and personal growth for its members through the support and promotion of "educational values" in interscholastic activities. Through Association membership the NHADA provides the opportunity to participate and provide outreach to others in the field. Quality is emphasized in all operations provided to the membership through strong relationships with the NIAAA and encourage participation in Leadership Training Courses and the Certification Programs preparing athletic administrators to meet their professional challenges.

ARTICLE I: NAME

The name of this organization shall be NEW HAMPSHIRE ATHLETIC DIRECTORS' ASSOCIATION (NHADA)

In all operations of the NHADA, including this Constitution, the term "Athletic Director" refers to any individual who serves in any capacity whose responsibilities include the administration of athletic programs.

ARTICLE II: PURPOSE

The purpose of this organization shall be:

1. To promote high standards of achievement, professional proficiency, and ethics in interscholastic athletics.
2. To promote better understanding, relationships and sportsmanship between the schools.
3. To provide for an exchange of ideas and closer working relationship with the administration of school athletics.
4. To promote greater unity, good will and fellowship among all Athletic Directors and associates of the state.
5. To improve the educational aspects of interscholastic athletics in the total education program.
6. To cooperate with the administrative head of the school in organization, supervision and administration of the interscholastic program.
7. To assist and cooperate with the New Hampshire Interscholastic Athletic Association.
8. To encourage members to actively seek membership on NHIAA standing committees for better communication and input.
9. To encourage members to actively participate in the NIAAA through standing committees, attending the National Athletic Directors' Conference, pursuing professional development opportunities through the LTI courses and webinars.
10. To recognize that the administrative head of the school is ultimately responsible in all matters pertaining to interscholastic athletic activities involved at each school.

ARTICLE III: MEMBERSHIP

NHADA membership shall be open to all current middle and high school Athletic Directors, retired Athletic Directors, associates, and college students in the state of New Hampshire.

Membership will consist of 6 tiers:

1. Full/Regular member
This is for individuals currently working in a high school and Athletic Director is all or a majority of their regular work assignment.
2. Middle School member
This is for individuals currently working in a middle school and Athletic Director is all or a majority of their regular work assignment. Membership fee will be at a reduced rate.
3. Associate member
This is for individuals currently working in a middle or high school or related field but athletic administration is NOT a majority of their regular work assignment. This membership may also include individuals pursuing a career in athletic administration but not currently enrolled as a full time student. Membership fee will be the same as middle school member.
4. Retired Athletic Administrator
This is for individuals who have retired from Athletic Director with fewer than 10 years membership in the NHADA. Membership fee will be the same as middle school member.
5. Retired Athletic Administrator with 10 years membership in the NHADA
When an NHADA member in good standing for a minimum of 10 years retires, he/she will receive a complimentary lifetime NHADA membership. (This individual must be retiring from position as Athletic Director; cannot leave AD position, assume another position, then retire.)
6. Student member
This is for individuals currently enrolled full-time in an undergraduate college program. Membership fee will be the same as the NIAAA student rate.

Each paid SCHOOL will be entitled to one (1) vote in matters relative to the NHADA operation.

The Executive Board may set and raise membership fees as necessary based on yearly expenses.

ARTICLE IV: EXECUTIVE DIRECTOR

When deemed necessary, the Association shall select an Executive Director as chosen from a public posting of the position.

The Executive Director is a stipend position and shall be chosen by the Executive Board.

The Executive Director shall

1. Provide organizational direction.
2. Serve as web-master and social media coordinator.
3. Be involved with educational, financial and public relations aspects of the Association .
4. Act as a second signer on the bank account should the treasurer not be able to OR in the event that two (2) signatures are needed.
5. Be given a debit card for the use of NHADA business.
6. Be a non-voting member of the Executive Board.
7. Be involved with every committee.
8. Receive a stipend for the position.
9. Represent the Association at local, state and national meetings and conferences.
10. Provide a detailed report at each membership and Executive Board meeting.
11. Be evaluated by the Executive Board in March of each year.
12. Have the opportunity to stay on at the end of that year if he/she chooses and is approved by the Executive Board.
13. Be reappointed at the May business meeting at the annual spring conference.
14. Notify the Executive Board in writing by the January Executive Board meeting if he/she chooses not to continue in the position.

Upon hire, the Executive Director will be given a \$2,000 technology stipend to purchase necessary equipment for NHADA business. Each fifth year, the Executive Director may request from the Executive Board additional funding if equipment or software needs to be updated or replaced.

Upon leaving the role as Executive Director, the technology equipment becomes the property of the NHADA. The Executive Board may determine whether to accept the equipment and give to the new Executive Director or to gift the equipment to the outgoing Executive Director. It is the expectation that the outgoing Executive Director will transfer all NHADA documents to the incoming person.

See also Appendix I

ARTICLE V: EXECUTIVE BOARD COMPOSITION AND TIMELINE

The Executive Board will be comprised of the following members:

Voting Members (9)	Non-Voting Members (4)	Votes only in the instance of a tie (1)
President President-Elect Treasurer Remaining Division Reps (6)	Executive Director Recorder Middle School Rep Retired AD Rep	Past-President

Other individuals who may be invited to attend Executive Board meetings. Non-voting attendees.
Divisional Presidents Divisional Representatives to the NHIAA Council NIAAA Liaison NIAAA LTI Coordinator(s)/Certification Test Administrator(s) Committee Chairs that are not Executive Board Members

The Executive Board may be convened at the request of the President, Executive Director, or by majority vote of the Executive Board. Prior notice shall be given whenever possible.

A quorum shall consist of two-thirds (2/3) of the voting members of the Executive Board which must be present for any vote to be taken. All actions shall be based on a majority vote.

Each division appoints two (2) representatives to the Executive Board.

1. Each division will appoint/elect (or re-appoint/re-elect) two individuals to serve on the Executive Board in a manner of their own choosing.
2. A division president or NHIAA Representative Council member can also serve as the division representative to NHADA Executive Board.
3. If an Executive Board member (non-officer) changes division due to a job change before the September Executive Board meeting of his/her first year serving on the Executive Board:
 - a. That member will vacate his/her position but may serve in his/her new division at any time a position is vacant.
 - b. His/her original division will find a suitable replacement to serve out the current two-year term.
4. If an Executive Board member (non-officer) changes division due to a job change after the September Executive Board meeting of his/her first year serving on the Executive Board and chooses to remain on the Board, all divisions must agree to the imbalance of divisional representation.
5. At any time, if an Executive Board member (non-officer) chooses to vacate his/her position, the division of that member will appoint/elect a replacement to serve out the term.
6. At the end of a two-year term, if the divisional representation is balanced (excluding the Treasurer) the division of the out-going president will appoint/elect a new representative.
7. At the end of a two-year term, if the divisional representation is unbalanced (excluding the Treasurer) each division will appoint/elect/remove representatives to regain balance (excluding the Treasurer).

Timeline for appointments and elections*:

By February 15

- Divisions identify divisional representatives for the next two-year term.

March and April

- New and current divisional representatives attend Executive Board meetings.
- Only current Board members will be permitted to cast votes.

March Executive Board meeting

- Nominations/self-nominations for president-elect for next two-year term.

April Executive Board meeting

- Current Board elects next president-elect.

May Annual Business meeting at spring AD Conference

- A slate of officers is presented to the membership.
 - President becomes past-president.
 - President-elect becomes president.
 - New President-Elect announced.
 - New Executive Board introduced.

June Executive Board meeting

- Committee assignments

*see Appendix II for timeline for transition May 2020 through May 2021

ARTICLE VI: EXECUTIVE BOARD ROLES AND RESPONSIBILITIES

Each division appoints two (2) representatives to the Executive Board.

1. These representatives are voting members of the Executive Board.
2. Each representative will serve a two-year term.
3. Divisional representatives will attend and contribute to all membership and Executive Board meetings.
4. Each divisional representative will serve on at least one committee (each member will provide input then the President and Past-President will make committee assignments based on interest, strengths, skill-set, and where each member can best serve).
5. At least one member from each division will serve as scholarship essay readers.
6. Other duties may be assigned as deemed necessary by the NHADA President or Executive Director.

Two officers will be chosen from the divisional representatives.

1. President
 - Voting member of the Executive Board.
 - Assumes role after two years as president-elect (after initial election May 2021).
 - Serves a two year term followed by two years as Past-President.
 - Creates and publishes important dates/meeting list prior to August 1 of each year.
 - Creates and publishes the agenda for each membership and Executive Board meeting at least two business days prior.
 - Shall preside at all meetings of the Association as the chief executive officer.
 - Provides detailed reports at each membership and Executive Board meeting.
 - Will communicate with divisional Presidents if an Executive Board representative is not fulfilling his/her duties.
 - Assist committees as necessary.
 - Shall have the power to appoint special committees for the purpose of improving the objectives of the Association.
 - Shall be a delegate to the annual NIAAA National Athletic Directors Conference.
 - Expenses for the NIAAA National Athletic Directors Conference will be paid for by the association if they are available.
 - Shall attend Section 1 meetings.
 - If the President changes division due to a job change, he/she serves out the presidential and past-presidential terms although there may be an imbalance of divisional representation.
 - Appointment, upon membership ratification, occurs at the May business meeting.

2. President-elect

- Voting member of the Executive Board.
- Self or Executive Board member nominated no later than March Executive Board meeting.
- Nominees will submit requested materials to the Executive Board by March 31.
- Elected by and from the Executive Board no later than the April Executive Board meeting.
- Cannot be from the same division as the president.
- Serves a two year term followed by two years as President then two years as Past-President.
- Shadows President, including attending Section 1 meetings with him/her, and assumes duties of the President as needed in his/her absence.
- Assist committees as necessary.
- If the President-Elect changes division due to a job change, he/she serves out the term and term as President-Elect, President, then Past-President although there may be an imbalance of divisional representation.
- Appointment, upon membership ratification, occurs at the May business meeting.

Executive Board members separate from the eight (8) divisional representatives.

1. Executive Director
 - See Article IV: Executive Director
2. Recorder
 - Non-voting member.
 - Can be from any division, a middle school member, a retired member, a student member, an intern, an administrative assistant etc.
 - Position is for a minimum 1 year.
 - Attends all membership and Executive Board meetings.
 - Takes proper minutes and submits those to the President and Executive Director within three (3) business days.
 - Can choose to remain in the position at the end of that year if approved by the Executive Board.
 - Will notify the Executive Board by February 15th if interested in staying in the role for another year.
 - Appointment or re-appointment occurs at the May business meeting.
3. Past-President
 - Non-voting member (unless needed to break a tie due to absenteeism at a meeting).
 - Two year term after Presidential term.
 - Will assist in the transition of leadership to the new President.
 - Mentor, support, and advise the President during his/her two-year term.
 - Will oversee the mentoring program.
 - May be selected as a division representative again after the past-presidential term is completed.
 - May not be elected President-Elect for a minimum of 6 years after the end of the past-presidential term.
 - If the Past-President changes division due to a job change or retires, he/she serves out the past-presidential term.
 - In the event the Recorder is not able to attend a meeting, the Past-President will assume that role.
 - In the absence of an Executive Director, the Past-President will assume that role and fulfill the responsibilities of the position until a new Executive Director can be appointed by the Executive Board.

4. Middle School representative
 - Non-voting member.
 - Two-year term.
 - Attend meetings and report out to all middle schools with athletic programs.
 - This should be a middle school-only person (not a high school AD that also oversees middle school).
 - Each middle school league or geographic athletic contact will be solicited for candidates. If there is more than one interested and qualified individual, all interested candidates will apply by February 15th to the Executive Board who will appoint.
 - Attempts will be made to rotate representation throughout the state.
 - Individuals may serve multiple terms, consecutive or otherwise.
 - Will notify the Executive Board by February 15th if interested in staying in the role for another term.
 - Appointment or re-appointment occurs at the May business meeting.

5. Retired AD representative
 - Non-voting member.
 - Communicate with retired ADs regularly.
 - Encourage retired ADs to maintain involvement in NHADA and NIAAA.
 - If there is more than one interested and qualified individual, all interested candidates will apply by February 15th to the Executive Board who will appoint.
 - May serve multiple terms, consecutive or otherwise.
 - Will notify the Executive Board by February 15th if interested in staying in the role for another term.
 - Appointment or re-appointment occurs at the May business meeting.

6. Treasurer
 - Voting officer.
 - Elected from the full membership separate from divisional representatives.
 - Indefinite term with a minimum two year commitment.
 - Involved with every committee due to financial implications.
 - Provides detailed financial reports, snapshot and yearly, at each membership and Executive Board meeting.
 - May choose to remain in the position at the end of that term if approved by the Executive Board.
 - Shall be responsible for receipt and disbursement of all NHADA funds.
 - Maintain accurate and detailed records of all income and expenditures.
 - Process membership payments.
 - Maintain accurate and detailed membership records.
 - If the Treasurer chooses not to return he/she shall notify the Executive Board in writing by the January Executive Board meeting.
 - Cannot serve as President or President-Elect while serving as Treasurer.
 - Appointment or re-appointment occurs at the May business meeting.

ARTICLE VII: MEETINGS

There will be Association membership meetings in October and December.

There will be an annual business meeting in May.

Any additional meetings, both Associational and Executive Board, will be scheduled each year by the President or Executive Director, as needed.

The Executive Board may enter Executive Session during any meeting to conduct confidential business. Only the 14 members listed in Article V may remain present at the time of an Executive Session. Executive session minutes shall only include motion to enter, to exit, and any votes conducted based on the content of the session.

ARTICLE VIII: COMMITTEES

Current committees

1. Awards (NHADA and NIAAA Awards, Scholar-Athlete & Scholarships)
2. Professional Development (LTC, Education, and Certification)
3. Outreach (Retirees, Mentoring, New ADs, New Members)
4. Student Leadership
5. Spring Conference
6. Golf

At least one Executive Board member will serve on each committee.

The chair and remainder of the committee may be Executive Board or non-board members.

1. NHADA members interested in serving on a committee will submit an interest form.
2. The Executive Board will
 - a. Review all interest forms.
 - b. Assign members to committees.
 - c. Designate a chairperson for each committee.
3. It is recommended that each committee has representation from all divisions for balance and diversity. If a committee does not have a representative from a division, the chair shall solicit the divisional President for input.
4. Chairpersons and committee members will serve a two-year term following the same timeline of the President.
5. Committee members and chairpersons may choose to continue serving indefinite consecutive terms if approved by the Executive Board.
6. Committee assignments and chairperson designations will occur at the June Executive Board meeting.

Non-Executive Board committee chairs may be invited to attend Executive Board meetings.

Ad Hoc and additional committees may be added as necessary.

See also Appendix III.

ARTICLE IX: CONSTITUTIONAL REVIEW

1. The Constitution of the New Hampshire Athletic Directors' Association has been developed to best serve the purpose of the organization as outlined in Article II.
2. Amendments to the constitution may be submitted by only a paid member to the President.
3. The Executive Board will then review the amendment for endorsement.
4. All Executive Board endorsed amendments must be sent to the membership in writing a minimum of two (2) weeks prior to any regular or special meeting.
5. Adoption of an amendment shall be by simple majority of voting paid members at any regular or special meeting.
6. In the event of an emergency, either the President or Executive Director may call a special meeting or poll the membership electronically. Prior notice shall be given when possible.
7. The Executive Board shall have the power to take any necessary action in accordance with this Constitution.

ARTICLE X: Non-Discrimination

The NHADA shall not discriminate in its operations, membership, committee participation or Executive Board selections on the basis of areas including but not limited to the following: race, color, gender, gender expression, age, religion, ethnicity, sexual orientation, political affiliation, national origin, disability, marital status, or military status.

APPENDIX I: NHADA Executive Director - Job Description

1. Executive Director will seek to enhance the professional role of Athletic Directors within the state and be the face of the organization.
2. The Executive Director shall be chosen from the applicants who respond to a public posting of the position. The Executive Board shall review all applications, conduct interviews, and select an Executive Director.
3. Following the approval by the Board, the Executive Director will report and be held accountable by the Executive Board
4. The Executive Director will be evaluated in March and appointed in May on a yearly basis by the Executive Board.
5. Compensation:
 - a. Registration and travel expenses will be provided to attend conferences/meetings
 - b. A \$500.00 annual stipend will be allotted and paid in May.
6. The Executive Director will be a non-voting member of the NHADA Executive Board.
7. The Executive Director will be the webmaster and social media coordinator for the NHADA and coordinate with the NHIAA for consistent information.
8. The Executive Director will coordinate memberships between state and national organizations.
9. The Executive Director will assist in the facilitation of activities, such as AD golf tournament and spring conference.
10. The Executive Director will provide organizational continuity such as but not be limited to, athletic director education, coaches' education, the annual conference, financial development and public relations.
11. The Executive Director will attend the following (and potentially other) meetings
 - a. NHADA Executive Board meetings
 - b. NHIAA Annual Meeting
 - c. NHADA Membership Meetings
 - d. NHADA Committee Meetings upon request
 - e. Divisional meetings upon request
12. The Executive Director will attend the following (and potentially other) conferences at the expense of the NHADA
 - a. NIAAA National Conference
 - b. NIAAA Section I Meetings
 - c. NHADA Annual Spring Conference
 - d. NEDC Summer Conference
13. The Executive Director could be assigned additional responsibilities as deemed by the NHADA Executive Board.

APPENDIX II: Executive Board Restructure Timeline for transition May 2020 to May 2021

- April 30, 2020 Executive Board meeting **COMPLETED**
- Subcommittee present new structure to Executive Board
- Early May 2020 Subcommittee **COMPLETED**
- Clean up language based on feedback of Executive Board.
 - Finalize necessary Constitutional changes.
- May 2020 Annual Business meeting **COMPLETED**
- Present new structure and solicit feedback from full membership.
- Fall 2020 Executive Board and subcommittee **COMPLETED**
- Clean up language based on feedback from the membership.
 - Prepare final documents of Constitutional revisions, committee application, and President-Elect application.
- By October 15, 2020 **COMPLETED**
- Send out all constitutional changes to membership in writing.
- October 29, 2020 Full membership meeting **COMPLETED**
- Vote on new structure and Constitutional changes.
- If new structure is approved:
By February 15, 2021
- Divisions identify divisional representatives for the 2021-2023 term to the President.
- March and April 2021 Executive Board meeting
- New and current divisional representatives attend Executive Board meetings.
 - Only current Board members will be permitted to cast a vote.
- March 2021 Executive Board meeting
- Nominations/self-nominations for President/President-Elect for the 2021-2023 term.
 - All board members who have served a minimum of one year (not first time board members in March 2021), including the current President, are eligible to be elected President or President-elect
- April 2021 Executive Board meeting
- Current Board elects President for the 2021-2023 term
 - Current Board elects President-Elect (2021-2023 term then 2023-2025 as President)
- May 2021 Annual Business meeting
- A slate of officers for 2021-2023 is presented to the membership.
 - New President announced.
 - New President-Elect announced.
 - New Executive Board introduced.

APPENDIX III: Committee Descriptions

NHADA COMMITTEE MEMBERSHIP

All committee memberships will consist of an Executive Board member and other members from the full membership. It is strongly recommended that each committee has representation from all four divisions. Selection and size of the committee will be determined by the Executive Board based on interest forms submitted.

The chair and remainder of the committee may be Executive Board or non-board members. NHADA members interested in serving on a committee will submit an interest form. The Executive Board will review all interest forms, assign members to committees and designate a chairperson for each committee. Chairpersons and committee members will serve a two-year term following the same timeline of the President. Committee members and chairpersons may choose to continue serving indefinite consecutive terms if approved by the Executive Board. Committee assignments and chairperson designations will occur at the June Executive Board meeting.

Please note the descriptions below are not intended to be a complete list of duties and responsibilities. Other duties may be added as deemed necessary by the Executive Board, President, and/or Executive Director.

NHADA Awards Committee Duties and Responsibilities

The NHADA Awards Committee has three major areas of responsibility:

NHADA/NIAAA Awards:

Solicit nominations for NHADA and NIAAA awards, then create and tally ballot.(mid-Feb.)

Complete NIAAA forms for award winners by due date (April 1)

Send recipients' names to NHIAA (August 20)

Order, plan and carry out the NHADA awards ceremony held during the NHIAA Annual Meeting in September and coordinate efforts with the NHIAA Awards Chair.

Review suggestions for new/revised awards, develop criteria and guidelines, and make recommendations to the NHADA Executive Board

Send notification letters to recipients' Principal and Superintendent.

Current awards:

- Divisional AD of the year - One from each division. Each division will nominate and then vote within their own division only.
- NH AD of the year - This is a write-in vote of all those nominated for divisional AD of year. All divisions vote for one.
- State Award of Recognition - AD who has contributed to local and state levels of athletics.
- NIAAA Distinguished Service Award - recognizes an AD for their length of service, special accomplishments and contributions at the local, state, and national levels.
- NIAAA State Award of Merit - AD with meritorious service leadership who has made special contributions at the local and state levels.
- Clyde W Meyerhoefer Award - AD with 3 or fewer years of service and active in division and NHADA.

NHADA/NIAAA Scholarship:

Make scholarship information available and determine divisional and state recipients.

- Send scholarship essay information to ADs (January 3)
- Send scholar essay rubric to readers - to include an Executive Board member from a different division (mid January)
- Male/female winners determined by readers from each division (February 15)
- Send winners packets to independent committee to choose overall male/female state winners (March 1)
- Notify NHADA Treasurer of winners' names.
- Send state winners packets to Executive Director for Section vote (March 5)

Send notification letters to the Principal and Superintendent.

Scholar Athlete Awards:

Assist the NHIAA with the Scholar Athlete Awards Ceremony.

- Send out reminders to ADs of deadline for submission of names
- Work with Executive Board in securing a guest speaker
- Secure photographer for ceremony
- Assist with award distribution and flow during ceremonies

NHADA Golf Committee Duties and Responsibilities

The NHADA Golf Committee is responsible for operating the annual golf tournament to raise funds for the student scholarships.

Prior to day of golf tournament

- Secure a golf course and date for the tournament.
- Send date to ADs and vendors at least 8 months in advance as a “save the date”
- Solicit vendors for sponsorships and raffle prizes
- Solicit registration for participants from ADs, coaches, vendors, other
- Secure signage for tournament
- Order and pick up awards
- Determine, order, and pick up participant gift.
- Determine “banquet” meal.
- Determine who starts where for the shot-gun start.
- Communicate all expenses with the treasurer

Day of tournament

- Place sponsorship signage where necessary
- Conduct registrations at course
- Review rules with all participants
- Send participants to starting hole
- Begin tournament on time

At banquet luncheon

- Thank everyone
- Thank and recognize major sponsors
- Invite everyone to eat
- Present awards
- Conduct raffle
- Thank everyone for coming

NHADA Outreach Committee Duties and Responsibilities

The NHADA Outreach Committee has three major areas of responsibility:

Retirees

Maintain accurate records of retired ADs

Solicit retired ADs to remain involved in the NHADA - serve on committees, teach LTC classes, attend the spring conference and golf tournament, serve as a mentor.

Assist the treasurer/membership chair in retaining retired ADs as members of the NHADA and NIAAA.

Mentoring Program for New ADs

Expand the mentoring program to include second and third year ADs with assigned mentors

Update and publicize the NHADA handbook for new ADs

Determine, order, and pick up new AD gift

Plan and facilitate new AD orientation

Solicit and assign mentors (one active/one retired) for each new AD

Schedule and facilitate regular meetings with new ADs and mentors

Assist the treasurer/membership chair in gaining membership of new ADs in the NHADA and NIAAA.

New Members

Work with the Executive Board on exploring different ways to increase active membership

NHADA Professional Development Committee Duties and Responsibilities

The NHADA Professional Development Committee has two major areas of responsibility:

LTC and Workshop Offerings

Solicit input for LTC offerings at conference

Secure instructors for the courses

- Encourage NHADA members to take LTC 790 to be eligible to teach

Publicize offerings

Offer LTC 502 to new ADs at no cost either in person or Zoom format

Organize workshops pertinent to the role of the Athletic Administrator throughout the year as webinars or in person workshops

Promote Section 1 Summer Institute to all ADs

Certification

Explain levels of certification and how to obtain information

Explain benefits of certification

Offer CAA exam at spring conference

Offer CMAA Project guidance

Section 1 and NIAAA offerings

Promote Section 1 Summer Institute to the NHADA membership

Promote NIAAA webinars and online courses

NHADA Spring Conference Committee Duties and Responsibilities

Secure facility at least 1-2 years in advance of conference date and work with hotel staff on BOE

Notify vendors of date and provide registration info through Final Forms AMP

Notify ADs of date and provide registration info through Final Forms AMP

Determine theme for the conference

Choose workshop offerings

Determine schedule

Solicit speakers, keynote

Work with LTC Coordinators for LTC courses, date and times

Organize vendor registration, check in, table set up

Organize AD registration, check in

Organize raffle

Determine conference gift

NHADA Student Leadership Committee Duties and Responsibilities

Work with the NHIAA LOA representatives to secure dates and site for annual Student Leadership Conference

Determine numbers of students per school for attendance

Secure speakers and vendors

Determine activities for participation

Post schedule for conference

Secure transportation

Assist with forms to be completed by each participant and school