

AAMC Group on Institutional Advancement

Roles and Responsibilities of Steering Committee

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ROLES AND RESPONSIBILITIES OF GIA STEERING COMMITTEE

Chair

Elected at the spring national professional development conference (NPDC) business meeting, the position runs through to the next NPDC.

- Appoints members of ad hoc committees.
- Directs oversight of GIA budget, activities, programs, and projects.
- Provides overall guidance for both the AAMC annual meeting GIA programming and the GIA NPDC programming.
- Presides over the following meetings:
 - GIA NPDC planning/steering committee meeting (held in July at a determined location)
 - Steering committee meeting (held during the annual meeting in October/November)
 - Steering committee and annual meeting planning (held 1-1/2 days in February at AAMC headquarters)
 - GIA NPDC and steering committee meeting (held in March/April).

Chair-elect

Elected at the spring national professional development conference business meeting, the position runs through to the next NPDC.

- Oversees the planning and execution of the AAMC annual meeting GIA programming.
- Responsible for the minutes of the past chairs meeting.
- Presides in the absence of the chair for the following meetings:
 - Steering committee meetings
 - National professional development conference
- Attends the following meetings:
 - GIA NPDC planning/steering committee meeting (held in July at a determined location)
 - Steering committee meeting (held during the annual meeting in October/November)
 - Steering committee and annual meeting planning (held 1-1/2 days in February at AAMC headquarters)
 - GIA NPDC and steering committee meeting (held in March/April).

Vice Chair Public Relations/Marketing/Public Affairs

Elected at the spring national professional development conference business meeting, the position runs through to the next NPDC.

- Oversees public relations, marketing, and public affairs programming of the AAMC annual meeting and NPDC.
- Advises discipline chairs and discipline representatives on recruiting public relations, marketing, and public affairs professionals of AAMC-member institutions for GIA membership.
- Directs planning and execution of special programs and workshops relating primarily to public relations, marketing, and public affairs.
- Advises the GIA chair and steering committee on GIA matters relating to public relations, marketing, and public affairs.
- Attends the following meetings:
 - GIA NPDC planning/steering committee meeting (held in July at a determined location)
 - Steering committee meeting (held during the annual meeting in October/November)

- Awards judging competition in determined location if serving as awards coordinator (3 days in December)
 - Steering committee and annual meeting planning (held 1-1/2 days in February at AAMC headquarters)
 - GIA NPDC and steering committee meeting (held in March/April).
- Every other year, serves as **either** 1) coordinator of the GIA Awards for Excellence competition **or** 2) coordinator of the NPDC (see duties for each following the vice chairs' descriptions).

Vice Chair, Alumni/Development

Elected at the spring national professional development conference business meeting, the position runs through to the next NPDC.

- Provides oversight for annual meeting and national professional development conference alumni affairs and development programming.
- Advises discipline chairs and discipline representatives on recruiting alumni affairs and development professionals of AAMC-member institutions for GIA membership.
- Directs planning and execution of special programs and workshops relating primarily to alumni affairs and development.
- Attends the following meetings:
 - GIA NPDC planning/steering committee meeting (held in July at a determined location)
 - Steering committee meeting (held during the annual meeting in October/November)
 - Awards judging competition in determined location if serving as awards coordinator (3 days in December)
 - Steering committee and annual meeting planning (held 1-1/2 days in February at AAMC headquarters)
 - GIA NPDC and steering committee meeting (held in March/April).
- Every other year, serves as **either** 1) coordinator of the GIA Awards for Excellence competition **or** 2) coordinator of the NPDC (see duties for each following the vice chairs' descriptions).

As noted above, the two coordinator roles defined in the following will alternate between the vice chair position annually.

1) GIA Awards Coordinator

- Confers with the immediate past awards coordinator on logistics for running the competition and makes any needed adjustments to the competition. (A coordinator's guide for the competition is provided to each new coordinator with detailed instructions for implementing the competition judging.)
- Recruits new judges and replaces all outgoing judge positions assuring that replacements provide appropriate representation in terms of professional discipline, gender, and geographic distribution.
- Updates the call for entries and determines submission deadlines, category description changes, mailing address of the coordinator, etc. Provides timely revisions and assures the information is distributed to the membership.
- Arranges logistics for the judging, including conference calls for off-site judging and hotel meeting space and guest rooms for on-site judging.
- Oversees the judging competition and works with the GIA executive secretary to determine award eligibility.
- Informs entrants by written correspondence following the judging.
- Serves as a presenter of the awards during the GIA NPDC and is responsible for the overall presentation of awards during the GIA NPDC.
- Provides recommendations for improvement in the awards process to the GIA steering committee and updates the coordinator's guide for the next awards coordinator.

2) GIA National Professional Development Conference Coordinator

- Oversees planning and execution of the GIA NPDC.
- Assigns sections of the program to planning participants for obtaining speakers, session titles and descriptions, etc. Provides and enforces timelines and is responsible for finalizing sessions as needed.
- Arranges and conducts biweekly conference calls with the steering committee to develop format, content, and speakers for the GIA NPDC.
- Provides minutes from each conference call, along with an updated program grid to the planning participants for review.

Discipline Chairs

Elected at the spring national professional development conference business meeting, the position runs through to the next NPDC. Five discipline chairs are elected representing each of the five GIA disciplines: alumni affairs, development, marketing, public affairs, and public relations.

- Participates in planning the AAMC annual meeting GIA programming and the GIA NPDC.
- Works with other discipline chairs and steering committee to identify and recruit discipline representative candidates to participate in the programming process for both the AAMC annual meeting GIA programming and the GIA NPDC.
- Works with vice chairs to establish annual goal to increase membership in respective discipline.
- Plans biennial discipline surveys for distribution to membership, evaluates the survey responses, and makes recommendations to the GIA steering committee based on the survey data.
- Hosts discipline events at the AAMC annual meeting GIA programming and the GIA NPDC and serves as hospitality suite host at both meetings.
- Attends the following meetings:
 - GIA NPDC planning/steering committee meeting (held in July at a determined location)
 - Steering committee meeting (held during the annual meeting in October/November)
 - Steering committee and annual meeting planning (held 1-1/2 days in February at AAMC headquarters)
 - GIA NPDC and steering committee meeting (held in March/April).

Discipline Representatives

Elected at the spring national professional development conference business meeting, the position runs through to the next NPDC.

- Participates in planning of the AAMC annual meeting GIA programming and the GIA NPDC by developing and organizing professional development sessions for their disciplines.
- Identifies and recruits potential GIA members at AAMC-member institutions and encourages attendance at both the annual meeting and NPDC.
- Attends the following meetings:
 - GIA NPDC planning/steering committee meeting (held in July at a determined location)
 - Steering committee meeting (held during the annual meeting in October/November)
 - Steering committee and annual meeting planning (held 1-1/2 days in February at AAMC headquarters).

Immediate Past Chair

This position becomes effective during the national professional development conference business meeting, the position runs through to the next NPDC.

- Organizes and chairs the Nomination Committee in selecting leadership candidates for the coming year.
- Directs the biennial member information survey.
- Takes part in projects as assigned by the GIA chair.
- Chairs the past chairs meeting (held at AAMC headquarters in February) and serves as its liaison with the GIA chair, the steering committee, and the executive secretary for contributions to the AAMC annual meeting and the GIA NPDC.
- Attends the following meetings:
 - GIA NPDC planning/steering committee meeting (held in July at a determined location)
 - Steering committee meeting (held during the annual meeting in October/November)
 - Steering committee and annual meeting planning (held 1-1/2 days in February at AAMC headquarters)
 - GIA NPDC and steering committee meeting (held in March/April).

Executive Secretary-Treasurer

- As the chief appointed officer representing the AAMC, serves as liaison between the GIA and the AAMC administration.
- Maintains membership records of the GIA and oversees its membership directory.
- Establishes and maintains an accurate financial accounting system, prepares an annual budget for consideration and approval by the steering committee, prepares an annual financial statement for the general GIA membership, and maintains permanent accounts of GIA finances.
- Makes available other necessary professional support.
- Advises the GIA steering committee and its chair on consistency between its activities and AAMC mission and general policies.
- Attends the following meetings:
 - GIA NPDC planning/steering committee meeting (held in July at a determined location)
 - Steering committee meeting (held during the annual meeting in October/November)
 - Steering committee and annual meeting planning (held 1-1/2 days in February at AAMC headquarters)
 - GIA NPDC and steering committee meeting (held in March/April).