

NCORE®

National Conference on Race and Ethnicity

The UNIVERSITY *of* OKLAHOMA OUTREACH

National Advisory Committee (NAC) Guidelines

Function, Structure, and Roles and Responsibilities

Version 1 | Adopted 9/1/2022

NAC Function.....	3
NAC Operating Structure	Error! Bookmark not defined.
NAC Terms of Service	4
Selection Process.....	4
NAC Chair and Vice Chair Selection Steps.....	4
NAC Committee Chairs Selection Steps.....	4
NAC Committees Selection Steps.....	4
Timeline	4
Roles and Responsibilities.....	5
National Advisory Council (NAC) Executive Committee.....	5
NAC Executive Committee Roles and Responsibilities	5
National Advisory Council Chair	5
National Advisory Council Chair Roles and Responsibilities:	5
National Advisory Committee Chair Benefits of Service.....	6
National Advisory Council Vice Chair.....	6
National Advisory Council Vice Chair Roles and Responsibilities:	6
National Advisory Committee Vice Chair Benefits of Service	7
National Advisory Committee Chair and Vice Chair.....	7
NAC Committee Chair and Vice Chair Responsibilities	7
NAC Committee Chair and Vice Chair Benefits of Service	8
National Advisory Council Committee Members.....	8
NAC Committee Member Responsibilities.....	8
NAC Committee Members' Benefits of Service	8
Suggested NAC committee meeting topics	8
Timeline of NAC Work and Activities	8
Council or Committee Chair or Vice Chair Resignation.....	9
Council or Committee Chair or Vice Chair Removal	9
Committee Member Removal.....	10
Establishment or Removal of a Committee.....	10

NAC Function

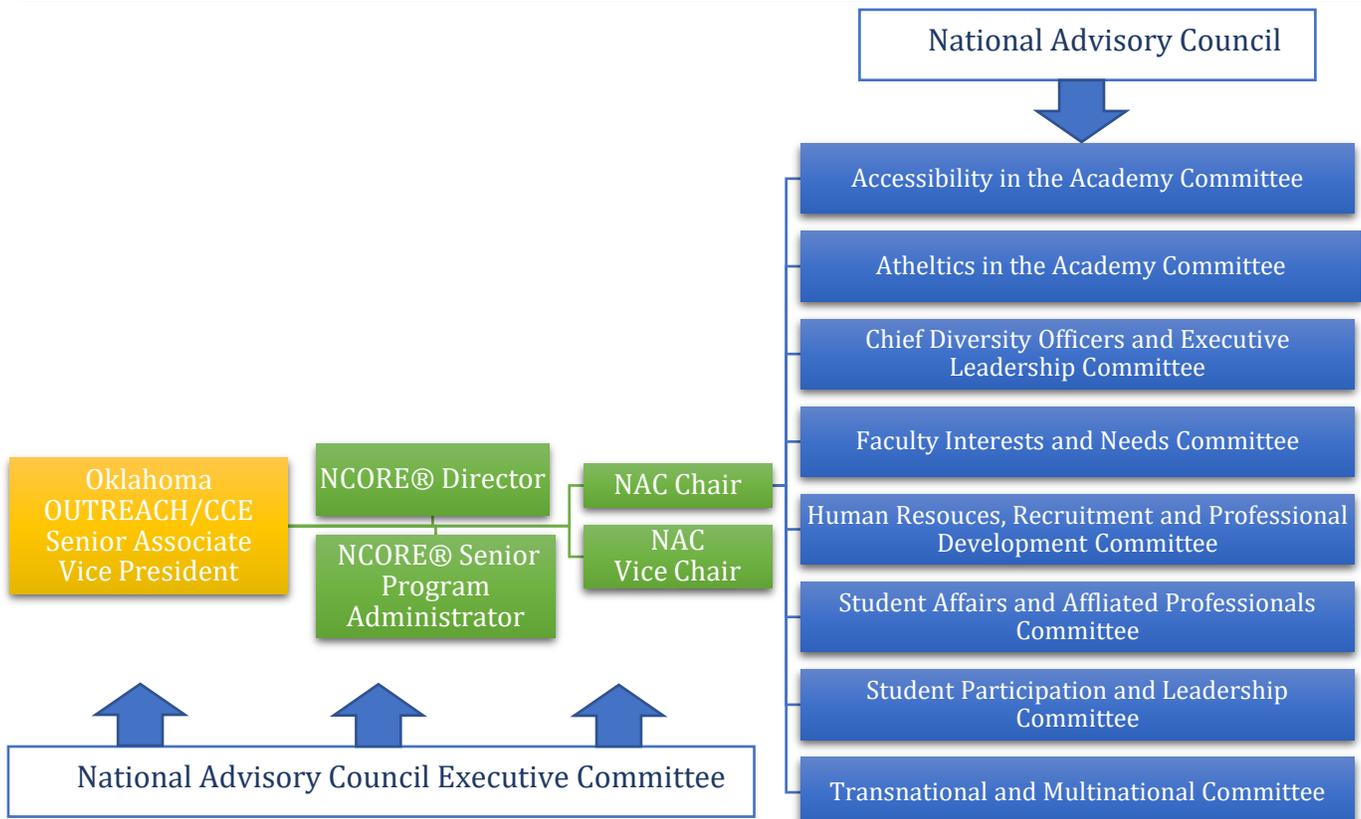
The function of the NCORE® National Advisory Council (NAC) is to assist in setting a vision for the conference by making recommendations concerning the conference program, keynote speakers, and special events. Each committee can have up to 10 members. As the name suggests, its function is advisory.

The NAC is composed of the members of eight committees:

- Accessibility to the Academy
- Athletics in the Academy
- Chief Diversity Officers and Executive Leadership
- Faculty Interests and Needs
- Human Resources, Recruitment, and Professional Development
- Student Affairs and Affiliated Professionals
- Student Participation and Leadership
- Transnational and Multinational

These committees, individually and collectively, provide ideas, recommendations, and critical feedback to improve and enhance the reach, relevance, and effectiveness of NCORE®. Together, the NAC works with the Executive Committee of the Southwest Center for Human Relations Studies, the conference's self-organized caucuses, NCORE staff, and other key stakeholders in inclusion, diversity, equity, accessibility, and belonging through social justice and sovereignty.

NAC Operating Structure



NAC Terms of Service

- Must have attended one NCORE® before application
- 3-year terms
- One additional reappointment term is allowable
- Each term requires a separate application and selection
- After six years of NAC service, individuals must rotate off for one year before eligibility to reapply
- Must serve at least one year on the committee before eligible for election to the committee chair
- Must serve a term as a NAC committee chair to be eligible for NAC Chair or Vice Chair.

Selection Process

NAC Chair and Vice Chair Selection Steps

1. Qualified applicants submit materials to SWCHRS.
2. Reviewed by NCORE® Executive Committee
3. Final selection made by NCORE® Director and OU Senior Associate Vice President
4. SWCHRS sends letters to applicants informing them of the outcome

NAC Committee Chairs Selection Steps

1. The committee Chair and Committee Vice-chair shall be chosen by the committee members during the NAC committee meeting at the NCORE® conference based on their demonstrated ability to do the work needed on the committee, including replying promptly to all committee and council communications.
2. If the Chair can no longer serve in their position at any time, the Vice Chair will become the Chair. Likewise, if the Vice Chair can no longer serve in their role at any time, then the committee will vote on a new Vice-chair immediately within 30 days of the vacated position.
3. Submission of a vote to the NAC chair to determine Chair eligibility.

NAC Committees Selection Steps

1. Applications submitted to SWCHRS.
2. NAC committee chairs review with committee members.
3. NAC Chair and Vice Chair submit recommendations
4. NCORE® Director and OU OUTREACH/CCE Senior Associate Vice President review recommendations and make appointments.
5. SWCHRS sends letters to applicants informing them of the outcome

Timeline

- 1 June - NAC Applications Open
- 1 September - Application Submission Deadline
- 15 October – NAC Committee Chairs recommendations due
- 15 November – NAC Chair and Vice Chair make recommendations to NCORE® leadership
- 31 December – NCORE® leadership selects new committee members
- 31 January – Applications receive notification of application outcome

Roles and Responsibilities

National Advisory Council (NAC) Executive Committee

The NAC Executive Committee reviews NAC leadership recommendations, coordinates work, and ensures timely and effective NCORE® program planning communications. The committee consists of:

- Senior Associate Vice President for OU OUTREACH/College of Continuing Education
- Director of the Southwest Center for Human Relations Studies (SWCHRS)
- NAC Chair
- NAC Vice Chair
- SWCHRS Senior Program Administrator

NAC Executive Committee Roles and Responsibilities

- Reviews NAC leadership recommendations, coordinates work, and ensures timely and effective NCORE® program planning communications
- Meets to review and discuss:
 - Attendance
 - Participant feedback
 - Marketing and Sponsorships
 - NCORE® program recommendation report
 - NAC products and processes

National Advisory Council Chair

The National Advisory Council Chair is the leader and facilitator of the council. This volunteer is responsible for the general and active management of the business and affairs of the council. The council chair presides at all NAC membership meetings. It directs the council's operations, ensuring the various committee chairs and committees perform their responsibilities properly and offering assistance whenever necessary. To liaise closely with the Vice Chair about dates and agendas for committee leadership meetings.

The council chair must review and understand the organization's guidelines, policies, procedures, and strategic plan. In addition, the Chair acts as a liaison for the National Advisory Council by coordinating and collaborating with the Executive Leadership for OU University OUTREACH/CCE, the Southwest Center for Human Studies Director, and NCORE® staff.

National Advisory Council Chair Roles and Responsibilities:

- Managing meeting times, including starting the meeting on time and keeping timing limits, allowing a reasonable time for each item on the agenda
- Informing the committee of any decisions taken between meetings
- Facilitating discussion during the meeting, encouraging all members to participate in decision-making
- Resolving agenda items by inviting specific proposals or conclusions from the committee
- Informing the committee of any developments, e.g., correspondence received or sent on behalf of NAC

- Coordinating the development of NAC reports that support content at the annual NCORE® retreat for the annual NCORE® conference
- Guiding NAC committee chairs to seek topical and relevant connections and relationships that are inclusive beyond the identities, experiences, and priorities raised by committee members
- Engaging NAC committee members in providing information on talents, issues, needs, and concerns around race, ethnicity, and the intersections of each in higher education.
- Onboarding and orienting new NAC members
- Monitoring committee chairs' performance, developing leadership as needed
- Monitoring overall NAC membership rotation schedule and alerting NCORE leadership to NAC needs.
- Review new NAC member applications and make recommendations to the SWCHRS and the Executive Committee for new members of the NAC.
- Amending and updating NAC forms as needed.
- Attending NCORE® and NCORE® Virtual Connections conferences
- Attending meetings outlined in this document
- Attending meetings as the needs arise to ensure the success of NCORE® and NAC Committees
- Recruiting new members

National Advisory Committee Chair Benefits of Service

- Waived Registration Fee (*NCORE and NCORE Virtual Connections*)
- Six nights lodging for NCORE
- Roundtrip Airfare

National Advisory Council Vice Chair

The Vice Chair of the National Advisory Council supports and assists the Chair. In cooperation with the council chair, the Vice-chair supports and help implements actions to ensure that the council's time and resources are invested wisely and in a manner that ensures the council's current and future health and operation.

National Advisory Council Vice Chair Roles and Responsibilities:

- Presiding over meetings from which the Chair is absent
- Providing support and assistance to the Chair to achieve the core functions of the council, including support coordination, submission of reports to the NCORE® leadership for the annual conference
- Performing duties as assigned by the Chair
- Meeting with Chair to discuss leadership topics and share best practices
- Attending the NCORE® and NCORE® Virtual Connections conferences
- Attending the meetings outlined in this document
- Assisting the Chair in:
 - Recruitment of new members
 - Development of NAC committee leadership
 - Onboarding and orienting of new NAC members
 - Reviewing new NAC member applications and providing recommendations
 - updating NAC forms as needed.

- Attending the meetings as needs arise to ensure the success of NCORE® and NAC Committees.

National Advisory Committee Vice Chair Benefits of Service

- Waived Registration Fee (*NCORE® and NCORE® Virtual Connections*)
- 6 Nights Lodging for NCORE
- Roundtrip Airfare

National Advisory Committee Chair and Vice Chair

Committees will have a chair and vice chair. They will collaborate to coordinate the work of their respective NAC committees to have committees provide timely information and programming recommendations to NAC that will help grow and strengthen programming at the NCORE® conference.

NAC Committee Chair and Vice Chair Responsibilities

- Meeting with NAC Leadership
- Facilitating NAC Committee meetings
- Attending NAC Co-chairs' Breakfast during the NCORE® conference
- Attending NCORE® NAC Meeting during the in-person conference
- Attending NCORE® and NCORE® Virtual Connections conferences
- Attending meetings outlined in this document
- Attending meetings as the needs arise to ensure the success of NCORE® and NAC Committees.
- Serving as an NCORE® ambassador at Student Scholar Reception and NCORE® welcome reception
- Assisting NCORE® staff during conferences (e.g., session monitoring, registration, and check-in, tote-bag-stuffing, session sign changes)
 - Suggested Agenda Items for NAC Committee Meetings
- Welcoming New Members
- Welcoming new committee members to the committee and briefing them on the committee's scope of work, history, and current membership.
- Suggesting program recommendations and reports
- Taking leadership in helping committee members develop and report committee recommendations, including chairing necessary in-person and virtual committee meetings, ensuring all member input is recognized, and keeping committee work focused on the committee's charge. Committee co-chairs also provide that committee recommendations are gathered and reported promptly.
- Monitoring the work of committee members to ensure that all members have opportunities to contribute meaningfully to the committee's work.
- Providing oversight regarding committee attendance and recommending termination of appointments for inactive members.
- Passing along any changes in membership status, member contact information, or member participation to NAC Leadership
- Facilitating conference and in-person meetings with committee members to prepare for the NAC report, meeting, and retreats.

NAC Committee Chair and Vice Chair Benefit of Service

- Waived Registration Fee (*NCORE® and NCORE® Virtual Connections*)

National Advisory Council Committee Members

Members of the NAC make a three-year term commitment. Members of the NAC committees are expected to respond promptly to requests for information, recommendations, and ideas.

NAC Committee Member Responsibilities

- Informing committee chairs and council chairs of changes to their contact information
- Providing recommendations and ideas for NCORE® programming
- Attending NCORE® and NCORE® Virtual Connections conferences
- Communicating with committee and council chairs in the event of an inability to attend NCORE®.
- Attending meetings outlined in this document
- Attending meetings as the needs arise to ensure the success of NCORE® and NAC Committees.
- Serving as an NCORE® ambassador at Student Scholar Reception and NCORE® welcome reception
- Assisting NCORE® staff during conferences (e.g., session monitoring, registration, and check-in support, tote-bag-stuffing, session sign changes)

NAC Committee Members Benefit of Service

- Reduced Registration Fee (*NCORE® and NCORE® Virtual Connections*)

Suggested NAC committee meeting topics

- Providing support and guidance on meetings and reports
- Providing updates
- Preparing for new committee membership and onboarding
- Sharing feedback from the committee meetings

Timeline of NAC Work and Activities

June	<ul style="list-style-type: none">• NAC Committee Chairs Meeting• Post-conference debriefs with NCORE® Executive Leadership Committee
August	<ul style="list-style-type: none">• NAC Committee Chairs Meeting• Discuss keynotes for NCORE® Executive Leadership Committee
September	<ul style="list-style-type: none">• NAC Committee Chairs Meeting• Meeting with NCORE® Executive Leadership Committee and committee chairs to discuss feedback on recommendations during the retreat and committee reports.
October	<ul style="list-style-type: none">• NAC Committee Chairs Meeting
November	<ul style="list-style-type: none">• NCORE® Virtual Connections Conference

December	<ul style="list-style-type: none"> • NAC Committee Chairs Meeting
January	<ul style="list-style-type: none"> • NAC Committee Chairs Meeting • Committee recommendations from NAC leadership and NAC committee co-chairs)
February	<ul style="list-style-type: none"> • NAC Committee Chairs Meeting • Meeting with NCORE® Executive Leadership Committee and NAC to provide programming updates on the upcoming conference.
March	<ul style="list-style-type: none"> • NAC Committee Chairs Meeting
April	<ul style="list-style-type: none"> • NAC Committee Chairs Meeting • New NAC member onboarding via zoom and creation of agendas during the conference
May/June	<ul style="list-style-type: none"> • Conference Meetings • NAC Networking (Tuesday evening) • NAC Lunch (Wednesday) • NAC Leadership Breakfast (Friday) • NAC Chair and Vice Chair and Committee Chairs and Vice Chairs

Council or Committee Chair or Vice Chair Resignation

- If the Chair (council or committee) cannot perform duties and is removed, the Vice Chair shall become the Chair.
 - Suppose the Council Vice Chair cannot perform duties and is removed. In that case, a new Council Vice Chair shall be selected by the Administrator of OUTREACH/College of Continuing Education and Director for Human Relations Studies (SWCHRS) in consultation with the current NAC Chair.
 - If the Committee Vice Chair cannot perform duties and is removed, a new Vice Chair shall be voted on by the individual committee members within 30 days of removal.
- NAC Terms and Term Extension Policy

Council or Committee Chair or Vice Chair Removal

- Any chair of the council or committee may be removed by the Administrator of OUTREACH/College of Continuing Education and Administrator for Human Relations Studies (SWCHRS) whenever, in their judgment, the best interests of NCORE® /NAC would be served, thereby.
- Chairs are given at least 15 days' notice of the proposed removal. They will have the opportunity to address the Administrator of OUTREACH/College of Continuing Education and Administrator for Human Relations Studies (SWCHRS), either by video, phone, or in person, as determined by the Administrator of OUTREACH/College of Continuing Education and Administrator for Human Relations Studies (SWCHRS).
- The final decision will be determined by the Administrator of OUTREACH/College of Continuing Education and Administrator for Human Relations Studies (SWCHRS) and, in the case of committee chairs, with the consultation of the NAC Chair.

Committee Member Removal

- Committee members whose participation has been determined unsatisfactory are subject to removal from the committee.
- The committee member will be given at least 15 days' notice of the proposed removal and will have the opportunity to address the decision with the NAC Chair and Vice Chair.
- The final decision will be determined by the Administrator of OUTREACH/College of Continuing Education and Administrator for Human Relations Studies (SWCHRS) with the consultation of the NAC Chair.

Establishment or Removal of a Committee

The NAC Executive Committee will review the establishment of a new NAC committee or the removal of an existing NAC committee. The final decision to establish or remove a committee from the NAC rests with the NCORE® Director and Senior Associate Vice President for OU OUTREACH/OCCE.