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**Governance Handbook**

October 2014 version

**Overview of the Governance Handbook**

Function: To provide a report of how the Northeastern Educational Research Association (NERA) operates so that new officers, Directors, and members may become familiar with procedures and duties

Audience: Board members, elected and appointed officers, all committee chairs and members, and members of NERA

Responsibility: Secretary

Organization: The Secretary coordinates with officers and committee chairs annually to revise and update sections as content is changed or to reflect Board decisions or membership votes.

Table of Contents

1. The NERA Constitution 1

2. The NERA Strategic Plan (2004-2005 version) 5

3. Membership, Dues, and Membership Year 10

4. Election Procedures and the Explanation of the Hare System 11

5. Functions of Elected Officers 14

5.1 Office of Director 14

5.2 President 16

5.3 President-Elect 21

5.4 Immediate Past President 24

5.5 Secretary 27

6. Functions of Appointed Officers 31

6.1 Treasurer 31

6.2 Conference Program Chair(s) 35

6.3 *The NERA Researcher* Editor(s) 46

7. Standing Committees 49

7.1 Nominations Committee 49

7.2 Leo D. Doherty Memorial Award Committee 55

7.3 Lorne H. Woollatt Distinguished Paper Award Committee 58

7.4 Thomas F. Donlon Memorial Award Committee 61

7.5 Teacher-as-Researcher Award Committee 64

7.6 Membership Committee 67

7.7 Communications Committee 72

7.8 Graduate Student Issues Committee 76

8. Ad-Hoc Committees 86

8.1 Strategic Planning Committee 86

8.2 Site Selection Committee 87

8.3 Infrastructure Committee 88

8.4 Diversity Committee 90

8.5 Development Committee 91

9. Information for Meetings 92

9.1 Annual Business Meeting 92

9.2 Board Meetings 94

# **1. The NERA Constitution**

CONSTITUTION[[1]](#footnote-1)

Last updated: October 2002

Article I. Name

The name of this Association shall be the Northeastern Educational Research Association, Inc.

Article II. Mission

The mission of this Association shall be to encourage and promote educational research by:

* Sponsoring an annual conference at which formal presentations, feedback, and professional interchange about research occurs.
* Promoting the sharing of professional information through publications and other types of communication (e.g., NERA website).
* Encouraging the development of research among junior researchers.

The Association will seek to actively recruit members interested in educational research who are from diverse disciplines and will cooperate with other professional associations interested in research.

Article III. Membership

Membership in this Association shall be open to all people who are interested in educational research. All paid-up members shall have equal privileges of voice, of vote, and of office holding in this organization. All paid-up members shall be entitled to receive all mailings of the Association. A membership year shall be defined as October 15 through October 14.

Article IV. Dues and Assessments

Dues shall be determined by the vote of the membership after recommendation of the board of directors. A conference registration fee may be specified by action of the board of directors.

Article V. Officers

The officers of this Association shall consist of a President, a President-elect, a Secretary, and a Treasurer. The President-elect, the Secretary, and the Treasurer shall be elected by the eligible (paid-up) members of the Association. The term of the President and the President-elect shall be one year; of the Secretary and the Treasurer three years, and each shall serve until a successor is elected. If the office of President shall become vacated, it shall be filled by the President-elect who will complete that term as well as continue in the Presidency for his/her regularly scheduled term. The office of the President-elect shall then remain vacant. If the office of Secretary or Treasurer shall become vacant, it shall be filled by appointment made by the President for the remainder of the membership year. At the next conference following this appointment, an election will be held to fill the unexpired term.

Article VI. Committees

Board of Directors. There shall be a board of directors of eleven members, consisting of the President, President-elect, Immediate Past-President, Secretary, Treasurer, and six Directors. Directors shall be elected for three years with terms staggered so that at least two members of the board shall be elected each year. The President of the Association shall be chairperson of the board of directors. It shall be the duty of the board of directors to conduct the business of the Association between meetings and to appoint ad hoc and standing committees as shall be deemed necessary. If a member of the board of directors is absent for three regularly scheduled board meetings, his/her position may be declared vacant at the discretion of the board of directors. Any vacancy on the board of directors shall be filled by appointment of the President, with the consent of the board of directors, for the remainder of the membership year. At the next annual conference following this appointment, an election will be held to fill the unexpired term.

Nominations Committee. The charge of the Nominations Committee is to prepare a list of candidates for all elected offices and to identify members to serve NERA in appointed positions in which vacancies exist. This includes all Committees and Committee Chairs.

Membership Committee. The charge to the Membership Committee is to address the strategic goals identified by the Board of Directors related to membership for three key groups: recruiting new members, sustaining current membership, and bringing lapsed members into current status.

Communications Committee. The charge of the Communications Committee is to improve communications both between NERA’s governance and NERA members as well as among members and to ensure consistency in representing NERA through all its communication venues.

Graduate Student Issues Committee. The charge of the Graduate Student Issues Committee is to support the involvement and professional development of NERA graduate student members and to reach out to new graduate students in an effort to increase the diversity of institutions represented at NERA.

Leo D. Doherty Memorial Award Committee. The charge of the Leo D. Doherty Memorial Award Committee is to recommend to the NERA President a recipient of the Leo D. Doherty Memorial Award for Outstanding Leadership and Service to NERA, if a nominee meets the criteria for the award.

Lorne H. Woollatt Distinguished Paper Award. The charge of the Lorne H. Woollatt Distinguished Paper Award Committee is to recommend to the NERA President a recipient of the Lorne H. Woollatt Distinguished Paper Award.

Thomas F. Donlon Memorial Award Committee. The charge of the Thomas F. Donlon Memorial Award Committee is to select from among a group of nominees a person who has distinguished him/herself as a mentor.

Teacher-as-Researcher Issues Committee. The charges of the Teacher-as-Researcher Issues Committee are a) to increase the participation of teacher educators and teachers within NERA, and b) to choose from among the preschool through high school teacher nominees the most outstanding applicant who has conducted classroom research to modify and improve his or her teaching efforts and instructional effectiveness.

Program Chair(s). Each year the program chair(s) shall be charged with planning and arranging details of the annual conference of the Association. The Program Chair(s) shall be appointed by the President.

Ad hoc Committees. Ad hoc committees or committee members of the Association may be appointed by the board of directors as deemed necessary to conduct the affairs of the Association.

Newsletter. *The NERA Researcher* is the newsletter of NERA, and should be published three times a year. It should report the business of the organization including summaries of minutes, committee reports, a call for proposals, a preliminary program or conference highlights, news of NERA members, and other information of interest to members which is to be selected by *The NERA Researcher* editors. The Editors shall be appointed by the President for a three-year term.

Article VII. Meetings

The time and place of the annual conference of the Association shall be recommended by the President and President-elect and approved by the Executive Committee and the Board of Directors. The annual business meeting shall be held at the same place and time of the annual conference meeting. Special meetings of the Association or of the board of directors may be called by the President, and must be called by him/her whenever requested by a majority of the board of directors.

Article VIII. Amendments

Changes in this constitution may be made either at the Annual Business Meeting of the Association by affirmative vote of three-fifths of the members present, OR by the affirmative vote of three-fifths of the members participating in an electronic vote. By order of the Board of Directors, the amendment must be sent to active members at least one month prior to the regular business meeting by paper or electronic communication, or to the active members by paper or electronic communication at least one month in advance of a period of electronic voting.

Article IX. Affiliations

Affiliations of the Association with other associations shall be considered by the board of directors, and will be binding upon the Association only after consideration by the board of directors and after a majority vote in favor of affiliation by the eligible members at a regular annual business meeting.

Article X. Elections

The Nominating Committee will prepare a slate of candidates to be mailed to the membership. After allowances for petitions to be submitted by the membership containing the signatures of five members, ordinarily including the nominee, for each member nominated by petition, ballots will be mailed. A preferential ranking procedure will be used. Any necessary runoff election will be conducted by mail if time allows, otherwise at the annual conference.

# **2. The NERA Strategic Plan**

**Mission**

The mission of the Northeastern Educational Research Association is to encourage and promote educational research by:

* Sponsoring an annual conference at which formal presentations, feedback, and professional interchange about research occurs.
* Promoting the sharing of professional information through publications and other types of communications.
* Encouraging the development of research expertise among junior researchers.

**Strategic Operations**

These are needed for a healthy and viable NERA.

**Goal 1: Support and promote high quality Educational Research.**

In order to meet this objective we will:

* Maintain an annual conference where members can share high quality peer reviewed research.
* Ensure that the organization encourages the use of various research methods and the study of diverse populations.
* Encourage and support collaborative relationships across institutions, disciplines, and career levels to advance educational research.
* Continue to honor and bestow awards for outstanding research and leaders in the field.

**Goal 2: Keep members up to date on emerging trends and issues in the field of educational research.**

In order to meet this objective we will:

* Maintain an annual conference where members have numerous opportunities to share expertise and learn from each other (both formally and informally) and from invited keynote speakers and panelists.
* Provide members with professional development workshops.
* Provide NERA members with regular publications and other types of communications, such as *The* *NERA Researcher,* and social media.
* Make NERA resources available to the membership and public (e.g., post videotaped special sessions, workshops, keynotes, and webinars; encourage members to upload accepted work to Digital Commons).

**Goal 3: Develop and nurture the future leaders of the field of education, and encourage current leaders to interact with and mentor junior NERA members.**

In order to meet this objective we will:

* Maintain, or expand membership in terms of numbers and breadth.
* Reinvigorate outreach to current and past NERA members to ensure continuity in a diverse membership and the inclusion of leaders representing various disciplines in education.
* Maintain a welcoming and nurturing environment for graduate students by having an active and supported Graduate Student Issues Committee whose chair serves on the NERA board.
* Foster an environment of mutual trust and respect which enables current and future members to easily and comfortably exchange information and develop partnerships.
* Provide members with opportunities for mentoring, career development and participation in NERA’s inclusive governance.
* Create opportunities to identify and promote new leadership, administrative expertise, and increase diversity among NERA members and in the field of educational research.

**Goal 4: Maintain an effective, financially viable professional organization with inclusive governance.**

In order to meet this objective we will:

* Ensure a robust membership. Maintain or grow current membership.
* Maintain the services provided to our members, and encourage the enhancement and adaptation of these services as technology changes.
* Continue to support NERA’s current institutional members.
* Seek additional academic and corporate sponsors of the conference and ones in support of the organization.

**Strategic Ambitions**

These are suggested to move NERA forward.

**Goal 5: Purposely cultivate leadership.**

In order to meet this objective we could:

* Charge each board member with identifying one individual to target for potential leadership.
* Encourage board members to take on leadership tasks and develop initiatives.
* Encourage development among committee chairs and members.
* Target graduate students and professionals at the beginning of their careers to educate and cultivate their leadership skills, thus preparing them for leadership roles in the field of educational research and within NERA.
* Provide a non- or pre/post-conference leadership meeting.

**Goal 6: Begin formal outreach to other professional organizations.**

In order to meet this objective we could:

* Work with other SRERA organizations to establish cooperative relationships and events such as conferences, webinars, and publications (e.g., referred journal).
* Reach out to AERA for advice and connections with their central office.

**Goal 7: Increase internationalization and/or broaden stakeholder (e.g., state and district leaders) participation in NERA.**

In order to meet this objective we will:

* Provide workshops at the conference, as well as outside of the conference. This could create a small revenue stream for NERA.
* Explore webinars and other technological means of disseminating NERA activities.
* Encourage NERA members to join research networks (e.g., Research Gate and Academic.edu) to post their NERA papers.

**Proposed change to the constitution:**

* Provide the option for an electronic vote if a change in the constitution is needed prior to the annual general meeting.

**Submitted by the 2013 NERA Strategic Planning Committee:** Barbara Helms, Kristen Huff, David Moss, Thanos Patelis, Lynn Shelley (Chairperson)

**Revisions by the 2014 NERA Board completed April 22, 2014.**

**Approved by the 2014 NERA Board on ­­May 19, 2014.**

# **3. Membership, Dues, and Membership Year**

**NERA membership:** Membership in NERA introduces researchers to a community of educators who are interested in all aspects of educational research. NERA membership is open to experienced researchers, junior faculty, and graduate students.

NERA welcomes individuals conducting research in all aspects of education including learning, curriculum and instruction, educational policy and administration, measurement, statistics, research methodology, counseling, human development, social context of education, cultural diversity, special education and rehabilitation, educational assessment, school evaluation and program development, education in the professions, post-secondary education, teaching and teacher education, technology in education, creative arts in the schools, and others.

Membership in NERA is open to all people who are interested in educational research. All paid-up members shall have equal privileges of voice, of vote, and of office holding in this organization. All paid-up members shall be entitled to receive all mailings of the Association.

**Dues:** Membership dues for NERA are determined by vote of the membership, per the NERA Constitution.

**Membership Year:** Per the NERA Constitution, the membership year of NERA extends from October 15 through October 14 of the following year.

# **4. Election Procedures and the Explanation of the Hare System**

**Election Procedures:** The Nominations Committee determines the slate of candidates for each of NERA’s elected offices. Elections are carried out by means of a secure, web-based mechanism under the leadership of the President and the Nominations Committee.

**The Hare System:** The Association’s bylaws state, “If there are more than two candidates for any office, voting shall be by once ranking and election by allocating votes in accordance with the Hare System.”

 If no candidate receives a majority of the votes cast, the Hare System is designed to simulate a situation in which a new election was held and the candidate with the fewest votes is eliminated. Presumably, the voters whose first choice was thus eliminated would now vote for their second choice. The simulated procedure successively eliminates candidates until one candidate receives a majority of the redistributed votes. Specifically, the tallying of votes will be as follows:

1. Voters rank the options in order of their preferences, using rank 1 for the option most preferred.
2. If one option receives a majority of first choices, it is declared the winner.
3. If there is no first choice, the option with the smallest number of first-choice votes is eliminated. The second choices of the voters whose first choice were eliminated are then distributed among the options remaining. If there is now a majority for one option, it is declared winner.
4. This process is continued, eliminating at each stage the least popular option and redistributing the next choice votes for it, until a majority for one option is obtained.

Therefore, if the Hare System is employed and voters wish their preference reflected in the outcome, please rank order the candidates in which more than two names appear for an office.

**President (one elected):**

1. Determine the total number of eligible ballots (any ballot that has one ‘first choice’ vote for president is considered an eligible ballot)
2. Determine the number of votes required for a majority ( [total number of eligible ballots / 2] + 1)
3. Count the number of ‘first choice’ votes for each candidate.
4. The candidate with the total exceeding the required number of votes is declared the winner. (following the steps above to define an eligible ballot, this should simply be the candidate with the large number of first choice votes)
5. In the rare event of a tie, we could add together ‘first choice’ and ‘second choice’ votes to determine a winner. This would work in the event that some people employed bullet voting and only picked a first choice.

**Board members (two elected):**

1. Determine the total number of eligible ballots (any ballot that has one ‘first choice’ vote for board member is considered an eligible ballot)
2. Determine the number of votes required to win a seat ([total number of eligible ballots/3] +1)
3. Count the number of ‘first choice’ votes for each candidate.
4. If two candidates meet or exceed the required number of votes then both are elected and the process is complete.
5. If one candidate meets or exceeds the required number of votes, that candidate is elected proceed as follows:
	1. Determine the number of ‘surplus’ votes the elected candidate received (# ‘first choice’ votes – required number)
	2. Distribute those ‘surplus’ votes proportionally among the other candidates based on the number of ‘second choice’ votes each received from all people selecting the elected candidate as first choice.
	3. If one of the remaining two candidates now meets or exceeds the required number of votes, that candidate is elected and the process is complete.
	4. If none of the remaining candidates meets or exceeds the required number of votes, the candidate with the lower number of votes is eliminated and the candidate with the larger number of votes is elected.
	5. If none of the remaining candidates meets or exceeds the required number of votes and the candidates are tied, repeat steps b-c with the surplus ‘third choice’ votes from first elected candidate.
	6. The candidate with the larger number of votes is elected.
	7. In the event that the candidates have the same number of votes, the following tie-breakers are applied in order until a winner is determined:
		1. the candidate with the larger number of ‘first choice’ votes on the original eligible ballots
		2. the candidate with the larger number of total votes (first, second, or third) on the original eligible ballots
		3. the candidate with the larger number of first and second choice votes on the original eligible ballots
	8. If no winner is determined after applying the tie-breakers, the election is declared a tie.
6. If no candidates meet or exceed the required number of ‘first choice’ votes proceed as follows:
	1. The candidate with the lowest number of ‘first choice’ votes is eliminated and the other two candidates are elected.
	2. If two candidates are tied for the lowest number of votes, the candidate with the larger number of votes is elected and the tie-breakers described in 5.g above are applied to determine the other candidate elected.
		1. If no winner is determined after applying the tie-breakers, the election is declared a tie.
	3. If all three candidates are tied, apply the following tie-breakers to eliminate one candidate and elect the remaining two candidates:
		1. The candidate with the lowest number of total votes on the original eligible ballots
		2. The candidate with the lowest number of ‘first choice’ and ‘second choice’ votes on the original eligible ballots

# **5. Functions of Elected Officers**

*Note that each elected officer serves a three-year term (5.2, 5.3, and 5.4 combine to form a single three-year term), and there are no stated restrictions on re-elections.*

## 5.1 Office of Director

**Charge:** Board members are expected to effectively communicate NERA policy to the membership and to actively solicit new members by promoting a positive professional image of NERA.

**Term:** A member of NERA’s Board of Directors is elected by the membership to a three-year term.  The term begins at the end of the annual Business Meeting held on the Friday of the conference, and ends after to the Business Meeting in year 3.

**Tasks:** Specific tasks for members of NERA’s Board of Directors include:

1. Attend and actively participate in all Board of Directors meetings (either in-person or via conference call) and the Annual Business meeting. The standing Board meetings are usually held:
	* Last day of the conference
	* January and/or February - generally a two-day meeting
	* March/April – conference call
	* At the start of the conference
	* Other Board meetings as necessary
2. Continually assess NERA’s activities and make suggestions to the Board for improvements.
3. Convey to the Board the interests of NERA members.
4. Assume responsibility for the completion of tasks/projects assigned by the officers of NERA.
5. Serve as a liaison to one or more standing or ad-hoc committees as assigned by the officers of NERA. In this capacity, Directors are expected to:
	* Communicate with their committee chair(s) prior to the October and Winter Board meetings to identify issues and concerns to be brought before the Board of Directors
	* Submit to the Board a formal committee report developed by the committee chair(s) prior to the October and Winter Board meetings
		+ The President will make a template report available one month prior to the meeting date (by email or other electronic repository).
	* Provide a summary of relevant Board of Directors’ discussions to committee chair(s)
	* Be available to meet with committee chair(s) as needed at the Conference or at other times as needed throughout the year
	* Maintain a list of committee membership and identify needs for members and chairs annually. This information should be submitted to the Nominations Committee.
	* The Awards Committee Liaison is responsible for notifying the Treasurer of information needed for the plaques for the Awards’ recipients.
6. Submit to the Nominations committee the names of members and areas in which they would be willing to make a contribution to NERA.
7. Assist the Program Committee in its efforts by suggesting presenters and topics of critical interest; helping to secure the commitment of key participants such as keynote speakers, reviewers of research, pre-session presenters, round table discussants, soliciting and mentoring new members, etc.; participating in proposal review, and fulfilling conference-related roles as needed.
8. Upon leaving office, review Office of Director Committee section of the Governance Handbook and submit any changes to the Secretary.

##  President

**Charge:** The President is charged with providing leadership for and overseeing the operations of NERA.

**Term:** The President is elected by the membership to serve a one-year term. The term begins at the end of the annual Business Meeting held on the Friday of the conference, and ends after to the next Business Meeting.

**Tasks:** Specific tasks for the NERA President include:

1. Plan and chair all Board of Directors meetings and the Annual Business meeting. Use Executive Committee (President, President-Elect, Secretary, Treasurer, and Immediate Past-President) for any decisions that must be made between meetings.
2. Make appointments to positions or committees on the basis of recommendations from the Nominations Committee. These positions and offices include, but are not limited to:
* Treasurer;
* *The NERA Researcher* editor(s);
* Conference Program Chair(s);
* Nominations Committee;
* Membership Committee;
* Communications Committee;
* Graduate Student Issues Committee;
* Chairs for the Awards Committees (Leo D. Doherty Memorial Award Committee, Thomas F. Donlon Memorial Award Committee, Teacher-as-Researcher Award Committee, Lorne H. Woollatt Distinguished Paper Award Committee);
* Vacancies on Board, if any;
* Ad hoc committees as required (e.g., Strategic Planning Committee, Site Selection Committee, Diversity Committee).
1. Appoint Board members to serve as liaison with committee chairs and appointed positions (such as Editors and Webmaster).

1. Initiate and coordinate plans for annual Conference with the Conference Program Chair(s) and hotel management.
2. Oversee activities and expenditures of all committees and officers.
3. Coordinate activities for election of officers with Nominations Committee chair (Immediate Past-President) and Secretary.
4. Serve as contact with outside organizations.
5. Collaborate with the Strategic Planning Committee to review and update the strategic plan.
6. Oversee the NERA awards process through the service of the Awards Committees.

**Timeline of Activities: President**

*Continuously Throughout the Year*

* Communicate regularly with Board and committee chairs to ensure continuity, coordination of activities, order, and harmony.
* Review minutes of Board meetings for attendance of Board members. If necessary, initiate removal procedures (as provided in the Constitution) and appoint replacement, with the consent of the Board.
* Regularly review and update the Strategic Plan, and share such updates with the Board (as well as membership) as appropriate.

*October*

* Chair Annual Business meeting (see section 9 of this *Governance Handbook* for a list of possible agenda items).
* If not done during term as President-Elect, announce to Board and have approved the names of persons selected to serve as Program Committee co-chairs, other appointed members of whom terms have expired (e.g., *The NERA Researcher* editors), and vacancies on Board (if any).
* Consult with hotel management to determine dates available for Winter Board meeting.
* Plan and chair Board meeting on last morning of Conference (see section 9 of this *Governance Handbook* for a list of possible agenda items).
* Assist the Immediate Past President in the selection of at least two members (current or past Board members or NERA officers) to serve on the Nominations Committee with Immediate Past-President. Approve their appointment.

*November*

* Plan agenda for Winter Board meeting (see section 9 of this *Governance Handbook* for a list of possible agenda items). Send notice of date, time and place of meeting and agenda to Board members. Notify hotel of number of rooms needed and arrange for meeting room.
* (If appropriate) Sign contract with hotel. Send copy to Secretary, Treasurer, and President-Elect.
* Based on NERA priorities for the year, design any ad hoc committees and solicit chairperson and membership for them.

*December or January*

* Submit to *The NERA Researcher* the President’s Message. Topics are at the discretion of the President but may include reflections on the recent conference.
* Solicit reports from Board, officers, and committee chairs for distribution in advance of the Winter Board meeting.
* Chair Winter Board meeting (see section 9 of this *Governance Handbook* for a list of possible agenda items).
* Write to the winner of the Lorne H. Woollatt Distinguished Paper award (with copy to his/her department chair, dean or other administrative supervisor, and NERA president-elect).
* Decide if there will be a Spring Board meeting, and make meeting arrangements (e.g., conference call, meeting room at AERA). Communicate with all Board members and committee chairs regarding date/time/location of Spring Board meeting.

*February*

* Follow up from Winter Board Meeting as appropriate.
* Submit President’s Message to *The NERA Researcher* for Spring issue. Topics are at the discretion of the President but may include a look ahead to the upcoming conference.

*March*

* (If applicable) Plan agenda for Spring Board meeting (and/or) conference call or other communication. Send notice of date, time, and place of meeting and agenda to Board members.
* (If applicable) Solicit reports from Board, officers, and committee chairs for distribution in advance of the Spring Board meeting.

*April*

* (If applicable) Chair Board Meeting (or conference call).

*May*

* (If applicable) Follow-up from Spring Board meeting as needed.

*July/August*

* Submit President’s Message for *The NERA Researcher*. Topics are at the discretion of the President but may include a look ahead to the upcoming conference.
* Receive from the Nominations Committee chair the names of the committee’s slate for President-Elect (2 names), Director (2 names for each position to be vacant), and Secretary, if applicable (2 names).

*August/September*

* Receive report from Thomas F. Donlon and the Leo D. Doherty Award Committees.
* (If not to be a surprise) Write to recipient of Doherty award with copy to their department chair, dean or provost, or other administrative superior and NERA president-elect.
* (If not to be a surprise) Write to recipient of Donlon award with copy to their department chair, dean or provost, or other administrative superior and NERA president-elect.
* Attend, if necessary, pre-conference information meeting at hotel between hotel staff and NERA’s Treasurer and Conference Program Committee co-chairs.
* Receive update from Strategic Planning Committee and share with Board.
* Prepare plaques for recipients of Doherty, Donlon, Teacher-as-Researcher, and Woollatt awards to be presented at annual conference.

*October*

* Receive from the Past President the results of the election.
* Notify each candidate of the results in advance of the conference.
* Plan agenda for October Board meeting. Send notice of time and place and agenda to Board members. Solicit reports from Board members and committee chairs.

*October (at the Conference)*

* Chair Board meeting (see section 9 of this *Governance Handbook* for a list of possible agenda items).
* Notify hotel personnel of any last-minute changes or needs.
* Be available, with Past President, President-Elect, Secretary, Treasurer, and Directors to greet incoming guests (speakers, reviewers) at the Conference.
* Chair sessions to make introductions as requested by Conference Program Committee.
* Deliver greetings and make announcements at meals.
* Introduce committee chairs to present Leo D. Doherty Award, Thomas F. Donlon Award, Teacher-as-Researcher Award and the Lorne H. Woollatt Distinguished Paper Award if recipients have been chosen for that year.
* Deliver Presidential Address.
* Host President’s Reception
* Meet with incoming President to discuss duties of the Office, to establish a working relationship, establish regular (monthly or semi-monthly phone) communications and pass on documents and records.

*Upon Leaving Office*

* Review President section of the *Governance Handbook* and submit any changes to the Secretary.

## President-Elect

**Charge:** The President-Elect is charged with assisting with the current year’s conference, making initial arrangements for the next year’s conference, being mentored by the NERA president, and assisting the President as needed.

**Term:** The President-Elect is elected by the membership to the office of President and serves a one-year term prior to taking the office of President. The term begins at the start of the second Board meeting held at the annual conference and ends after the annual Business Meeting held during the conference, when the President-Elect becomes the President.

**Tasks:** Specific tasks for the NERA President -Elect include:

1. Attend all Board of Directors meetings and the Annual Business meeting. Conduct meetings in President’s absence.
2. Appoint one or more members of NERA to serve as Conference Program Chair(s).
3. Review all activities and correspondence with the President, Secretary, Treasurer, Conference Program Committee co-chairs, and *The NERA Researcher* editor(s), Awards Committee chairs.
4. Serve as chair of Site Selection Committee for future year’s Conference(s) (if needed).
5. Serve as coordinator of conference negotiations between hotel staff for the next year’s Conference.
6. Assist with current Conference arrangements/activities.

**Timeline of Activities: President-Elect**

*Continuously Throughout the Year*

* Review all materials prepared by NERA officers regarding NERA activities.
* Make suggestions regarding NERA activities as well as activities that will take place during the following year.
* If needed (i.e., contract is expiring within two years, or if the Board suggests in any given year), serve as chair of the Site Selection Committee to identify and find out information about other places to hold future conferences.
	+ Survey prospective sites by submitting a Request for Proposal (RFP) and/or through other means. If appropriate, visit sites and meet with hotel management to determine the appropriateness for NERA.
	+ Develop a report showing comparative data of the hotels surveyed and the Committee’s recommendations to be presented to the Board.

*October*

* Attend Board meeting on last morning of Conference. Conduct meeting in President’s absence.
* If necessary, attend further contract negotiation meeting(s) between hotel staff, President and Treasurer.

*November*

* Select one or more NERA members who are willing and able to serve as Conference Program Chair(s). Inform current Conference Program Chair(s) and the Board of persons selected. Inform them of the January Board meeting, and invite them to attend with approval from the President.

*January*

* Attend Winter Board meeting Conduct meeting in President’s absence.

*April*

* (If applicable) Attend Board meeting or conference call. Conduct meeting in President’s absence.

*August/September*

* If necessary, attend pre-conference informational meeting at hotel between hotel staff and NERA’s President, Treasurer, and Conference Program Committee co-chairs.

*October*

* Arrange with hotel staff tentative availability of date(s) for Winter Board meeting.
* Set date and location of Winter Board meeting in consultation with next year’s Board and with hotel.
* Review latest contracts and suggestions by NERA members and officers.
* Plan agenda for Board meeting to be held on last morning of Conference. Send notice of time and agenda to Board members.

*October (at the Conference)*

* Meet with outgoing President to discuss duties of the Office, to establish a working relationship, as well as receive regular (monthly, semi-monthly) phone calls and/or e-mails and to receive documents and records.
* Be available, with President, Secretary, and Treasurer, to greet incoming guests (speakers, reviewers) at the Conference.
* Meet with President, incoming President-Elect, and Treasurer and hotel staff to discuss and confirm arrangements for next year’s conference. If necessary, negotiate any additional arrangements for the next year’s conference.
* Attend Board meeting (first day of Conference) and Annual Business meeting. Conduct meetings in President’s absence. If new contract is impending, present Site Selection Committee report to Board and membership and make recommendations regarding future Conference site and contract(s).

*Upon Leaving Office*

* Review President-Elect section of the *Governance Handbook* and submit any changes to the Secretary.

## Immediate Past President

**Charge:** The Immediate Past President is primarily charged with assisting the President with strategic planning through the Strategic Planning Committee, and volunteer management through the Nominations Committee work.

**Term:** The Immediate Past President serves a one-year term upon completion of a term as President. The term begins at the end of the annual Business Meeting held at the annual conference, and ends after to the next Business Meeting.

**Tasks:** Specific tasks for the NERA Immediate Past President include:

1. Attend all Board of Directors meetings and the Annual Business Meeting.
2. Chair the Nominations Committee.
3. Participate in the AERA SIG symposium of State and Regional Educational Research Associations if needed (as determined by the President).
4. Chair the Strategic Planning Committee
5. Coordinate activities with the President.

**Timeline of Activities: Immediate Past President**

*October*

* Attend Board meeting on last morning of Conference. Conduct meeting in President’s absence.
* Receive from the President the names of at least two persons to serve with the Immediate Past President as the Nominations Committee.

*November*

* Suggest the names of at least two persons to serve on the Nominations Committee and submit to the President for appointment.
* Suggest the names of at least three members to serve on the Strategic Planning Committee. (It has been conventional to include the previous Immediate Past-President as a committee member.) Submit the names to the President for appointment.

*December*

* Submit the current strategic Plan to the Board of Directors for review.

*January*

* Attend the Winter Board meeting.
* At the Winter Board meeting, request revisions and/or topics to consider for the Strategic Plan. Present list of volunteers and prospective roles to President, officers, and Board for confirmation.
* Present list of volunteers and prospective roles to President, officers, and Board for confirmation.

*February through October*

* Schedule and chair Strategic Planning Committee meeting(s) discussing revisions and issues by the Board. Develop a report containing explanation of issues discussed and recommendations for future activities.

*February/March*

* Write article requesting suggestions for Nominations for Elected Officers from the membership. Send to *The NERA Researcher* editor for printing in the Spring issue.
* Contact proposed chairs for all committees providing them with a list of potential members and information about the committee.

*April*

* (If applicable) Participate in the AERA SIG symposium for State and Regional Research Associations, as a representative of NERA. Note that this has to be negotiated with the current President, to see who will be representing NERA at the SRERA meeting/Woollatt presentation.
* (If applicable) Attend Board meeting (one hour, usually at AERA site).
* Collaborate with Nominations Committee to select slate of nominees for elected positions. There must be at least two candidates for President-Elect, Secretary and Treasurer (if appropriate), and twice as many candidates as Directors positions to be vacant.
* Consult with the President regarding the appropriateness of the slate.
* Contact the candidates to secure their willingness to run and commitment to serve if elected.
* Obtain a biography/personal statement (using the prescribed format and length) from each nominee.
* Work with Web master to post slate on NERA web site, and to send out an e-mail to the membership regarding the posted slate.

*August*

* Identify timeline for election and dissemination of results, and communicate timeline to President and Secretary.
* Prepare election ballot to be made available to the membership.
* Prepare election information for membership. Include the biographies, ballot, and instructions for Web-based voting in message. (Candidates for each position must be listed in random order.)
* Notify the Secretary and President of results of election in advance of the Conference.

*October (at the conference)*

* Attend the Board meeting (first day of conference) and the Annual Business meeting. Present Strategic Planning Committee report, if any, and the Nominations Committee report. Distribute copy of the report(s) to Board members.
* Meet with outgoing President to discuss duties of the Immediate Past President, and to pass on documents and reports.

*Upon Leaving Office*

* Review Immediate Past President section of the *Governance Handbook* and submit any changes to the Secretary.

## Secretary

**Charge:** The Secretary is charged with taking minutes, sending correspondence as directed by the Board or President, maintaining the list of Board members and committee chairs, coordinating AERA activities, and assisting the immediate past president with the election of new officers.

**Term:** The Secretary serves a 3-year term. The term begins at the end of the annual Business Meeting held on during the conference (and includes the duties of the second Board meeting during the conference, and ends after the annual preconference Board meeting of the terminal year. The Secretary is also asked to mentor the subsequent Secretary during the first year of that person’s term as needed.

**Tasks:** Specific tasks for the NERA Secretary include:

1. Attend all Board of Directors meetings (4) and Annual Business meeting (1) and take minutes of each meeting.
2. Act as liaison with AERA SIG for State and Regional Educational Research Associations.
3. Keep and share records of Board membership.
4. Assist the Past President with annual elections. Notify President of results of election.
5. Coordinate with AERA SIG for State and Regional Educational Research Associations to secure a slot for the NERA Distinguished Paper Presentation (July of each year).
6. Coordinate Office of Secretary activities with President, Treasurer, Conference Program Committee co-chairs, *The NERA Researcher* editors, and conference hotel.
7. Maintain NERA Governance Handbook, and send updated document to Board members, Conference Program Committee co-chairs, Award Committee chairs, and *The NERA Researcher*editor(s).

**Timeline of Activities: Secretary**

*Continuously Throughout the Year*

* Receive and answer, or send to appropriate Board or Committee members, correspondence relating to NERA.
* Inform all Board members concerned with steps taken regarding the overall communication stream. Provide them with advance copies of letters, forms, etc. Solicit information, advice, and cooperation from each when appropriate.

*October*

* Attend Board meeting on last morning of conference. Take minutes.
* Revise annually (after October Board meeting) a Directory containing the name, addresses, and phone numbers of the President, Board of Directors members, President-Elect, Immediate Past-President, Treasurer, Secretary, the Conference Program Committee co-chairs, Awards Committee chairs, and *The NERA Researcher* editors. Distribute copy to each.
* Update/revise pages in Governance Handbook, if necessary, based on actions taken at the October Board meetings and Annual Business meetings. Distribute updated document to the Board, officers, and membership as necessary.

*November*

* Write up formal minutes (Secretary’s Report) of October Board meetings and Annual Business meeting. Send minutes to people listed in Board Directory, for additions and corrections. Distribute revised copies electronically and bring copies to the next Board meeting for final review and approval. Once approved by the Board, send a summary of the Board minutes to *The NERA Researcher* editors for printing in next issue of the newsletter.
* Revise the electronic stationary template and distribute to the Board, Committee chairs, and editors of *The NERA Researcher****.***
* Contact the chair of the AERA SIG for State and Regional Research Associations to determine the process/timeline for participating in the next year’s AERA program:
	+ A symposium of state and regional ERAs;
	+ The “Distinguished Paper” sessions;
	+ The Exhibit Booth;
	+ Other activities as they arise.
	+ Communicate all this information to the NERA President.

*January*

* Attend Board meeting. Take minutes. Present and have approved the Secretary’s Report from the last meeting(s).
* Write up formal minutes of Board meeting. Send minutes to people listed in Board Directory, for additions and corrections. Once approved by the Board, send a summary of the Board minutes to *The NERA Researcher* editors for printing in next issue of the newsletter.
* Update/revise pages in Governance Handbook, if necessary, based on actions taken at the Winter Board meeting. Distribute updated/revised pages to people on the Board and/or committee chairs (electronically or by mail).

*March*

* (If applicable) For SIG Exhibit Booth at AERA, act as contact with AERA or SIG. Find out specifics of booth, e.g., booth number, time reserved for NERA, etc.
* (If applicable) Arrange for NERA member(s) to staff SIG Exhibit Booth.

*April*

* (If applicable) Bring, or arrange to have brought to AERA, all materials needed for SIG Exhibit Booth; Call for Proposals, Membership Brochure, last year’s ***Program and Abstracts***, etc.
* (If applicable) Attend Board meeting (one hour, usually at AERA site). Take minutes. Present and have approved the Secretary’s Report from last meeting.
* (If applicable) Write up formal minutes of Board meeting. Send minutes to people listed in Board Directory, for additions and corrections. Once approved by the Board, send a summary of the Board minutes to *The NERA Researcher* editors for printing in next issue of the newsletter.
* (If applicable) Update/revise pages in Governance Handbook, if necessary, based on actions taken at the Spring Board meeting. Distribute updated/revised pages to people on the Board.

*July*

* Assist with election ballot preparation and electronic distribution with Nominations Committee chair and President.
* Contact AERA SIG for State and Regional Research Associations to reserve a slot for the NERA Distinguished Paper.

*September*

* In collaboration with the Immediate Past-President, review ballots and determine election results using the preferential ranking system recommended via the NERA ballot.

*October (at the conference)*

* Attend Board meeting (first day of conference). Take minutes. Present and have approved the Secretary’s Report from the last Board meeting.
* Attend the Annual Business meeting. Take minutes. Present and have approved the Secretary’s Report from the previous year’s Annual Business meeting.
* Meet with incoming Secretary to discuss duties of the Office, and to pass on documents and records. Provide mentoring support as needed.

*Upon Leaving Office*

* Review Secretary section of the *Governance Handbook* and submit any changes to the Secretary.

# **6. Functions of Appointed Officers**

## 6.1 Treasurer

**Charge:** The Treasurer is tasked with maintaining the financial records of NERA, including paying NERA bills as received.

**Term:** The office of Treasurer is an appointed position. The treasurer is appointed by the President, on the recommendation of the Nominations Committee, to a three-year term, preceded by a year of shadowing the current Treasurer. The shadow year runs from the January board meeting to the next January Board meeting. The next three years comprise the Treasurer’s term, including being shadowed by the incoming Treasurer during the final year of service.

**Tasks:** The specific tasks related to the Treasurer shall be to:

1. Attend all Board of Directors meetings and the Annual Business meeting and make Treasurer’s presentations at each meeting.
2. Correspond with other associations and people peripheral to NERA on financial and membership matters.
3. Receive all revenues (due, conference fees, interest) and pay all expenses. Invest reserves, if applicable. Report the Association’s financial status to the Board of Directors and membership.
4. Oversee the maintenance of an up-to-date list of members.
5. Assist with the conference site contract talks.
6. Oversee registration of all persons attending the conference.
7. Coordinate activities with President, Secretary, Conference Program Committee co-chairs, *The NERA Researcher* editors, SRERA, conference hotel, and other vendors.
8. Maintain and submit any paperwork related to State of Connecticut incorporation and Federal Income Taxes.
9. Renew, review, and pay yearly Board Insurance.

**Timeline of Activities: Treasurer**

*Upon Taking Office*

* Revise and order new checks, debit cards, and other bank related items. Take ownership of any accounts (such as PayPal, bank account, email accounts, Survey Monkey, and GoDaddy domain).

*Continuously Throughout the Year*

* Deposit all monies received and pay by check or debit card all expenses. (Require a written statement or receipt for all monies paid out.) Keep records of deposits and expenditures by category (e.g., dues, pre-session, conference registration; Conference Program Committee, *The NERA Researcher*, Board). Provide basis of comparison for multiple years for expenses and revenues for budget categories.
* Transfer monies from PayPal account (electronically paid membership and registration fees) to bank account as appropriate.
* Respond to inquiries about membership or the conference. May refer conference questions to conference co-chairs.
* Inform all Board members concerned of steps taken. Provide them with advance copies of letters, forms, and so forth. Solicit information, advice, and cooperation from each when appropriate.

*December/January*

* Prepare Treasurer’s Report for prior fiscal year for the Winter Board meeting.
* Prepare a Summary of Finances for the Winter Board meeting indicating revenues and expenses for the most recent membership and conference year along with a comparison for at least the past year.
* Attend Board meeting. Present and have approved the Treasurer’s Report. Give an update on membership (Membership Report) in consultation with the conference co-chairs. Present and have approved budget for the forthcoming fiscal year.
* Set fee(s) for conference at Winter Board meeting.
* Update Board information related to incorporation with State of Connecticut.
* Renew membership in AERA/SIG for State and Regional Educational Research Associations. Communicate winner of Woollatt Award winner with SRERA.

*February/March/April*

* If necessary, send mailing list information to *The NERA Researcher* editors for including on mailing list for the Spring *The NERA Researcher*.
* Assist in the development of membership, conference, and Hotel registration information and forms.
* Assist conference co-chairs and editors of *The NERA Researcher* in making membership and conference registration available.
* File annual tax return with New York State (due April 15).

*May/June*

* Provide information to conference chairs as needed for setting up proposal system and conference registration.

*July/August/September*

* Provide SurveyMonkey login (with new password) to Nominations Committee for election.
* Oversee maintenance of up-to-date membership and conference database.
* Assist President with Sponsorship paperwork, including providing W-9 forms when needed.
* Send mailing list information to *The NERA Researcher* editors for including on mailing list for the Summer/Fall *The NERA Researcher*.
* Order plaques for Award winners.

*October*

* Before conference:
	+ Prepare Treasurer’s Report for the period January to October for the Wednesday Board meeting that will take place at the conference.
* At conference:
	+ Attend Board meetings during conference, typically on first and last days of conference. Provide Treasurer’s Report.
	+ Attend Business Meeting and present Treasurer Report presentation to the membership with updated numbers from on-site registration.
* Help conference co-chairs in finalizing hotel bill, including providing cash for co-chairs to tip conference hotel personnel.
* Oversee master bill (to be paid after consultation with President and conference co-chairs).
* Work closely with conference co-chairs on all items related to conference registration.
* Attend negotiation meetings for next year’s contract between hotel staff and NERA representatives.
* Meet with incoming Treasurer to discuss duties of the Office, and to pass on document and records.
* After conference:
	+ Reconcile monies (membership dues and registration fees) received at conference. Check payments (cash, checks) received at the conference against registration list.
	+ Revise/update list of members. Send mailing list information to Membership Chairand to *The NERA Researcher* editors for including on mailing list for the Winter *The NERA Researcher*.
	+ Distinguish between organization revenue/expenses and conference revenue/expenditures via bookkeeping methodology. Begin to prepare clear summary of conference revenue/ expenditures (including hotel expenses), to be completed in advance of January Board meeting.
	+ Provide SurveyMonkey login (with new password) to incoming conference chairs for conference evaluation and participation forms.

*November*

* If not already done, pay hotel master bill and all expenses incurred from past membership/conference year.
* Renew and Pay Board Insurance.

*Upon Leaving Office*

* If requested by Board and/or incoming Treasurer, have financial records audited after the conference.
* Hand over all records in an organized manner. Facilitate change of name on all accounts.
* Review Treasurer section of the *Governance Handbook* and submit any changes to the Secretary.

## 6.2 Conference Program Chair(s)

Note: This section is being updated Fall 2014

**Charge:** The Conference Program Chair(s) are tasked with coordinating the development, arrangement, and publication of the conference program, handling the logistical planning and preparation for the conference meeting, and interfacing with NERA members and the Board of Directors in like manner to other committee chairs.

**Term:** The office of Conference Program Chair(s) is an appointed position. The Conference Program Chair(s) is appointed by the President-Elect, to a three-year term. In the first year, the Conference Program Chair(s) shadow the current Conference Program Chair(s). The second year consists of conference planning responsibilities, and the third year is providing mentoring as needed to the next Conference-Program Chair(s).

**Tasks:** The specific tasks related to the Conference Program Chair(s) shall be to:

1. Chair the Program Committee
* Conduct program committee meetings
* Report to the NERA Board of Directors
* Write articles for *The NERA Researcher*
* Submit conference information updates to the NERA web site
* Manage email account, either using programcochairs@nera-education.org or another e-mail address chosen by the program chairs
* Manage NERA conference budget and expenses
* Meet with previous and future co-chairs of the committee
* Host the annual conference (i.e., make opening/closing remarks and announcements)
1. Coordinate the Program
* Arrange the details of the invited sessions (workshops, speakers, panels)
* Publicize the Call for Proposals
* Coordinate proposal submission system
* Coordinate proposal peer reviews and announcement of results
* Create the program schedule
* Coordinate session chairs and discussants
* Publish the NERA Conference Program in print and web formats
1. Plan the Meeting
* Conduct previous year’s conference evaluations
* Publicize the NERA Conference Meeting
* Coordinate meeting space (food and drink, signage, room setup)
* Staff, supply, and oversee the on-site registration and check-in desk
* Secure and coordinate AV and technology for sessions
* Coordinate documentation of the conference (photography, proceedings)
* Plan evening receptions and entertainment
1. Review Conference Program Chair(s) section of the *Governance Handbook* and submit any changes to appropriate person.

**Timeline of Activities: Conference Program Chair(s)**

*October*

* Conference is held (usually third week in October)
* Conference theme for next year is announced
* Conference flyer is distributed
* Conference evaluations are conducted

*January*

* Conference evaluation feedback is reviewed by the NERA Board of Directors
* Initiatives set for the next NERA conference
* Conference budget is approved by NERA Board of Directors
* Preliminary program plans approved by NERA Board of Directors

*February*

* Conference and Call for Proposals is announced and publicized

*April*

* Update NERA Board of Directors on conference planning
* NERA conference is publicized at AERA conference
* Reminders go out about Call for Proposal submission deadline

*June*

* Between the 1st and the 5th the Call for Proposals closes
* By the 15th reviewers are assigned proposals to review
* Conference registration opens (date determined by Treasurer)

*July*

* By July 15th all proposal reviews are submitted

*August*

* By August 15th advanced notice of proposal acceptances are delivered
* By August 15th contact authors are notified of the session date, time, and room and session discussants and chairs have been confirmed and announced if program chairs decide to send this information with acceptances.

*September*

* By September 1st, contact authors are notified of the session date, time, and room and session discussants and chairs have been confirmed and announced if program chairs decide not to send this information with acceptances.
* Sept 15th – Preliminary conference program is published online
* Sept 15th membership are reminded about early-registration deadline approaches
* Registration desk attendants are scheduled

*October*

* October 1st - papers are due to discussants.
* October 1st is the end of early-bird registration ends
* October 1st is a firm deadline for sending program to be printed
* October 1st is the deadline for hotel reservations using the NERA block.
* A meeting is conducted between program chairs and hotel staff
* Report program statistics to Board of Directors
* Meet with the upcoming conference chairs

*January*

* Post-conference January Board meeting report

**Additional Details: Chair the Program Committee**

*Program Committee members*: Includes the President-Elect, and one or more Conference Program Chair(s) selected by the President-Elect. The group should be presented at the Winter Board meeting prior to the beginning of the President’s term for discussion/suggestions and approval. Committee begins work no later than the October prior to the conference they are planning. Ideally, the committee would solicit the input of previous Conference Program Chairs as well.

Once the program committee members have been established, hold program committee meetings to establish the following aspects of the conference program: the Conference theme, the keynote speakers, the professional development workshops/leaders, the invited panel sessions and panelists, the session formats for the Call for Proposals, and the selection criteria for proposals.

Program committee members examine ratings from volunteer reviewers and make final decisions on proposal submissions. They also approve the final conference schedule

*Report to the NERA Board of Directors*: The co-chairs submit reports at five meetings. They report at the January board meeting prior to their conference and after their conference. At the January meeting prior to the conference, present to the Board the list of Committee members, the budget, and a timeline of conference planning activities. Obtain from Board suggestions for invited speakers, panelists, reviewers, and conference participants. At the January meeting after the conference, report on the final budget balance (total expenses and revenue), also report on conference and session attendance, and discuss any issues from the conference. At the April board meeting, report on conference progress and updates and receive feedback from the board.

The other official board meetings are on the first and last day of the conference. For the pre-conference board meeting, submit a report describing the activities of the program committee, and details about the Call for Proposals, acceptance rate, number of sessions, number of registrants, and number of conference participants.

For the post-conference meeting, report on the number of conference attendees and number of rooms filled for NERA block. A call for reports will be issued prior to each board meeting. Reports should be submitted in advance of the meeting to the NERA Secretary.

Also attend the Annual Business meeting on the last day of the conference per the request of the Board.

*Submit to The NERA Researcher: The* *NERA Researcher* Editors will typically communicate to the program chairs what information about the conference they would like included in each issue of *The NERA Researcher* and provide guidelines and due dates for providing such information. In recent years, the program chairs have been asked to submit an article for each issue in the year of the conference as well as the December issue for the previous year.

In writing the articles, it is useful to look at the archives for the newsletter which are available through the NERA website.

* + The Winter issue usually includes an advanced announcement of the conference.
	+ The Spring issue usually includes a Conference Overview, the Call for Proposals, and Proposal FAQs.
	+ The Summer/Fall issue includes (or links to) important dates related to the conference, details about registration and hotel rooms, descriptions of known sessions such as professional development workshops, invited panels, and keynote speakers, a link to the full preliminary program, highlights special session such as the GSIC session, the poster session, and provides information about the receptions and entertainment.
	+ The Winter issue following the conference is a place to provide basic statistics about meeting attendance and number of papers, also to thank individuals who helped with the conference and note memorable moments of the meeting.

*Submit content for the NERA website*: The NERA web master should provide guidance as to what conference information is usually posted on the conference web page, when, and in what form. In recent years, information is posted on the web site closely mirrors what is published in *The* *NERA Researcher* articles, with information appearing on the web site first. At a minimum, the conference web pages should include an advanced announcement of the preliminary program (i.e. keynotes, invited panels, and workshops), the call for proposals materials, registration and hotel information, list of conference sponsors, and a link to the full conference program with abstracts when available. Web updates are requested once a month and attempts are made to limit the number of updates.

*Manage conference budget*: The conference budget functions separately from the overall NERA budget. Conference co-chairs are charged with ensuring that the conference budget is at least balanced. In other words, no money should need to be taken out of the NERA reserves to pay for conference expenses. The amount of revenue generated by conference registration, sponsors, and vendors needs to equal or exceed the expenses for running the conference.

The NERA Board needs to approve a conference budget at the January meeting prior to the conference. At that time the Board members will discuss potential issues, make suggestions, and ultimately approve a conference budget. This is when the cost of conference registration will be set. The budget should include information about how and where the conference program will be printed. After the conference, the NERA Board will request a detailed list of expenditures and incomes and a final balance. To prepare for this, keep track of expenses throughout the year, update the budget line items with details as they are finalized, and monitor spending.

*Correspondence*: Chairs of the Program Committee manage the NERA conference email address, which may be programchairs@nera-education.org or another address chosen by the program chairs. This involves responding to questions and suggestions throughout the year. This type of correspondence is heaviest before proposals are due, when announcements are made about proposals, and the two months prior to the conference. The email address is used to document and respond to issues such as withdrawals, time conflicts, special requests, and other inquiries. The email address is also used to send a mass email to the membership list to announce program news or changes and send announcements and reminders about important dates, typically through a technology vendor.

The email account becomes a convenient way to track and share materials related to the conference for previous and future Program Committee Chair(s). In addition to archival materials in the email account, the current program co-chairs should meet with the next year’s co-chairs to hand-off materials and facilitate the transition to the new co-chairs as much as possible. The GSIC committee also plans two invited sessions for the conference. Coordinate with the chair of the GSIC committee for information about these sessions (i.e. abstract and title).

*Conference meeting facilitator*: On behalf of the Conference Program Committee, the co-chairs make the opening/closing remarks at the conference. They also make any announcements during the conference, chair the plenary sessions, and act as host for the evening receptions. In addition to welcoming conference attendees, the co-chairs also serve as host to the keynote speakers, workshop leaders, and invited panelists by welcoming them, orienting them, and ensuring that they have everything they need to perform their important role in the program. Beyond these roles, the Co-chairs attend to a variety of details during the conference to ensure that the experience is a positive one for all. For example, co-chairs are usually the point-person for issues with room temperature, housekeeping, room set ups, and refreshments. At the end of the meeting, the Co-chairs pack up all NERA materials (including papers submitted for conference proceedings and any lost and found items) and ensure that the hotel meeting space is left in good condition.

**Additional Details: Coordinate the Conference Program**

*Invited Sessions*: Once Keynote speakers, invited panelists, and workshop leaders have been decided upon by the Program Committee and have agreed to the role (per the request of a member of the Program Committee), contact these individuals and request a professional biography abstract and headshot. Speakers and workshop instructors should also provide a title for the session along with brief description (optional for keynote speakers). Allow about a month to collect these materials, with gentle reminders as necessary. Inform these individuals that these materials will appear on the NERA web site and in the program materials.

About one month prior to the conference, touch base with each of these individuals again to inquire about requests for room setup and technology. For invited panel sessions, coordinate a list of questions to be asked and prepare an agenda of the session. Help arrange travel and lodging for keynote speakers. Provide details about reimbursements, registration costs, and stipends. In the past, thank you cards have been written for these special guests with their stipends (if applicable) enclosed. Payment will be given by check written by the Treasurer at the conference. Provide the Treasurer with names of all those receiving stipends along with the amount due so that the checks can be written.

*Proposed Sessions*:Prepare Call for Proposals (CFP) document, announcement of the conference, and FAQ for submitters. Send these CFP materials to *The NERA Researcher*, the NERA web master, and other educational associations and journals (AERA, NEERO, APA). Circulate Call for Proposals flyer to NERA’s institutional members.

*Receive proposals*: Send email to NERA membership announcing opening of the proposal submissions system (currently handled by Palisades Conference Management) and send reminder emails to membership for proposal submission deadline. Extend submissions deadline if necessary or requested. Once submissions are received, check that each is anonymous and follows the submission guidelines. Confirm receipt of proposals with contact authors and thank them for submission.

*Coordinate peer-review process*: Prepare instructions for volunteer reviewers for using the online rating form. Train the reviewers on how to rate and evaluate proposals. Assign reviewers to proposals by matching their areas of expertise with the keywords for the proposal. This involves collecting areas of expertise from each reviewer, and can be assisted with the online database. Email volunteer reviewers with instructions for accessing their assigned proposals, attach instructions for completing reviews, and clearly specify an absolute deadline for completing the proposal reviews. Send a reminder email to reviewers one week and one day before the deadline. Keep track of which reviewers have submitted their ratings; send thank you emails when reviews are complete; and follow-up with late reviewers.

*Make acceptance decisions and create sessions*: The process by which proposals are accepted and grouped into sessions for NERA is not well established or documented. Each Program Committee may approach this differently. Here we describe the goal or end result that needs to be achieved along with a few conventions. The current NERA program has 7 concurrent session blocks, and each should have no more than 10 sessions running concurrently. The maximum number of sessions that can be accepted is based on the maximum number possible given the hotel contract minus the number of invited sessions.

The individual paper proposals may be assigned to poster sessions, paper sessions, or discussion sessions as room allows. However, it may be accepted in an alternative format than what was proposed. Weaker paper proposals may be accepted as posters instead or assigned to a paper discussion session. In making the final decision about proposals, consider the author of the proposal, which the reviewers themselves did not know. Also consider who the reviewers were. Finally, consider the other proposals received (i.e. whether the topic fits well with other papers). Keep track of the acceptance rates for proposals.

Accepted proposals are groups by topic area and thematic titles are created for each grouping. The ideal number of individual papers for a session is 4 or 5, depending on whether sessions are 75 or 90 minutes. In rare circumstances, allow sessions with 3 or 6 papers. Be creative in naming the sessions and strive to create sessions that represent different institutions and have a clear common thread. Sequence the papers within the session logically. Sometimes accepted proposals may change formats in order to fit into a session with a certain theme or topic.

*Announce acceptance decisions*: Email proposal decisions to contact authors. With the help of the technology vendor, merge a template email with proposal information and feedback from reviewers and send a batch email. In this communication, ask contact authors to forward to their authorship team. Regardless of acceptance/rejection notice, include information about conference registration and hotel as well as other preliminary program details. Attach up-to-date guidelines for NERA presenters. If the accepted session format differs from the proposed session format, provide a note about why the format has changed. If rejected, make a note about why it is rejected.

*Schedule sessions*: Use the NERA program “shell” which has been fairly standard over the past few years. Consult with the president. Merge this shell with the meeting spaces available at the hotel. Schedule the workshops, keynotes, invited, panels, poster sessions, and the GSIC sessions, first. The information for the Teacher as Researcher award winner is usually not ready until late August so plan accordingly. Black out times that rooms are unavailable due to necessary transition time for hotel staff to set up and clean up meals. Then, assign paper sessions, symposia, and discussion sessions in available rooms/times. During each concurrent session, try to balance areas of research so that at least one session would be of interest to all NERA members.

Proof the schedule for conflicts such as authors being assigned to multiple rooms at one time. Make sure that at least first authors have no conflicts, and if possible avoid any authorship conflicts. The most well attended day of the conference is Thursday, sessions assigned to this day will likely be the best attended. Avoid scheduling other sessions at the same time as the poster session. Consider the capacity of rooms when scheduling sessions that are likely to be popular.

*Assign discussants and chairs to sessions*: Obtain list of volunteers for discussant and chair roles. Assign discussants and chairs to sessions based on area of expertise/interest area and their schedule availability. Ask the named individuals if they will fulfill the assigned role (provide date, time, room, and session title). When participation is confirmed, send a document to the individual describing the NERA role guidelines for session chairs and discussants. It may be necessary to send additional requests for volunteers if the list of existing volunteers is insufficient.

*Announce schedule and assignments, make any necessary changes*: Announce the schedule of sessions to contact authors in another batch email that includes session information, date, time, and room. Also provide the name and email address of the discussant and chair for their session. Respond to any scheduling conflicts or withdrawals by making adjustments to the schedule if necessary and announcing to all necessary parties. Scheduling requests (i.e. preferences) should be addressed to the extent that is possible without negatively affecting the program or delaying the process.

The *Conference Program*, in which information about the conference schedule and sessions is published in a variety of formats. Conference Co-chairs are responsible for developing these materials and assuring that they are publicized and distributed at the expected times.

* + The *Preliminary Program* lists all pre-sessions and invited sessions (titles, names, affiliations, and rooms) and lists times, rooms, and names for all meals, awards, speeches, and receptions and it should be published in the Summer/Fall *The NERA Researcher* and posted to the NERA Conference web site as soon as possible.
	+ The *Conference Overview* includes the information in the Preliminary Program as well as the day, time, room, and title of all other sessions (a.k.a. paper presentations, symposia, working groups, and discussions). It should be made available on the web site at least one-month prior to the conference. A version is also included at the end of the printed program and sometimes is printed separately on cardstock as well. It is usually a grid for each conference day, with rooms as columns, time as rows, and session titles and numbers in the cells of the grid.
	+ The full *Conference Program* includes all the information about the conference beyond session information: 1) welcome letters from the NERA President and Conference Program Chair(s); 2) Sponsorship information and advertisements; 3) General Conference information; and 3) Hotel map; 4) participant index; 5) general information about NERA; 6) detailed session information; and 7) Conference overview. In some years, abstracts have been provided to conference attendees as well. A Microsoft Word template document and an Access database report have been created to facilitate creation of the program. It is imperative that the program information be carefully proofed and sent to a professional printer by October 1st.

**Additional Details: Plan the Meeting**

*Previous meeting evaluation*: Make arrangements with the previous year’s co-chairs to deliver conference evaluation to conference attendees. This has been done on-line after the conference, using paper forms, or both. Develop the evaluation form to provide comparison information with previous conferences and also to gather specific information to guide the planning and direction of the next conference. In recent years, an online survey account has been used to collect the data. The data should be analyzed and a report written and delivered to the NERA Board of Directors.

*Meeting announcements and publicity*: Market the NERA conference using a variety of methods, including flyers, email announcements, postings to listservs, and word of mouth. Conference co-chairs can publicize the conference overview and call for proposals in the exhibit hall at the annual AERA meeting, (there is a table for regional affiliates & organizations). They may also distribute materials at other conferences, send materials to institutional members for posting, or distribute promotional items (e.g., mugs, magnets, pens).

*Lodging accommodations for attendees*: Contract with a hotel for group rate and provide group code to NERA registrants. By October 1st, provide the hotel with a list of people whose rooms are paid for by NERA conference budget and the dates that they will need rooms. This typically includes the Conference Program Chair(s), President, Treasurer, and keynote speakers. In the last week of September, check with the hotel to see how any rooms in the NERA block has been booked. Extend the deadline if necessary to make sure we meet our contractual obligation. A week before the conference, send the hotel updated registration information to give approximate headcounts for the meals and coffee breaks (week before conference). Provide the hotel with a list of rooms that will be covered by the NERA conference bill (includes board members coming for Pre-conference meeting).

*Meeting rooms*: In recent years, NERA has had as many as 10 sessions running concurrently. Ensure that adequate meeting spaced is reserved for the conference. Communicate to the hotel how each room should be set-up in term of furniture arrangement (e.g. theater-style, rounds) and AV equipment during each time block. Provide the hotel session information for the signs outside doors. Include session titles and time ranges. As program schedule develops and is modified, share the updates with the hotel so that all room signs and set-up transitions are correct. Review the NERA conference bill at the conference (retain a copy for NERA records). Pay the conference bill and tip wait staff, bartenders, and maître.

*Technology needs*: Make arrangements to provide computers, speakers, and projectors in every scheduled session according to the needs of the session. Options are to have the hotel provide and support the technology, to require each session to arrange for their own technology needs, or to request equipment loans from institutional members (sponsors) of the conference. Some combination of these three options is probably most economical. As a courtesy, technology for the keynote speakers and workshop leaders should be provided as they request. Issues with technology during the conference can be a major source of stress for attendees. Depending on what is planned for the evening receptions, you may also need to arrange AV or microphones or stages for the reception rooms with the hotel.

*Meals and coffee breaks*: Several months before the conference, the hotel should confirm a menu for the conference meal and coffee breaks. Coordinate with the hotel about meal stickers for overnight guests. Arrange to have box lunches or “NERA Deli” set up for Wednesday lunch. In September, the hotel will send “Banquet Event Orders/Menus”. Go through these carefully, note any changes, and confirm. If the hotel allows us to bring snacks for coffee breaks, buy snacks in bulk (BJ’s or Costco) and set up for the afternoon coffee break to save money. Submit the cost of these purchases for reimbursement.

*Registration for the meeting*: The Treasurer opens registration some time in the summer. Commitment to the conference is low until a month or so before the conference. A month prior to the conference, contact the Treasurer to determine if pre-session pre-registration is sufficient. If not contact pre-session presenter(s) to cancel pre-session. Notify Treasurer of names of all proposal applicants. Determine which proposal applicants are not “current” members. Work with treasurer to register anyone whose registration is provided complimentary. This means providing the Treasurer with the individuals name, affiliation, address, and preference for delivery of Researcher.

*On-site signage*: Create a poster of conference sponsor logos. Coordinate with the president to obtain the necessary logos for the conference sponsors. Consider printing a poster with the conference schedule as well. Allow at least one week for printing. Place the sponsor poster in a visible location near the registration desk. Arrange to have the following signs displayed using tripods: Message board, direction to Cyber Café, Welcome sign in lobby (pointing to registration desk), meeting space map. Coordinate with the hotel to hang the NERA banner in a visible location.

*On-site registration and check-in desk*: Prior to the conference, create, purchase, and/or assemble all materials for the registration desk. Create signs displaying the registration desk hours and place in a visible location when the registration desk is closed. Supplies for the registration desk include: list of registrants; on-site registration forms; pens, pencils, highlighters, paper, post-its, stapler. Prior to the conference, volunteers to help with registration may be recruited (e.g., graduate students, GSIC members). Brief the volunteers about their responsibilities, which include: Check-in of pre-registered individuals: Find the individual’s on the list of registrants and indicate their attendance at the conference. If the individual is staying at the hotel, provide meal stickers for their name badge; the individual is not staying at the hotel, explain the process for purchasing meals. Distribute name badge, program, folder, and tickets for complimentary drinks at the receptions. On-site registration: Individuals may register for NERA on site by either filling out the paper version of the registration form or by registering online in the cyber café.

*Materials for attendees*: Conference registrants receive a name badge, drink tickets for the reception, banners indicating their involvement in the conference (e.g. presenter, chair), a printed version of the program, and a folder of conference information and supplemental materials. Prepare to distribute these materials efficiently at the check-in desk.

Purchase badge holders and badge ribbons by mid-September. Several weeks before the conference, coordinate with the NERA treasurer to obtain the list of conference registrants. Once the list is received, print name badges. Repeat this process 1 week and 1 day prior to the conference. Organize name badges so that they are easy to find at check-in desk.

Purchase folders by mid-September, create and affix labels to the front of folders. In the month prior to the conference, coordinate with other NERA committee chairs to obtain materials for the folders (e.g., GSIC flyer, Conference Proceedings). The Program Co-chairs create handouts highlighting keynotes, receptions, and any other special sessions. Make copies of all handouts and stuff folders with an orderly set of handouts prior to conference.

The printed program needs to be delivered as a PDF to a commercial printer about a month before the conference and then delivered to the hotel and the boxes brought down to the registration desk prior to pre-sessions.

## 6.3 *The NERA Researcher* Editor(s)

**Charge**: *The* *NERA Researcher* Editor(s) are responsible for producing three issues of *The NERA Researcher* annually. *The* *NERA Researcher* is the newsletter that provides the membership with information concerning official business of NERA. It may also provide the membership with news concerning or of interest to the membership. Each issue of *The NERA Researcher* has a suggested content and some issues may contain additional content.

**Term**: The term of *The* *NERA Researcher* Editor(s) is three years.

**Tasks**: The main tasks of *The* *NERA Researcher* Editor(s) are to:

1. Create three issues of *The* *NERA Researcher* per year using desktop publishing.
2. Solicit articles and news stories from Board of Directors, Committee chairpersons, and NERA members, and edit all content as appropriate adhering as much as possible to the NERA Style Guidelines.
3. Contact Treasurer (or Membership chair) for an up-to-date email list (or labels for print version) for current membership. Forward list to the company that publishes and mails the hard copy of the newsletter.
4. Distribute electronic version of newsletter to members and coordinate distribution of paper version.
5. Submit reports to the designated Board of Directors’ liaison before each Board meeting describing progress or the results of activities.
6. Prepare reports for all Board meetings
7. Attend Annual Business meeting on second day of conference and make a progress report.
8. Review *NERA Research* Editor(s) section of the *Governance Handbook* and submit any changes to appropriate person.

**Timeline of Activities: Content and Dates of Issues for *The NERA Researcher* Editor(s)**

The following sections outline the contents of the three issues. Note that “\*” is used to indicate items that appear in every issue

*Spring Issue: Volume X, Number 1*

* President’s Message column (President)**\***
* Announcement of previous conference’s winner of the Lorne Woollatt Distinguished Paper Award (Chair of the Committee)
* Synopses of minutes of Winter Board meeting and Annual Business meeting (Secretary)

Note 1: Business meeting summary may have appeared in the Winter issue.

Note 2: If the Secretary did not complete the synopses of the October Board meetings for the December issue, those would appear in the Spring issue.

1. Call for Proposals: can reference material on NERA website (Current Conference Program Chair(s))
2. Short Promotional Piece about upcoming conference (Current Conference Program Chair(s))
3. Committee updates (e.g., Mentoring, Communications, GSIC)
4. Special articles, book reviews, etc. submitted by members
5. Photographs appropriate to the articles**\***
6. Board of Directors and Committee directory (Secretary)**\***
7. News of general interest – compose or solicit from members (see Section 4, below)**\***
8. Announcement of Awards (roll-over text, from year-to-year, with replacement of committee chairs by *The NERA Researcher* editors):
	* + - 1. Leo D. Doherty Award
				2. Thomas F. Donlon Award
				3. Teacher-as-Researcher Award
9. Call for Nominations: Request for suggestions for slate of candidates (Past President)
10. Message from the Editors **\***

*Summer/Fall Issue: Volume X, Number 2*

1. President’s Message column (President)**\***
2. Board of Directors and Committee Chair directory (Secretary)**\***
3. Synopsis of minutes from Winter Board meeting (if not already in Spring issue) (Secretary)
4. Conference Registration and Hotel information (Current Conference Program Chair(s))
5. Preliminary Program or article regarding highlights of the upcoming conference, with reference to website for current information about conference (Current Conference Co-chairs)
6. Committee updates (e.g., Mentoring, Communications, GSIC)
7. Photographs appropriate to the articles\*
8. Second (final) Call for Nominations: Request for suggestions for slate candidates (Past President)
9. News of general interest (see Section 4, below) – compose or get from members**\***
10. Announcement of Awards: (roll-over text, with replacement of committee chairs by *The NERA Researcher* editors):
	* + - 1. Leo D. Doherty Award
				2. Thomas F. Donlon Award
				3. Teacher-as-Researcher Award
11. Announcement of Lorne H. Woollatt Distinguished Paper Competition (roll-over text, from year to year, with replacement of committee chair by *The NERA Researcher* editors)
12. Special articles, book reviews, etc. submitted by members

*Winter issue: Volume X, Number 4*

1. President’s Message column (President)**\***
2. Presidential address from last conference (Immediate Past-President)
3. Highlights from annual conference
4. Committee updates (e.g., Mentoring, Communications, GSIC)
5. Special articles, book reviews, etc. submitted by members
6. Photographs appropriate to the articles**\***
7. Membership report (Treasurer)**\***
8. Board of Directors and Committee directory (Secretary)**\***
9. Synopsis of minutes of October Board Meetings (optional: Annual Business Meeting: this may appear in the Spring issue) (Secretary)
10. News of general interest (see Section 4, below) – compose or get from members**\***
11. Announcement of Award recipients announced at the October conference, prepared by chairs of each committee:
	* + - 1. Leo D. Doherty Award
				2. Tom Donlon Award
				3. Teacher-as-Researcher Award

Possible Content of General Interest

* Conference calendar
* Highlights of other professional meetings
* Relevant changes in legislation and regulations
* Member news, including promotions or position changes, grants or awards
* Development activities
* Update on Strategic Plan

# **Standing Committees**

## Nominations Committee

**Charge:**  The charge of the Nominations Committee is to prepare a list of candidates for all elective offices and to identify members to serve NERA in appointed positions in which vacancies exist. This includes all Committees and Committee Chairs.

**Composition of the Committee:** The Nominations Committee is composed of a Chair (the Immediate Past-President) and at least two members (who are current or past board members or officers of NERA, as indicated in the Constitution) selected by the President. The term of service for the Nominations Committee is one year, starting and ending with the NERA conference.

 The President is the Board Liaison to the Nominations Committee.

**Tasks:** The tasks of the Nominations Committee involve both Elected offices and Appointed positions.

General tasks may include:

* Leading a session or presenting a poster at the conference on ways to get involved in NERA through elected offices and appointed positions.
* Communicating with the membership about service opportunities through *The* *NERA Researcher*.
* Soliciting members at the conference for possible participation in NERA governance.
* Reviewing Nominations Committee section of the *Governance Handbook* and submit any changes to the Secretary.

**Elected Offices:** NERA’s Elected offices are the Office of Director, President, and Secretary.

For Elected offices, the Nominations Committee shall:

* Solicit at least two (2) names for each vacant elected position, and allow for write-in candidates on the ballot.
* Request personal statements from all candidates for the position for which they are nominated.
* Notify the membership three weeks in advance of the opening of the voting about the slate of candidates, including personal statements and indicating both the opening of the voting and the date by which ballots must be cast.
* Prepare the electronic voting mechanism (SurveyMonkey or other electronic data collection method), including personal statements and security/privacy measures, and send by electronic mail to the current membership. Indicate due date (e.g., September 30) and provide instructions to the membership on how to complete and submit the ballot.
* Tally up the returned ballots and report election results to the President, the Board, and the membership.

**Appointed Offices:** NERA ‘s Appointed positions include Treasurer as well as all chairs and members for the following standing committees: Leo Doherty Memorial Award Committee (members and chair), Lorne H. Woollatt Distinguished Paper Award Committee (members and chair), Thomas F. Donlon Award Committee (members and chair), Teacher-as-Researcher Award Committee (members and chairs), Membership Committee (members and chair), the Communications Committee (members and chair).

For Appointed positions, the Nominations Committee shall:

* Identify vacancies for appointed positions, including committees and committee chairs, by communicating with Board liaisons to committees in advance of the conference.
* Solicit members for committee service in collaboration with Board liaisons, current committee members, and the membership. Self-nomination forms should be distributed and collected at the annual meeting.
* Provide the current President with recommended committee chairs and members in advance of Winter Board meeting for approval at the Winter meeting.

Note that members of the Graduate Student Issues Committee (a standing committee of NERA) are chosen by the current GSIC committee members as vacancies arise, so this is not a committee that is the responsibility of the Nominations Committee.

**Summary of NERA Committees and Terms of Service**

Below are the details of the NERA committees that the Nominations committee is charged with populating.

| **Committee** | **Number of Members (Minimal Requirements)** | **Duration of Membership** | **Start and End Date** |
| --- | --- | --- | --- |
| Leo Doherty Memorial Award  | Chair and 2 other members | Two years (staggered) | Begin service after the winter board meeting. That would enable a thoughtful process of members deciding on participation through informational meetings held at the Oct conference. Self-nomination forms would be distributed and collected at the annual meeting. |
| Woollatt Distinguished Paper Award | Chair and 3 other members | Two years (staggered) | Begin service after the winter board meeting. That would enable a thoughtful process of members deciding on participation through informational meetings held at the Oct conference. Self-nomination forms would be distributed and collected at the annual meeting. |
| Thomas F. Donlon Award Committee  | Chair and 2 other members | Two years (staggered) | Begin service after the winter board meeting. That would enable a thoughtful process of members deciding on participation through informational meetings held at the Oct conference. Self-nomination forms would be distributed and collected at the annual meeting. |
| Teacher as Researcher Award Committee  | Chair and 3 other members (1 member should be a previous winner, as per existing bylaws) | Two years (staggered) | Begin service after the winter board meeting. That would enable a thoughtful process of members deciding on participation through informational meetings held at the Oct conference. Self-nomination forms would be distributed and collected at the annual meeting. |
| Membership Committee | Four members total - a chair and three members (1 is a graduate student) | Three years, staggered across members: a chair, a chair-elect, a member. Members move up to chair-elect and then ultimately chair, with the exception of the graduate student member who will serve as member for 2 years. | Begin service after the winter board meeting. That would enable a thoughtful process of members deciding on participation through informational meetings held at the Oct conference. Self-nomination forms would be distributed and collected at the annual meeting. |
| Communications Committee | Four members total - a chair and three members (1 is a graduate student) | Three years, staggered across members: a chair, a chair-elect, and a member. Members move up to chair-elect and then ultimately chair, with the exception of the graduate student member who will serve as member for 2 years. | Begin service after the winter board meeting. That would enable a thoughtful process of members deciding on participation through informational meetings held at the Oct conference. Self nomination forms would be distributed and collected at the annual meeting |

**Timeline for Activities: Nominations Committee (Elected Offices)**

*January through May*

* Solicit at least two (2) names for each vacant elected position.
* Identify and contact proposed nominees to verify interest.
* Provide nominees with a link to the NERA *Governance Handbook* so that they may review duties of the office for which they are nominated, including time commitments and financial commitments.
* Secure the acceptance of the nomination from the nominees.
* Inform Board of slate.

*May through June*

* Incorporate option for write-in nominations to be placed on the ballot.
* Instruct candidates to submit a personal statement for the position for which they are nominated.

*August*

* Notify the membership three weeks in advance of the opening of the voting about the slate of candidates, including personal statements, indicating both the opening of the voting and the date by which ballots must be cast.

*September*

* Prepare the electronic voting mechanism (SurveyMonkey or other electronic data collection method), including personal statements and security/privacy measures, and send by electronic mail to the current membership. Indicate due date (e.g., September 30) and provide instructions to the membership on how to complete and submit the ballot.
* Send reminder emails to the membership one week prior to closing of voting (can involve President as needed).

*October*

* Tally up election results with assistance from the Secretary and communicate outcomes to President so that all candidates are notified prior to the conference.
* Provide report on election, including participation rate, to the Board at the start of the conference.
* Announce election results at conference and at the Annual Business meeting during the conference
* Review Nominations Committee section of the *Governance Handbook* and submit any changes to Handbook Editor.

**Timeline for Activities: Nominations Committee (Appointed Positions)**

*Ongoing*

* Monitoring the term of service for the Treasurer position and working with the President and current Treasurer to identify possible appointees as needed (every three years). Nominations for the appointed position of Treasurer can also be solicited from the membership at-large through *The* *NERA Researcher*.

*September*

* Contact Board Liaisons to Committees to request updates on current committee compositions, including anticipated vacancies, in conjunction with Committee reports provided at the Board meeting.

*October*

* Develop a mechanism for members to indicate interest in serving on NERA committees/volunteer roles (self-nomination as electronic or paper-based forms).
* Review Nominations Committee section of the *Governance Handbook* and submit any changes to appropriate person.

*November through December*

* Collect self-nominations and match up nominations with needs, collaborating with Board liaisons as necessary.

*January*

* Provide the President with complete rosters of members and chairs for all committees for notification of volunteers.
* Inform Board of committee rosters

## Leo D. Doherty Memorial Award Committee

**Charge:** The charge of the Leo D. Doherty Memorial Award Committee is to recommend to the NERA President a recipient of the Leo D. Doherty Memorial Award for Outstanding Leadership and Service to NERA, if a nominee meets the criteria for the Award.

**Award:** The recipient of the Leo D. Doherty Memorial Award receives a plaque presented by the President at the Awards Ceremony during the NERA conference.

**Composition of the Committee:** The Leo D. Doherty Memorial Award Committee shall consist of at least four members: a chair, chair-elect, and two members. Each member shall serve a term of two years. The immediate past award recipient shall serve as chair of the committee and the award recipient shall serve as chair-elect. Every year, at least one member shall be appointed by the President as recommended by the Nominations Committee filling the position of the member who has served two years. The NERA President shall appoint a Board Liaison to the Leo D. Doherty Memorial Award Committee.

**Tasks:** The specific tasks related to the Leo D. Doherty Memorial Award for its Committee shall be to:

1. Place a “Call for Nominations” directed to NERA membership via a number of NERA venues of communication including *The NERA Researcher* and the NERA Awards Web page.
2. Receive the names of nominees in writing.
3. Obtain relevant information from each nominator on nominee’s leadership and service to NERA and other related evidence of meeting the criteria for this award. [A nomination form will be sent to each nominator following written receipt of the name of the nominee.]
4. Review all nomination forms including non-award recipient nominees from past years and rank the nominees based on the Leo D. Doherty Memorial Award criteria.
5. Select an award recipient based on Committee ranking and if the top ranked nominee meets the Leo D. Doherty Memorial Award criteria.
6. Inform the NERA President in writing of the name of the recommended Leo D. Doherty Memorial Award recipient or that no nominee was selected. [The President shall notify the award recipient. The Board Liaison to the Doherty award committee will arrange for the award plaque, which will be presented to the recipient at the Awards Ceremony during the NERA Conference.]
7. Prepare an announcement about the award recipient for his/her recognition at the Awards Ceremony during the NERA Conference and through other forms of communication venues such as publication in *The NERA Researcher* and posting on the NERA Web site.
8. Present the Leo D. Doherty Memorial Award to the award recipient at the Awards ceremony during the NERA Conference. [The chair-elect shall present the award to the award recipient.]
9. Review The Leo D. Doherty Memorial Award Committee section of the *Governance Handbook* and submit any changes to the Secretary.

**Timeline of Activities: Leo D. Doherty Memorial Award Committee**

*December through June*

* The “Call for Nominations” should be submitted to *The NERA Researcher* editor in the Winter and Spring issues of *The NERA Researcher* and to the NERA Web Master, and will include the deadline of July 1, a statement that the nominations must be sent in writing to the Leo D. Doherty Memorial Award Committee chair, and the name and contact information of the chair.

*December through June*

* As nominations are received during December to July 1 time period, the chair will acknowledge receipt and send a Leo D. Doherty Memorial Award Nomination’s form for the nominator to complete. This form will include the nominee’s name, title, contact information (e-mail and work address and phone number) and a description stating how the nominee meets the criteria for receiving this award (i.e., Leadership to NERA, Service to NERA, and other relevant information). The nominator’s name and contact information will also be requested on the form.

*July*

* By July 15, the chair shall send copies of the Leo D. Doherty Memorial Award Nomination forms received (and those from nominees from past years who did not receive the award but met the criteria) to all committee members.

*August*

* By August 1, the committee members shall review the nominations based on the criteria of the award and return to the committee chair their ranking of the nominees they feel worthy of the award. The chair shall share the results of the rankings with all committee members.
* By August 15, the committee shall consider the rankings and recommend one of the nominees for this award or not recommend one.
* By August 15, the committee chair will notify the President of the committee’s recommendation.

*September*

* By September 1, the President shall notify the award recipient.
* The Board Liaison to the Doherty Award Committee shall arrange for the plaque.
* By September 15, the chair-elect shall prepare an announcement about the award recipient, which will be part of the Leo D. Doherty Memorial Award’s presentation. This announcement shall be published in the December issue of *The NERA Researcher* and posted on the NERA Web site.

*October*

* At the NERA Conference Awards Ceremony, the President will introduce the Leo D. Doherty Memorial Award chair-elect who will make the presentation of the award.
* The President will write a letter to the work supervisor of the award recipient informing him/her of the award presented to his/her employee.

**Leo D. Doherty Memorial Award Nominee Characteristic Criteria**

The following is summary of the traits that Leo D. Doherty demonstrated and in whose honor this award is given. A worthy nominee for the Leo D. Doherty Memorial Award need not possess all the qualities exemplified by Leo Doherty but a nominee must be a member of long standing who has generously given of self to NERA, to advance its mission and to enable it to thrive.

Leo D. Doherty was a long-time member and supporter of NERA. He was one of the earlier members of ERANYS and was instrumental in its rejuvenation and growth. Leo was a guiding and steadying hand behind ERANYS’ expansion to NERA as the 300-member regional association it is today. In addition to his association with NERA, Leo exhibited professional managerial leadership in his relationships with his staff and superiors. He was well-informed, provoked growth in his staff and associates, promoted qualified personnel, provided service to others needing his expertise, and translated the policy of his superiors into operations and products.

Leo was an ethical person. He personally demonstrated how staff should work honestly and collaboratively; he dealt fairly and equitably with his contacts; and he credits those who implemented activities with the achievement results. Leo was also humane. He encouraged people to commit themselves to goals that were personally meaningful to them, and he defended the individual’s right to form appropriate relationships. Leo supported professional associations and served in several capacities. He encouraged others to actively participate in professional association activities.

## Lorne H. Woollatt Distinguished Paper Award Committee

**Charge:** The charge of the Lorne H. Woollatt Distinguished Paper Award Committee is to recommend to the NERA President a recipient of the Lorne H. Woollatt Distinguished Paper Award.

**Award:** The winner of the Lorne H. Woollatt Distinguished Paper Award will present their paper at one of the AERA/SIG sessions at AERA in the spring. The person presenting the paper at AERA will receive an award of $500 toward their expenses to attend AERA, and a plaque that will be presented at the next NERA conference.

**Composition of the Committee:** The committee chair and the three additional members of the committee are selected by the President and approved by the Board of Directors. Frequently, at least one member is a recent recipient of the award. If any one of the committee members submits a paper, then the Program Co-Chair should make a replacement.

The chair of the committee is selected to serve on the committee for three years. During the first year, they will serve as chair-elect, the second year they will serve as chair of the committee, and the third year they will serve as past-chair. At the discretion of the President and the Nominations Committee, the chair of the committee may be selected to serve an additional consecutive term. The other committee members are selected to serve a one-year term. The term for the chair and committee members begins at the start of the annual Business Meeting held on the Friday of the conference, and ends just prior to the Business meeting in year 3 for the chair and for the committee members just prior to the Business meeting at the end of year 1.

The NERA President shall appoint a Board Liaison to the Lorne H. Woollatt Distinguished Paper Award Committee.

**Tasks:** The specific tasks related to the Lorne H. Woollatt Distinguished Paper Award for its Committee shall be to:

1. Review papers submitted to the competition at the time of the annual conference and determine the best paper based on the guidelines and selection criteria provided.
* Award eligibility should be limited to papers (including individual symposia papers) that have been reviewed by the Program Committee in the regular review process and actually presented at the conference. Therefore, symposia as a whole, roundtables, invited addresses, reviews, etc. would not be eligible. Also, Research-in-Progress papers are inappropriate as submissions.
* The type of research paper should be limited to either inferential studies or new theoretical formulations illustrated by supporting data of a real or simulated nature. This choice of criteria is not intended to eliminate research in the history of education, philosophy of education, etc. from consideration.
* The page length of submitted papers should be no longer than 20 double-spaced pages, in order to make the competition fair for all submitters.
* Committee members should not submit papers in which they have any conflict-of-interest (e.g., authorship) or they should remove themselves from the committee.
1. Review the Lorne H. Woollatt Distinguished Paper Award Committee section of the *Governance Handbook* and submit any changes to the Secretary.

**Timeline of Activities: Lorne H. Woollatt Distinguished Paper Award** **Committee**

*April*

* The committee chair will make sure that the competition is announced by having it published with the Call for Proposals in the Spring issue of *The* *NERA Researcher*, but not as part of the Call.

*Summer*

* The committee chair will make sure that the competition is announced by having it published with the Call for Proposals in *The* *NERA Researcher*, but not as part of the Call.

*October*

* Prior to the deadline for submission of papers, the committee chair should organize a conference call with the committee members (including the past-chair, if possible) to discuss the guidelines for rating the papers, how to organize the ratings, how the winner will be selected, as well as the timeline for completing the reviews and making decisions and announcements. This would also be an appropriate time for past committee members to discuss lessons learned from previous reviews.
* The committee chair makes a reminder announcement of the competition at Thursday’s lunch at the NERA conference. The announcement should contain an indication of who to send copies to (the Chair of the committee of the year the paper is presented), electronic submission of two copies of the paper (1 blind and 1 with identifying information), and the deadline for submission.

*October-December (after the Conference)*

* The chair serves as the coordinator of the competition and review process, and ensures to the maximum extent possible that the process used is “blind.”
* Committee members will review submitted papers and make a recommendation to the chair of the committee, based on the guidelines and selection criteria provided to the committee members by the chair.
* The committee members conduct a blind review of the papers using a series of rating scales that will lead to a ranking of submissions.
* The chair will serve as a tiebreaker in cases of a two-way or three-way tie, when needed.
* The review process must be completed and a decision made by the deadline established by the AERA/SIG for State and Regional Associations.

*December - January*

* The chair will notify the President and the winner by phone or email, with a follow-up letter on NERA stationery. At the time of notification, the winner should also be notified of possible presentation at the AERA/SIG for State and Regional Educational Research Associations, and a response solicited. The President will then inform the Treasurer. The Treasurer will notify the Chairperson of the SRERA.
* The Board Liaison to the Woollatt Committee shall arrange with the Treasurer for a plaque for the recipient of the Award. This plaque will be presented by the Committee Chair at the annual conference of NERA.
* The committee may designate one or more papers as Honorable Mention papers and disseminate this decision in a letter to the recipients. This will also be announced in the Spring issue of *The NERA Researcher* and at the annual meeting/conference of NERA.

*January*

* The chair will prepare an announcement of the recipient for publication in the Spring issue of *The NERA Researcher*. The recipient’s name, affiliation, and the title of the paper should be included in the announcement. The paper may be published in a later issue, at the discretion of the newsletter editors.

*April - May*

* The President will introduce the winner at the AERA/SIG session and announce the winner at the Annual conference of NERA.

## Thomas F. Donlon Memorial Award Committee

**Charge:** To select from among a group of nominees a person who has distinguished him/herself as a mentor.

**Award:** The recipient of the Thomas F. Donlon Memorial Award receives a plaque.

**Composition of the Committee:** The Thomas F. Donlon Memorial Award Committee shall consist of at least three members: a chair, chair-elect, and two members. Each member shall serve a term of two years. The immediate past award recipient shall serve as chair of the committee and the award recipient shall serve as chair-elect. Every year, at least one member shall be appointed by the President as recommended by the Nominations Committee filling the position of the member who has served two years. The NERA President shall appoint a Board Liaison to the Thomas F. Donlon Memorial Award Committee.

**Tasks:** The specific tasks related to the Thomas F. Donlon Memorial Award for its Committee shall be:

1. Review nominations submitted by NERA members identified for his or her mentoring abilities.
2. Choose the winner or determine no qualified nomination is present.
3. Submit a written report to the President.
4. Review The Thomas F. Donlon Memorial Award Committee section of the *Governance Handbook* and submit any changes to the Secretary.

**Timeline of Activities: Thomas F. Donlon Memorial Award Committee**

*March through April*

* The “Call for Nominations” should appear in the Spring issue of *The NERA Researcher* and on the NERA Web site that will include the deadline of August 1.

*May through August*

* As nominations are received during the April to August 1 time period, the chair will acknowledge receipt.

*August*

* By mid-August, the chair shall send copies of the Thomas F. Donlon Memorial Award Nomination forms received to all committee members.

*September*

* By September 1, the committee members shall review the nominations based on the criteria of the award and return to the committee chair their ranking of the nominees they feel worthy of the award. The chair shall share the results of the rankings with all committee members.
* By September 15, the committee shall consider the rankings and recommend one of the nominees for this award or not recommend one.
* The chair shall notify the President of the recipient of the award, and the President notifies the recipient.
* The Board Liaison to the Donlon Committee will arrange for the award plaque.
* The chair shall prepare an announcement about the award recipient that will be part of the Thomas F. Donlon Memorial Award’s presentation. This announcement shall be published in the December issue of *The NERA Researcher* and posted on the NERA Web site.

*October*

* At the NERA Conference Awards Ceremony, the President will introduce the Thomas F. Donlon Memorial Award chair who will make the presentation of the award.

Thomas F. Donlon Memorial Award for Distinguished Mentoring Nominee Characteristic Criteria

In 1998, the Thomas F. Donlon Memorial Award for Distinguished Mentoring was established, after approval by the membership at the 1998 annual business meeting. The award was proposed in memory of Thomas F. Donlon, to recognize his long and valued contributions to NERA. The award, which consists of a plaque presented at the annual meeting, not only aptly recognizes Tom’s valued contribution as a mentor to so many of his colleagues but also encourages mentoring activities among our membership.

The following proposal was on the agenda for discussion and approved at the October 1998 business meeting:

The Board proposes that the Thomas F. Donlon Memorial Award for Distinguished Mentoring be presented to a member of the Association who is nominated by a member or members of the Association to whom s/he has served as a mentor. Nominations would be accompanied by documentation indicating ways in which the nominee distinguished him/herself as a mentor and would be reviewed by a committee composed of three members of the Association appointed by the President of the Association. It is proposed that the committee select not more than one person to be recognized annually and that, in years when no qualified nominations emerge, the award not be presented.

*Sample Text for Call for Nominations:*

Thomas F. Donlon Memorial Award for

**Distinguished Mentoring**

The Thomas F. Donlon Award for Distinguish Mentoring was established in recognition of Tom Donlon’s long and valued contributions to NERA, particularly as a mentor to so many colleagues. Generations of scholars at ETC, at Thomas Edison State College, in NERA and in myriad professions are devoted to Tom for the guidance he provided them. The award is presented as needed or desired at annual NERA conferences to recognize a member of NERA who has shown distinction as a mentor.

Nominations are now being sought for the *year* Thomas F. Donlon Memorial Award. Nominees must be members of NERA and may be nominated by any member (or members) of NERA to whom they served as a mentor. If you would like to see a member of NERA who was your mentor be recognized for his/her contributions, submit your nomination to the Donlon Committeeby September 1.

Nominations must be accompanied by documentation indicating the ways in which the nominee distinguished him/herself as a mentor. Nominations may be sent by either mail or e-mail to *indicate addresses.*

## Teacher-as-Researcher Award Committee

Note: This section is being updated Fall 2014

**Charge**: The charge of the Teacher-as-Researcher Award Committee is to choose from among the preschool through high school teacher nominees the most outstanding applicant who has conducted classroom research to modify and improve his or her teaching efforts and instructional effectiveness. The purpose of the award is to encourage teachers to conduct research and to use the findings of that research to inform their own teaching.

**Award:** The recipient of NERA’s Teacher-as-Research Award is afforded the option to give either a paper or poster presentation at the NERA annual meeting in October. NERA awards the recipient a stipend of $200 to use as the recipient chooses, as well as a one-year membership and registration fee at the annual conference and a certificate.

Runner-up nominees may be invited to present their research at the poster session at the annual meeting in October.

**Composition of the Committee**: The Committee of six members will be comprised of four members from the previous year with two new members appointed each year by the President. Members will serve for three years. The President will select one member to serve as Chair each year from among the most senior members of the Committee. The NERA President shall appoint a Board Liaison to the Teacher-As-Researcher Committee.

**Tasks:** The Teacher-as-Researcher Award Committee will:

1. Recruit nominations.
2. Review all of the nominations.
3. Choose the winner.
4. Submit a written report to the President.
5. Review the Teacher-as-Researcher Award Committee section of the *Governance Handbook* and submit any changes to the Secretary.

**Timeline of Activities: Teacher as Researcher Award Committee**

*Summer*

* Call for Nominations in *The* *NERA Researcher*.
* Assemble other mailing list.
* Send call for nominations through *The* *NERA Researcher* to professional teacher organizations, colleagues who mentor teacher researchers, and other regional organizations that would have familiarity with teachers who are doing research in their own classrooms to inform their practices.

*October-May*

* As applications are received, send out requests for additional information to each nominee. Committee members will rate completed applications as they come in.
	+ When a person is nominated, the Committee Chair will send a letter informing the nominee of his or her nomination and request further written information that should include:
	+ A description of the completed research describing: a) the rationale for conducting the study, b) the methods used to conduct the study, c) a report and analysis of research findings, and d) a discussion of the impact of the research on his or her continuing practices as a teacher.
	+ A bibliography of the theoretical and empirical background on which the teacher’s research was based or which informed the study.
	+ Any other information seen as relevant by the nominee.
* The Review Committee may ask for more information from the teacher or nominator as needed.

*December*

* Repeat the Call for Nominations in *The* *NERA Researcher* sent to members and to others who would have familiarity with teachers who are doing research in their own classrooms to inform their practices.
* Provide *The* *NERA Researcher* editors with a summary of the previous year’s recipient’s research presentation that is to be published in the December issue of *The* *NERA Researcher.*

*Spring*

* Repeat Call for Nominations in *The* *NERA Researcher*.

*June 1*

* Deadline for all nominations.

*June 30*

* Deadline for reviews from Committee members and for choosing the winner.
* Notify the President of the award recipient.

*July*

* Notify the award recipient and runners-up of the Committee decision.
* Ask recipient about preference for presenting in paper or poster session.
* Notify the winning teacher’s principal and superintendent.
* Inform Conference Program Chair(s) about recipient and preference for presenting in paper or poster session.
* Also make recommendations to Conference Program Chair(s) about having Committee-approved runners-up present at Poster Session of conference.

*September*

* The Board liaison to the TAR committee will arrange for a plaque.

*October*

* Present Award to winner at Thursday luncheon and facilitate winner’s presentation at Conference.

**Teacher as Researcher Award Nominee Characteristic Criteria**

Eligibility for Teacher Award Recipient

* Candidates may nominate themselves or be nominated by a NERA member or other professional who knows about his or her research.
* The candidate must be a classroom teacher who conducted the research with his or her own students in order to improve his or her teaching.
* The research may be conducted as part of a thesis or dissertation as long as the teacher has primary responsibility for the development and implementation of the project.
* The research must have been conducted during the past two years.
* The award recipient must agree to come to NERA to receive the award and present the research to a NERA audience.

Criteria for the Project

* The topic of the research should have some importance in the nominee’s branch of education.
* The theory underlying the research should be well articulated by the nominee.
* The methods of instruction, data collection, and analysis should be well described and documented.
* Evidence of the effect of the practices on student learning and teaching practices must be documented by observations or data and should be clearly presented in the application.
* The research must have at least one cycle of data collection and reporting.
* Evidence should be presented to show how the research has substantially changed or will change the teacher’s practices.

## Membership Committee

**Charge:** The charge to the Membership Committee is to address the strategic goals identified by the Board of Directors related to membership for three key groups: recruitment of new members, sustaining current membership, and bringing lapsed members into current status.

**Composition of the Committee:** The Membership Committee is made up of volunteer NERA members selected by the Nominations Committee. Each member may serve a three-year term, and the committee consists of a Past-Chair, Chair, and Chair-Elect, as well as Graduate Student and Non-student members. Members may rotate through the roles from Chair-Elect to Chair to Past-Chair to promote continuity and form a line of succession. The NERA President shall appoint a Board Liaison to the Membership Committee.

**Tasks:** The specific tasks related to the Membership Committee and its Committee shall be to:

1. Identify key strategic initiatives for membership for the year in consultation with the Board of Directors.
2. Draft methods for accomplishing the initiatives and explore these methods as a team.
3. Identify at least one activity for outreach to each of the three key membership groups.
4. Work with the assigned Board liaison to present the initiatives to the Board of Directors and incorporate feedback received.
5. Complete initiatives over the course of the year.
6. Work with the assigned Board liaison to present a progress report to the Board at each Board of Directors meeting. The report should include initiatives, accomplishments, and recommendations.
7. Seek and use feedback about membership initiatives through an annual survey of the members. This should be prepared for distribution with the conference evaluation following each conference to reduce the burden on the members.
8. Prepare communications related to membership for both the NERA website and *The* *NERA Researcher*.
9. Prepare organization- and conference-related materials for distribution 1) to institutions with relevant sectors, 2) on listservs that focus on relevant topics or groups, and 3) at conferences in related fields.
10. Maintain and grow a database of institutions with departments that should be contacted to describe NERA and promote their involvement.
11. With the help of the Treasurer, maintain and analyze a database of membership and conference attendance.
12. Review the Membership Committee section of the *Governance Handbook* and submit any changes to the Secretary.

**Timeline of Activities: Membership Committee**

*October and November*

* Prepare report to be presented at the meeting of the Board of Directors during the annual conference. Using that report, the assigned Board liaison will discuss the recommendations for the coming year, as well as any challenges that arose during the current year and requests of the Board.
* At the conference, spend time speaking with newer and more established NERA members to gauge their thoughts on the organization and conference. This is information that can be presented during a report at the Business meeting.
* Based on feedback from that Board meeting, identify the strategic initiative for Membership for the year ahead.
* Write an article for the December *The* *NERA Researcher* and send it to the appropriate editor/coordinator when the call is sent out or by the deadline (usually early November). This article typically includes an overview of the Membership Committee report that was presented at the annual conference Board meeting, as well as any ideas about membership outreach initiatives for the coming year.
* Begin work with the Treasurer to get a list of all members and attendance status, and develop and send targeted outreach to the three key groups as defined by their attendance. In general:
	+ Long-time (defined as three years of attendance) members should be thanked for their continued support and attendance.
	+ New members should be welcomed and thanked for their attendance.
	+ Lapsed members should be made aware that they were missed at the conference and that NERA hopes that they will return for the next conference.

*December through February*

* Prepare report to be presented at the Winter Board of Directors meeting (which usually takes place in late January or early February). The focus should be on the revised initiatives. Incorporate Board feedback into a plan of action for the remainder of the year.
* With help from the Nominations Committee information received by the Board liaison, establish the composition of the Membership Committee assuring a staggered committee with no more than a third leaving the committee each year.
* Communicate with the Membership Committee to develop a division of labor for activities related to each of the three groups for each quarter of the year.
* Write an article for the Spring *The* *NERA Researcher* (usually due by early February). Send to the appropriate editor/coordinator.
* Prepare outreach to NERA members that relates to the timeline of the Call for Proposals (released in the Spring *The* *NERA Researcher*) so that membership initiatives are in line with the Call.

*March through May*

* Have a preliminary meeting, call, or email discussion as a group. This meeting should include, but not be limited to, the following:
	+ Brainstorming ideas for the articles for *The* *NERA Researcher* about membership.
	+ Evaluating the membership activities for the year past and identifying/prioritizing ideas for the year ahead.
	+ Considering areas of strength and areas of improvement for the Membership Committee for the year past and the year ahead.
	+ Identifying potential resources (human, technological, financial, other) for the committee’s use.
	+ Assigning tasks to members. Some examples of possible tasks would be to determine who will evaluate and revise (including possible web searching) the list of institutions to contact, who will analyze the membership and attendance information obtained from the Treasurer to define or refine the key groups, who will modify materials for outreach, who will disseminate materials for outreach, etc.
* Prepare materials, in concert with the Conference Program Chair(s), for the American Educational Research Association (AERA)/National Council on Measurement in Education (NCME) that usually takes place in late March or early April. These materials may be pre-prepared and can be used as-is or slightly modified.
* Prepare materials for and implement initial outreach to area colleges and universities, state education departments, and school districts (or other target groups). This outreach should contain the Call for Proposals, as well as a NERA fact sheet that details why the institution/department would be interested in NERA. If possible, send the Spring *The* *NERA Researcher.*  The outreach materials may be pre-prepared and can be used as-is or slightly modified.
* Write an article for the Summer/Fall *The* *NERA Researcher* (usually due in early May), and send to the appropriate editor/coordinator. This piece could focus on the status of outreach to date.
* Create and implement major membership push before the Call for Proposals deadline (usually in early June) for all three groups.

*June through September*

* Communicate with the conference co-chairs regarding options for the types of membership activities to incorporate into the program for the upcoming conference. These should include but not be limited to the following:
* Social opportunities for new members to mingle with established members of NERA
* Informational opportunities for new members to learn about NERA from members of the Board of Directors and established members.
* Invitations to new members to participate in specific NERA activities/roles/responsibilities (e.g., as a proposal reviewer for the following conference)
* With the Conference Program Chair(s), prepare membership outreach activities that are specific to the conference. Coordinate with the theme of the conference if possible.
* Write an article for the Summer/Fall *The* *NERA Researcher* (usually due in early August), and send to the appropriate editor/coordinator. This piece could focus on the membership-related activities at the conference and a push for members to attend the conference and bring colleagues.
* Send email reminders to institutional contacts and members in early-t0-mid September to remind them about the conference.
* Finish initiatives for the year in coordination with the conference planning activities of the conference co-chairs.

*October*

* Prepare report for presentation to the Board of Directors meeting on and at the NERA Business meeting. Include in the report a discussion of initiatives, accomplishments, challenges, and future work.
* At the conference, spend time speaking with newer and more established NERA members to gauge their thoughts on the organization and conference. This is information that can be presented during a report at the Business meeting.
* Repeat the cycle of activities for the following year.

*Correspondence*: The Membership Committee manages the [Membershipcommittee@nera-education.org](file:///C%3A%5CUsers%5Cestone%5CDocuments%5Cconferences%5CNERA%20BOD%5Chandbook%20revisions%202011%5Cdrafts%5CMembershipcommittee%40nera-education.org) email address. This mailbox can be accessed through Go Daddy by visiting the site <Email.secureserver.net>. Management of the mailbox involves responding to questions and suggestions throughout the year. There has been, to date, little activity with this new mailbox. The email address is used to obtain input from the members about possible ways to improve or promote the conferences and organization. The email address is also used to send a mass email to the membership list to announce news related to membership in NERA.

##

## Communications Committee

Note: This section is being updated Fall 2014

**Charge:** The role of the Communications Committee is to improve communications both between NERA ‘s governance and NERA members as well as among members and to ensure consistency in representing NERA through all its communication venues.

**Composition of the Committee:** The Communications Committee will consist of at least four members: a chair, a chair-elect, a student representative and one or more members. Members shall serve a three-year term that shall be staggered across positions. After serving for one year, the member (or one of the members if more than one exists) shall become the chair-elect and the chair-elect will move into the chair position. The student representative shall serve a two-year term if the student wishes to continue in the second year of service. The Nominations Committee shall appoint at least one new member each year and a student representative (if necessary) to the Communications Committee. The NERA President shall appoint a Board Liaison to the Communications Committee. There are auxiliary members of the committee as well: NERA Webmaster, NERA Digital Commons proceedings liaison, and co-chair on Conference proceedings for Digital Commons.

**Tasks:** The specific tasks related to the Communications Committee shall be to:

1. Help improve communications by enhancing current methods of communication and exploring new avenues for communication. These may include the NERA website, *The* *NERA Researcher*, the conference proceedings, conference materials, e-mail, social networking websites and/or forums.
2. Provide NERA members with materials to facilitate improved written or oral communications.
3. Ensure that the organization maintains a consistent image and branding (including logos) throughout all communications by providing clear and thorough guidelines.
4. Collaborate with *The* *NERA Researcher* editor(s), the NERA Web site editor(s), the NERA Conference Co-chairs, and the Social Media Coordinator in expressing communications that convey what NERA represents as a research organization.
5. Maintain a visible social media presence with the help of the Social Media Coordinator on Facebook, LinkedIn, and where applicable, Twitter and responding to requests to join NERA’s LinkedIn group based on relevance of experience to the NERA organization without discriminating based on location or current NERA membership status.
6. Monitor incoming messages to Committee e-mail account.
7. Review the Communications Committee section of the *Governance Handbook* and submit any changes to the Secretary.

**Timeline of Activities: Communications Committee**

*October*

* Have a meeting with the outgoing Communications Committee Chair and incoming Communications Committee Chair prior to the end of the annual conference to review committee accomplishments from the previous year. This meeting will also be used to discuss any tasks that were not completed in the past year and to create a preliminary plan for the coming year. The status of Coordinator roles should be discussed, particularly if vacancies need to be filled.

*November*

* Work with the Communications Committee Chair to write an article for *The* *NERA Researcher* and send to the appropriate editor. This article should discuss any work the committee accomplished to contribute to the conference.
* Reach out to the NERA Proceedings Editor to see how the committee can help with their communications efforts.

*December*

* Work with the Communications Committee Chair to develop a report to be shared with the Board of Directors at the January board meeting detailing the committee agenda for the coming year.
* Review the draft report and provide feedback to the Communications Committee Chair.

*January*

* Participate in the Board Meeting (if requested).
* Learn from the Communications Committee Chair about any feedback the Board of Directors provided for the committee agenda.
* Distribute tasks among committee members from the agenda to be accomplished over the coming months.

*February*

* Work with the Communications Committee Chair to write an article for *The* *NERA Researcher* and send to the appropriate editor. This article should discuss the committee’s agenda for the year.

*March*

* Reach out to *The* *NERA Researcher* editor(s), the NERA website editor, and the NERA Conference Co-chairs to see how the committee can help with their communications efforts.

*April*

* Continue Communications Committee activities.

May

* Work with the Communications Committee Chair to write an article for *The* *NERA Researcher* and send to the appropriate editor. This article should discuss the committee’s recent accomplishments.
* Reach out to the Conference Program Chair(s) and the Membership Committee to see how the Communications Committee can help with the upcoming conference through to its completion.

*June*

* Continue Communications Committee activities.

*July*

* Continue Communications Committee activities.

*August*

* Work with the Communications Committee Chair to write an article for *The* *NERA Researcher* and send to the appropriate editor. This article should discuss all accomplishments the committee has made over the current year.

*September*

* Complete committee initiatives for the year.
* Reach out to the Conference Program Chair(s) to finalize any Communications Committee activities during the conference
* Prepare final Communications Committee report for the October Board of Directors meeting.

*October*

* Participate in the NERA Board of Directors meeting (if requested) and the NERA business meeting.
* Assist in any Communications Committee activities during the NERA conference.
* Provide feedback to the incoming Communications Committee Chair about the past year and recommendations for the year ahead.

**Communicating with Members**

The Chair of the Communications Committee has taken on the role of coordinating all NERA communications to its members and followers. There are to be separate Coordinators for different forms of communication: e-mail, social media, and website content. If elected or appointed officials, or members, have an e-mail to be sent or post to be made using social media or on the NERA website on behalf of a committee or position this is the procedure that should be followed:

1. Committee chair, Conference Co-Chair, Appointed Person or Board member e-mails the appropriate Coordinator with a copy to the Chair of the Communications Committee that a request would like to be sent. The requestor should complete the Communications Request Form (see next page) with text, request date to send out and other relevant information based on the type of communication requested.
2. The specified Coordinator or Chair of the Communications Committee (or other designated member of the committee)is responsible for responding to the initial request within a timely manner to facilitate the message being sent. In cases where one of the Coordinators receives a request, he/she needs to give approval of the communication with appropriate suggestions for edits as outlined below. A final copy then needs to be sent to the appropriate coordinator and the Chair to be archived.
3. On appropriate date (or ideally a couple days before), the requestor should log into Vieth with their credentials if they have these and send the message. If the requestor does not have credentials, the Chair, appropriate committee member, or Board Liaison can send the message on the requestor’s behalf

Currently, any postings made on Twitter are limited to activity during the Annual Conference. If a request is made to post information on Twitter outside of that time, please follow the same guidelines as for Facebook and LinkedIn.

Please note that when someone completes the request form, the appropriate person will make an editorial review of the content to check for spelling, grammar, consistency of fonts and styles, etc. Depending on the nature of the communication, the Chair or Coordinator will send the request back to the person making the request along with an anticipated release date based on any requests that may already be in the queue.

There will also be a content review to determine whether the request is in the best interests of NERA. Any communications being sent to or posted for anyone outside the NERA membership must have the specific approval of the Communications Committee Chair in addition to any approval from a Coordinator prior to it being sent or posted. If it is discovered that a communication has been sent or text has been posted without proper authorization, the Communications Chair will request that the communication be withdrawn or the text be removed.



**COMMUNICATION REQUEST FORM**

Directions: Please complete all fields and submit as a Word document to the appropriate Coordinator listed below:

E-mail: NERA Communications Committee Chair (communicationscommittee@nera-education.orgmailto:jsteinberg@ets.org)

Social Media: Bo Bashkov (bo.bashkov@gmail.com)

Website: Tia Sukin (tsukin@pacificmetrics.com)

For social media and website post requests, a copy of this form should also be sent to the NERA Communications Committee Chair (communicationscommittee@nera-education.orgmailto:jsteinberg@ets.org).

Request Made By: **<Please enter your name here>**

NERA Position: **<Choose from Committee Chair, Appointee, Board Member>**

Type of Request Submission: <**Choose from E-Mail, Social Media, and Website Post>**

Date of Request Submission: **<Please enter today’s date here>**

Requested Date for E-mail to be Sent: **<Please enter target date here>**

Originating E-mail Address: **<Please enter a valid e-mail address here>**

Reply E-mail Address: **<Please enter a valid e-mail address here>**

Subject Line: **<Please enter your subject here>**

**<ENTER YOUR TEXT HERE>**

Approved by: Approval Date:

Expected Release Date:

## Graduate Student Issues Committee

**Charge:** To support the involvement and professional development of NERA graduate student members and to reach out to new graduate students in an effort to increase diversity of institutions represented at NERA.

**Composition of the Committee:** GSIC membership is open to all graduate student members of NERA. Students can nominate themselves by contacting the GSIC chairperson. Students and faculty may also nominate students. All candidates must submit a statement of interest of approximately 150 words and a current curriculum vita. Members are elected by the current members of GSIC to a two-year term. This term begins December 1st and ends November 30th of Year 2 upon election of the new members. Typically, the GSIC consists of around 6 members. GSIC members are expected to promote graduate student involvement in NERA and assist in the following tasks and roles:

1. Attend and actively participate in GSIC meetings (mostly via conference calls). These meetings are usually held:
	* Early February (after the January Board Meeting)
	* Late May
	* During NERA
2. Organize GSIC-sponsored sessions at the NERA conference
3. Organize the Graduate Student Social at the NERA conference
4. Oversee the Best Paper by a Graduate Student Award competition
5. Prepare “The Graduate Lounge” of *The* *NERA Researcher* as requested. Publications are typically three times a year (Summer/Fall, Winter, and Spring)
6. Identify Graduate Student member concerns/feedback through the use of an after-conference survey, and conversations with graduate student members at the conference

GSIC Chairperson: The GSIC chair serves a 2-3 year term and is elected by the current members of GSIC (chair-elect, chair, and past-chair). GSIC members can nominate themselves or another person for the role of the chairperson. The Chair is the Chair-Elect from mid-January until the October conference, serves as Chair from the October conference until the following October conference (1 year), and is the Past-Chair until the next Chair-Elect is selected. The activities for the position of GSIC chairperson are as follows:

* Serves on the Board of Directors
* Oversees all aspects of GSIC
	+ Coordinates conference calls
	+ Communicates information to the Conference Program Chair(s) and the President of NERA
	+ Delegates GSIC member roles in preparing for the NERA conference
* Organizes the Graduate Student Social food
* Organizes the Best Paper by a Graduate Student Award
* Organizes the new membership nominations and communicates with current GSIC members if voting is necessary
	+ Compiles the application materials from all candidates and distributes them to all current members. Current members of GSIC vote anonymously on which applicants to accept.
* Make announcements at the conference to recruit new members
* Develop and send out the post-conference survey
* Oversees the GSIC-sponsored conference sessions
* Writes “The Graduate Lounge” for *The* *NERA Researcher*

Chair-Elect: The activities for the position of GSIC chair-elect are as follows:

* Call in to the January Board Meeting if available
* Assist the current chair and learn the roles of being a chair
* Attend the Board of Directors meeting on the Wednesday morning and Friday afternoon of the conference.
* Attend the annual business meeting Friday morning of the conference
* This is where you will officially be elected as chair

Past-Chair: The activities for the position of GSIC past-chair are as follows:

* Assist with selecting new members
* Assist with selecting the chair-elect
* Update the handbook as necessary
* Make sure the new chair has appropriate materials to proceed

**Timeline of Activities: Graduate Student Issues Committee Chair**

*October*

* Pre-NERA
	+ Ensures that appropriate materials are updated on GoogleDocs
	+ Gives appropriate materials to new GSIC chair (including Gmail account information)
* Guides new GSIC chair through initial transition period on the first day of the conference
	+ Attends morning Board Meeting
		- Presents accomplishments over the past year (GSIC-sponsored sessions, winner of the Best Paper by a Graduate Student Award)
		- Brings forth any concerns
		- Introduces the incoming GSIC chair
* Orders food for Graduate Student Social
	+ This is typically done right before the social, but the chair should be in contact with the program chairs in September to ensure that this will be the procedure
* Thursday of NERA:
	+ Chairs the GSIC-sponsored session, if needed (may also be done by GSIC member organizing session)
	+ Presents the Best Paper by a Graduate Student award to NERA at dinner
* Friday of NERA:
	+ Attends the Business Meeting
		- Officially completes term and announces the new GSIC chair
* During NERA:
	+ Holds final meeting with the current members of GSIC

*November*

* Compiles GSIC applications and coordinates voting of new members, if necessary
* Organizes the Best Paper Award submissions
	+ Makes sure that all papers are in PDF format and have no identifying information
	+ Organizes table to keep track of paper authorship
* Compiles post-NERA survey results (send to current GSIC members)

*December*

* Notifies applicants to GSIC whether or not they have been accepted or declined
* Coordinates voting or nomination process for electing a chair-elect
* Email new members for a brief bio and a photo
* Updates website with new member information

*January*

* Gets in touch with chair-elect regarding his/her duties
* Email current members and ask about suggestions or concerns for Board Meeting
* Attends January Board Meeting
	+ Presents on conference successes, new membership news, status of Best Paper Award, chair-elect, and survey results
	+ Brings forth any concerns
* Coordinates a conference call with current GSIC members to update on Board Meeting
* Send Best Paper rating forms to current reviewers – request to have results by mid-March

*February*

* Complete “The Graduate Lounge” for the Spring issue of *The* *NERA Researcher*
	+ This update typically presents the new members of GSIC to NERA
	+ Present the survey results to NERA and indicate how you are going to use those results to make the conference better
* Hold a conference call with current members (contact the Conference Program Chair(s) OR current President for information regarding a conference call number)
	+ Update members on what went on at annual board meeting
* Assign leaders to take on the role of coordinating sessions or events at the conference
	+ Ask current members to email you with the roles they are willing to take on

*March*

* Gather and compile results of the Best Paper Award
	+ If there is a tie have reviewers vote
* Solidify conference session topics and begin identifying potential presenters

*April*

* Notify the winner of the Best Paper by a Graduate Student Award
	+ Obtain his/her contact information to mail check
	+ Be sure to also notify those who did not win of the results
* Make sure that session organization is coming together
	+ Make sure presenters have been contacted and session titles and descriptions have been developed

*May*

* Make sure that the winner of the Best Paper Award has received his/her award money
* Organize and hold a conference call with members
	+ Make sure everyone is in agreement with session information
	+ Make sure that presenter information is correct
	+ Begin developing session questions
	+ Discuss potential ideas for making the conference better for graduate students
* Reorder Graduate Student pins
* Complete “The Graduate Lounge” for Summer/Fall issue of *The* *NERA Researcher*
	+ This update typically announces the winner of the Best Paper Award presenting the title of the paper and the abstract
	+ Thank the reviewers for the Best Paper Award
	+ Encourage students to submit next year and also become members of GSIC

*June and July*

* Finalize the session questions
* Communicate with the GSIC members to send the questions out to session presenters
* Assign one or two of the members the task of updating the conference flyer

*August*

* Complete “The Graduate Lounge” for Summer/Fall issue of *The* *NERA Researcher*
	+ This update typically gives specific information on the conference including session titles, descriptions, and presenters
	+ Have a call for new members and a call for the Best Paper Award
	+ Provide additional information regarding the conference that you feel is necessary
* Get in contact with program chairs regarding which session you want at what time (typically Thursday evening or Friday morning)
* Confirm with the program chairs that the Graduate Student Social is in the program and taken care of
* Contact the presenters regarding the session time and ask if they need any materials
* Complete the conference flyer – send around for suggestions or changes

*September*

* Make sure that everything for the conference is set (sessions, the Graduate Student Social)
* Send out an email to the graduate students of NERA reminding them to register for the conference and informing about the graduate student sessions
* Send the conference flyer out to program chairs to have them print and add to the program folders
* Prepare notes on GSIC for the Board meeting
	+ State accomplishments for the year
	+ Identify the new GSIC chair
* Update the Chair-Elect on the Board Meeting and next steps in becoming the chair
* Get in contact with the current members to try and organize a meeting at the conference
* Make sure you have receipts organized to give to the treasurer to get your money back

**Timeline of Activities: Graduate Student Issues Committee Chair-Elect**

*October*

* Wednesday of NERA:
	+ Attends morning Board Meeting
* Friday of NERA:
	+ Attends the Business Meeting
	+ Attends afternoon Board meeting
	+ Officially beings his/her term
* During NERA:
	+ Assists chair with GSIC meeting
* Post-NERA
	+ Completes “The Graduate Lounge” for *The* *NERA Researcher*
		- This update typically discusses the success of the conference, indicates current members returning to GSIC (with bios), and thanks members ending their term
	+ Obtains graduate student membership list from the program chairs OR the treasurer
	+ Sends out reminder emails about GSIC membership and Best Paper submission deadlines
	+ Sends out post-NERA graduate student survey

*January*

* Attends January Board Meeting via conference call (if able)

*February*

* Attend and participate in the conference call
* Proof-read “The Graduate Lounge” for *The* *NERA Researcher* and make suggestions for additions or deletions
* Identify roles to take on in planning the conference

*March*

* Help to solidify conference session topics and begin brainstorming on potential presenters
* Members with the roles of organizing the conference sessions should come up with a session title and begin emailing potential presenters

*April*

* Members with the roles of organizing the conference sessions should have solidified a session title and description, and should have contacted potential presenters

*May*

* Attend and participate in the conference call
* Proof-read “The Graduate Lounge” for *The* *NERA Researcher* and make suggestions for additions or deletions
* Assist in developing questions for the sessions
* Make suggestions for improving the conference for graduate students

*June and July*

* Assist in the finalization with the session questions
* Members with the roles of organizing the conference sessions should send out the questions to session presenters
* One or two members should assist with making necessary changes to the conference flyer

*August*

* Proof-read “The Graduate Lounge” for *The* *NERA Researcher* and make suggestions for additions or deletions
* Make suggestions for presenter gifts
* Proof-read and make suggestions for additions or deletions for the Conference Flyer

*September*

* Understands the next step in becoming a chair
* Obtains necessary materials for the Board Meeting Wednesday morning

**Timeline of Activities: Graduate Student Issues Committee Past-Chair**

*November*

* Makes changes and updates to the handbook, if necessary
* Assists in selecting new members
* Guides new chair if he/she needs assistance

*December*

* Assists in the selection of a chair-elect

*January through October*

* Provide support to current chair and committee as needed.

**Timeline of Activities: Members of the Graduate Student Issues Committee**

*October*

* During NERA:
	+ Encourages new graduate students to submit their papers to the Best Paper Award and to join GSIC
	+ Make newly attending graduate students feel comfortable
	+ Encourage current graduate students to recruit other graduate students
	+ Attend the Graduate Student Social and GSIC-sponsored sessions (if able)
	+ Attend GSIC meeting
* Post-NERA:
	+ Proof-read “The Graduate Lounge” for *The* *NERA Researcher* and make suggestions for additions or deletions

*November*

* Votes on new members, if necessary
* Assist chair in completing necessary tasks

*December*

* Members serving 2 years end their service to GSIC
* Vote or nominate chair-elect

*January*

* Prior to the Board Meeting, send out suggestions or concerns
* Begin thinking about conference session ideas and the roles/tasks that you want to take on

*February*

* Attend and participate in the conference call
* Proof-read “The Graduate Lounge” for *The* *NERA Researcher* and make suggestions for additions or deletions
* Identify roles you would like to take on in planning the conference

*March*

* Help to solidify conference session topics and begin brainstorming on potential presenters
* Members with the roles of organizing the conference sessions should come up with a session title and begin emailing potential presenters

*April*

* Members with the roles of organizing the conference sessions should have solidified a session title and description, and should have contacted potential presenters

*May*

* Attend and participate in the conference call
* Proof-read “The Graduate Lounge” for *The* *NERA Researcher* and make suggestions for additions or deletions
* Assist in developing questions for the sessions
* Make suggestions for improving the conference for graduate students

*June and July*

* Assist in the finalization with the session questions
* Members with the roles of organizing the conference sessions should send out the questions to session presenters
* One or two members should assist with making necessary changes to the conference flyer

*August*

* Proof-read “The Graduate Lounge” for *The* *NERA Researcher* and make suggestions for additions or deletions
* Proof-read and make suggestions for additions or deletions for the Conference Flyer

*September*

* Get in contact with the chair regarding times for a potential GSIC meeting at NERA

# **8. Ad-Hoc Committees**

## Strategic Planning Committee

**Charge:** The role of the Strategic Planning Committee is to develop the strategic plan for NERA, considering organizational priorities and member needs.

As an ad hoc committee of NERA, the Strategic Planning Committee is convened at the discretion of the Board.

**Composition of the Committee:** The Strategic Planning Committee consists of at least three members, appointed by the President. The Chair of the Strategic Planning Committee is the Immediate Past-President, and the other members should be former Presidents or other senior members of NERA. Members shall serve a one-year term.

 As the Chair of the committee, the Immediate-Past President is the Board Liaison to the Strategic Planning Committee.

**Tasks:** The specific tasks related to the Strategic Planning Committee shall be to:

1. Review the current NERA Strategic Plan.
2. Identify necessary updates and revisions through whatever means necessary (committee discussion, member input, etc.)
3. Revise the Strategic Plan accordingly.
4. Submit the revised Strategic Plan to the Board and incorporate feedback as necessary.
5. Upon final approval, submit the final version of the Strategic Plan to the person responsible for the *Governance Handbook*.
6. Upon final approval, submit the final version of the Strategic Plan to *The* *NERA Researcher* editors for publication in the newsletter (or utilize another means of dissemination) to communicate the new Strategic Plan to the membership.

## Site Selection Committee

**Charge:** The role of the Site Selection Committee is to periodically initiate and carry out a review of possible venues for the annual conference, evaluating sites on the basis of multiple key criteria of interest to members including, but not limited to, cost, geography, and logistics.

As an ad hoc committee of NERA, the Site Selection Committee is convened at the discretion of the Board or if the current contract with the conference venue is expiring within two years.

**Composition of the Committee:** The Site Selection Committee consists of at least three members, appointed by the President. The Chair of the Site Selection Committee is the President-Elect, and the other members should be former Presidents or other senior members of NERA. Members shall serve a one-year term.

 As the Chair of the committee, the President-Elect is the Board Liaison to the Site Selection Committee.

**Tasks:** The specific tasks related to the Site Selection Committee shall be to:

1. Identify possible venues for the conference, taking into account geographical needs of the whole of NERA membership.
2. Survey prospective sites by submitting a Request for Proposal (RFP) and/or through other means.
3. If appropriate, visit sites and meet with hotel management to determine the appropriateness for NERA.
4. Develop a report showing comparative data of the hotels surveyed and the Committee’s recommendations to be presented to the Board.
5. Present recommendations on conference venues to the Board.

## Infrastructure Committee

**Charge:** The Infrastructure Committee is an ad hoc committee created to investigate specific products, services, and initiatives that could increase the efficiency and effectiveness of NERA.

As an ad hoc committee of NERA, the Infrastructure Committee is convened at the discretion of the Board.

**Composition of the Committee:** The Infrastructure Committee consists of at least three members, appointed by the President. Members shall serve a one-year term.

 The President must appoint a Board Liaison to the Infrastructure Committee.

**Tasks:** For the 2010-11 and 2011-12 years, the committee focused on:

(1) **Web site**: In 2011-12 and prior, the Web site was managed by Infinite Blue, LLC. During the January 2012 Board Meeting it was decided that the management of the full Web site would be transferred to Palisades Convention Management, Inc.

The services requested by NERA and Palisades’ bid are included in the Infrastructure Committee’s January 2012 report, available at:

<http://www.box.com/s/qcj8xdk83ccfdfhuz3e7>

(2) **Membership Database**: In 2011-12 and prior, the membership and registration database was managed through various Excel spreadsheets by the Treasurer. There were no consistent records of who presented at the annual conference other than each year’s conference program. During the January 2012 Board Meeting it was decided that the management of the membership and conference registration database would be transferred to Palisades Convention Management, Inc.

**Ideal Outcomes of These Changes:**

* More frequent and timely Web site updates will allow better communications with members
* Shifting day-to-day administrative operations to Palisades will allow NERA leadership more time to focus on more pressing functions such as building membership and improving the conference
* Better data on members could help:
	+ Based on previous experience, identify members who could be given the opportunity to be given new roles
	+ More targeted recruitment efforts
	+ Better identify members who stop attending the conference so we can prompt them to attend again
	+ More valid contact information on past and current members
	+ Lower overall costs due to better tracking of money / unpaid registrations

**Helpful Information:** We have been working with Bill Klein, President of Palisades Convention Management, Inc. The agreement for the new Web site and membership database were negotiated by Helen Marx and Peter Swerdzewski with Bill Klein.

*Contact information:*

Bill Klein

President, Palisades Convention Management

wklein@pcm411.com

Palisades Convention Management

411 Lafayette Street, Suite 201

New York, NY 10003

Tel (212) 460-8090 ext. 216

Fax (212) 460-5460

info@pcm411.com

<http://www.pcm411.com>

**Possible Next Steps:** As of January 2012, the Infrastructure Committee has the following outstanding tasks:

* Work with Palisades to convert Web site over
* Work with Palisades and Treasurer to convert over membership database
* Periodically evaluate cost and performance of Palisades’ work on new Web site and membership database (at least once annually at Winter Board Meeting)

## Diversity Committee

**Charge:** The role of the Diversity Committee is to consider the organizational priorities of NERA on issues of diversity across the organization. Such areas may include, but are not limited to, membership and recruitment, volunteering and leadership, and the conference program.

As an ad hoc committee of NERA, the Diversity Committee is convened at the discretion of the Board.

**Composition of the Committee:** The Diversity Committee consists of at least three members, appointed by the President. Members shall serve a one-year term.

The President must appoint a Board Liaison to the Diversity Committee.

**Tasks:** The specific tasks related to the Diversity Committee are dependent on the President and Board’s rationale for convening the committee.

## Development Committee

**Charge:** The role of the Development Committee is to identify long-and short-term strategies for the institutional and organizational support of NERA as it relates to the sponsorship of the conference.

As an ad hoc committee of NERA, the Development Committee is convened at the discretion of the Board.

**Composition of the Committee:** The Development Committee consists of at least three members, appointed by the President. Members shall serve a one-year term.

The President must appoint a Board Liaison to the Development Committee.

**Tasks:** The specific tasks related to the Development Committee shall be to:

1. Identify organization priorities for institutional/organizational funding (conference expenses, etc.).
2. Consider ways in which institutional and organizational support of NERA can be marketed and presented to institutions and
3. Identify current and prospective institutions to target for support requests.
4. Collaborate with NERA leadership (President, the Board, the President-Elect, and the Immediate Past-President to carry out solicitations for institutional and organizational support of NERA.
5. Follow up with institutions and organizations throughout solicitation process, including acknowledgement of support.
6. Present a summary of support obtained and reflections on the process to the Board.

# **9. Information for Meetings**

## Annual Business Meeting

**Overview:** NERA holds a business meeting during the annual conference. This meeting is an opportunity for members to be apprised on issues related to NERA governance, including operations, and to carry out votes of the membership as they relate to organizational priorities and operations.

**Attendees:** Open to all members during the annual conference.

**Leadership:** This meeting is led by the President.

**Voting:** Votes on action items (including the decision to accept a report) at the Business Meeting are held when a motion is made by a voting member of NERA and seconded by a voting member of NERA at the meeting. Voting attendees are paid, professional members of NERA. Once a vote is taken, the decision is recorded by the secretary and the Handbook should be updated as necessary.

If follow-up action is required, the Secretary should note that information as well in the minutes of the meeting, as well as the action plan for completing the activity.

**Agenda:** Agenda items for the Annual Business Meeting may include but are not limited to:

* Secretary’s Report - minutes of last Annual Business meeting for approval.
* Treasurer’s Report - October of previous year to October of current year
* Membership Reports
	+ Treasurer regarding numbers of members for past year and for current year to date; and number pre-registered and registered to date at Conference.
	+ Membership Committee Chair regarding membership activities that relate to recruitment and retention
		- * + Conference Program Committee Report - overview of Conference (number and percentage of papers and symposia accepted/rejected; invited speakers; format).
				+ Strategic Planning Committee Report
				+ Site Selection Committee Report - if any, recommendations to membership including contract negotiations by President-elect; results of meetings with hotel (room rates, gratuities, other items).
				+ Leo D. Doherty Memorial Award Committee Report - announcement of recipient, if any.
				+ Thomas F. Donlon Memorial Award Committee Report - announcement of recipient, if any.
				+ Teacher-as-Researcher Award Committee Report - announcement of recipient, if any.
				+ Election Results - by President
				+ Announcement of last year’s Lorne H. Woollatt Distinguished Paper selection and activities at AERA.
				+ Infrastructure Committee Report
				+ Development Committee Report
				+ Members concerns and opinions
				+ Expression of appreciation to Board members going off the Board and to all who served in some capacity during the year.
				+ Introductions of committee chairs for the new year (Program, *The* *NERA Researcher* editor(s), etc.) - by President-Elect.
				+ Other items as necessary.

## Board Meetings

**Overview:** NERA’s Board of Directors, Elected Officials, and Appointed Officials attend several regularly scheduled Board Meetings each year to address matters related to organizational priorities and operations. These meetings include:

* October Board Meeting prior to start of Annual Conference
* October Board Meeting at conclusion of Annual Conference
* Winter Board Meeting, held in December or January
* Other meetings/conference calls as determined necessary by NERA leadership. There has at times been a Board Meeting held in the spring at AERA/NCME, but this has not been done for several years.

**Attendees:** The Board Meetings are generally attended by the following individuals:

* President\*
* Past-President\*
* President-Elect\*
* Members of the Board of Directors (including the Chair of the Graduate Student Issues Committee)
* Treasurer\*
* Secretary\*

[\**denotes a member of NERA’s Executive Committee*]

 Note that other committee chairs and NERA volunteers may attend Board Meetings as determined by the agenda / at the request of the NERA leadership.

**Leadership:** This meeting is led by the President.

**Voting:** Votes on action items at the Board Meeting are held when a motion is made and seconded by two voting attendees at the meeting. Voting attendees are the President, the Past-President, the President-Elect, the Members of the Board of Directors, the Treasurer, and the Secretary. Once a vote is taken, the decision is recorded by the secretary and the Handbook should be updated as necessary.

If follow-up action is required, the Secretary should note that information as well in the minutes of the meeting, as well as the action plan for completing the activity.

**Agenda:** The agenda for each meeting is set by the President with assistance from other elected and appointed officials as well as NERA’s committee chairs and other volunteers. A typical agenda for each of the Board Meetings is given below.

1. Agenda items for the Board Meeting held prior to the start of the Annual Conference may include but are not limited to:
* Secretary’s Report - minutes of Spring Board meeting for approval.
* Treasurer’s Report - October 15 to October 14 for approval.
* Membership Reports
	+ - Treasurer regarding numbers of members for past year and for current year to date, and number pre-registered and registered to date at Conference.
		- Membership Chair regarding membership activities that relate to recruitment and retention.
	+ Conference Program Committee Report - overview of Conference (number and percentage of paper and symposia proposals accepted/ rejected; invited speakers; format; final budget; successes; problems; suggestions for future).
	+ *The* *NERA Researcher* Report - review of number and content of issues and timeline; final budget; successes; problems; suggestions for future).
	+ Strategic Planning Committee Report
	+ Site Selection Committee Report
	+ Leo D. Doherty Memorial Award Committee Report
	+ Tom Donlon Memorial Award Committee Report
	+ Lorne H. Woollatt Distinguished Paper Award Committee report - previous and current year
	+ Teacher-as-Researcher Award Committee Report
	+ Elections - by President; announcement of members elected
	+ Development Committee
	+ Infrastructure Committee
	+ Expression of appreciation to Board members going off the Board and to all who served in some capacity during the year
	+ Other items as necessary
1. Agenda items for the Board Meeting held at the conclusion of the Annual Conference may include but are not limited to:
* Setting dates for Winter Board meeting with Board.
* Discussing future plans for Conference Program Committee, *The* *NERA Researcher* editor(s), and other committees as needed.
* Updating Directory of NERA Board and Officers in conjunction with the Secretary. This should include names, addresses, and e-mail addresses of elected and appointed officers, as well as member of committees.
* Other items as necessary
1. Agenda items for the Winter Board Meeting held prior to the start of the Annual Conference may include but are not limited to:
* Secretary’s Report - 1) Minutes of two October Board meetings for approval, and 2) Minutes of Annual Business meeting for correctness - must be presented at the next annual Business meeting for approval by the general membership.
* Treasurer’s Report - for approval.
* Summary of Finances - prepared by Treasurer; indicates revenues and expenses for the last complete membership and Conference year. Use in planning committee budgets and fees for next annual Conference.
* Membership Reports
* Membership Chair
* Treasurer
* Co-chairs Report of previous conference (may be done by phone)
* Co-chairs Report for upcoming conference
* Appoint Treasurer at recommendation of Nominations Committee, every three years
* Other items as necessary
1. 10/05: This Constitution reflects (in yellow highlights) sections of the NERA Constitution which need to be addressed. Our current treasurer is planning to address Article III, last sentence. We have been “out of compliance” with Article VI, section C (Program Committee) for years. We do not have a plan in place for the highlighted section of Article X. Please note that any changes to this constitution require approval of the membership, as they are amendments to the constitution, and Article VIII outlines how that must be done. [↑](#footnote-ref-1)