



Position Description: Network Chairperson

Under direction from the Board of Directors and in collaboration with the Association Office, the Network chairperson directs and coordinates the activities of the designated Network.

REQUIREMENTS & QUALIFICATIONS

- Prior membership in NODA and has attended at least one Annual Conference preferred. (For students, attendance at a regional conference is sufficient.)
- Knowledge of Regional and National structure of NODA
- Understanding of and experience with the area of focus for the particular Network.
- Ability to establish and maintain effective communication with the Association staff, Network Coordination Committee Chair, Regional Coordinators/regional network representatives and constituents; follow through and complete designated assignments in an acceptable time period; and undertake and carry forward a variety of projects requiring independent judgment and initiative.

PRIMARY RESPONSIBILITIES

- Serves as a resource person for Board of Directors, the membership of the Network and the larger Association;
- Promotes membership recruitment and Network participation for both professionals and students at the Annual Conference and at the regional level;
- Identifies regional contacts to promote Network activity, and ensures that the Network has a presence at each regional conference.
- Publishes a Network newsletter at least twice annually, following the NODA publications Guidelines.
- Encourages the Network membership to submit articles and research for publication.
- Assumes additional related duties and responsibilities as necessary.
- Submits updates to the Board twice annually.
- Provides submissions for The NODA Review as requested.