

NASPA KNOWLEDGE COMMUNITIES  
**National Knowledge Community Chair**

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**JOB DESCRIPTION**

January 2016

The National KC Chairs work to serve the collective efforts of their respective Knowledge Communities. The NASPA Board of Directors approves the nominations of all candidates who appear on ballots and are elected by the KCs' memberships. The National KC Chairs are elected for three-year terms, with the first year as National KC Chair-Elect, followed by a two-year term as National KC Chair. The National KC Chairs report directly to the National KC Director.

National KC Chairs are not eligible to succeed themselves; however, a chair serving the unexpired term of a predecessor shall be eligible for nomination for one succeeding full term.

The National KC Chairs are responsible for the following tasks:

Upon reviewing existing mission and goals of the Knowledge Community, organize all activities for the KC in an effort to achieve established goals. Make revisions to the KC mission and goals as necessary.

Recruit and build a diverse leadership team:

- Collaborate with the Regional KC Coordinators to identify KC members at the regional level to recommend to the Regional Directors (RDs) for appointment as Regional KC Representatives.
- Determine other KC leadership roles and appoint KC members to those roles.
- Communicate with the Regional KC Coordinators with KC updates, issues with Regional KC Representatives, etc.
- Communicate with the leadership team, including the Regional KC Representatives, via e-mail distribution lists, conference calls, or other meetings on a monthly basis.
- Inform the NASPA Office Liaison of leadership team composition changes (via an online form: [http://apps.naspa.org/cfp/evt\\_frm\\_user.cfm?event\\_id=71](http://apps.naspa.org/cfp/evt_frm_user.cfm?event_id=71)) so that the leadership team roster on the website may remain current.

Lead the KC's work related to creating and sharing knowledge. With the KC leadership team, identify not fewer than three compelling topics, issues, or challenges facing the individual KC's subject area. Each year, the KC must demonstrate at least two significant examples of creating/sharing KC-specific knowledge in addition to the knowledge shared through educational sessions and related programming during the NASPA Annual Conference and regional conferences. One example will be the submission of an article for inclusion in the online KC Annual Conference publication (available March). KC Chairs/Co-chairs should identify a member with an interest in research/writing to coordinate and oversee the development of a high-quality article. (Ideally, this person will serve on the KC's leadership team.) Authors of these articles should come from KC members, and articles should reflect one of the KC's compelling topics and the Annual Conference theme. Another example is that starting in the 2016-2017 year each KC will need to produce content within the NASPA Online Learning Community such as a podcast, live-briefing, course, or other learning component. All efforts to create/share knowledge will, ideally, resonate with the [\*Professional Competency Areas for Student Affairs Practitioners\*](#).

Coordinate all activities of the Knowledge Community that share tools, techniques, and intellectual information with the NASPA membership that relate to the mission of the KC and to the compelling topics identified by the KC leadership team. Each KC is expected to regularly expand information and update resources on the KC website. Additional educational/professional development options for the KCs include:

- Online discussions via blogs, social media (e.g., Facebook, twitter), as well as content within the NASPA Online Learning Community
- Determining a monthly issue and providing resources, articles, or PowerPoint presentations about it to the NASPA membership
- Identifying KC members in each region who facilitate online
- Coordinating a Journal of Student Affairs Research and Practice (JSARP) article submission
- Presenting a conference call series on relevant topics for NASPA members
- Offering a pre-conference workshop at the NASPA Annual Conference
- Leading a summit or institute at the NASPA Annual Conference or at regional conferences
- Planning regional drive-in workshops
- Collaborating with the NASPA office to coordinate or sponsor an online program

Stimulate submission of program proposals for the NASPA Annual Conference and for regional conferences. Including encouraging constituent group members to submit programs as Sponsored Sessions for the NASPA Annual Conference, as each KC is able to sponsor up to three programs at the NASPA Annual Conference. This may include, but is not limited to, proposals for pre-conference workshops or special activities or events, such as symposia, summits, or special presentations.

On a monthly basis, communicate with the National KC Director and the KC leadership team about activities and issues related to the Knowledge Community.

Attend the NASPA Annual Conference and participate in all conference activities of the Knowledge Community, including business meetings, receptions, symposia, pre-conference workshops, and marketing events.

Stimulate and provide promotional visibility of the KC at the NASPA Annual Conference and at regional conferences.

Copy the National KC Director and the NASPA Office Liaison on any pertinent e-mail sent to the KC leadership team and to the KC membership.

Conduct the KC business meeting at the NASPA Annual Conference.

Submit reports three times a year to the National KC Director and the NASPA Office Liaison for the purpose of informing the NASPA Board of Directors about KC activities, accomplishments, and recognitions. Deadlines for submission of Board reports:

- June, for the Summer NASPA Board of Directors Meeting
- October, for the Winter NASPA Board of Directors Meeting
- January, for the Spring NASPA Board of Directors Meeting

Submit a budget plan to the National KC Director and NASPA Office Liaison and periodically provide a budget status report. Secure approval from the NASPA Office Liaison for all purchases before making them.

Participate and collaborate in on-going leadership training facilitated by the National KC Director and the NASPA Office Liaison. These will include KC leadership training for new National KC Chairs and National KC Chairs-Elect, training at the NASPA Annual Conference, and conference calls and online training throughout the year.

Work closely with the National KC Chair-Elect to educate that individual about the role and responsibilities of the National KC Chair.

Please note: Failure to provide the activities listed above or any other activities to demonstrate KC visibility may result in the KC being taken offline. The NASPA Knowledge Community Preliminary Hiatus / Off-Line Process may be found at the end this leadership manual.