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**Committee Information**

**Committee Leadership:** NCDA’s fiscal year starts in October and ends in September.  For any year, a committee should have two co-chairs to lead its work.  Co-Chairs must serve for two years and may be reappointed for one additional term.  One co-chair is considered more “senior” working in his/her second year of co-chairing.  The second co-chair is considered more “junior” working with the senior co-chair and will succeed that person in leadership following year.  In addition, the selection of a chair-elect is also important to identify who will follow the junior co-chair in future leadership.  The co-chairs are ultimately approved by the NCDA President.

**NCDA Board Liaison:** One Board member will be assigned to your committee as a board liaison.  This position is an oversight and advocacy role to communicate what is happening at the board level and to advocate for your work to the board.  Board liaisons will also facilitate co-committee collaborations when needed.

**Reporting:** Each committee will be asked for two reports annually and an Annual Plan of Work.  An annual year-end report is submitted at the end of the fiscal year (due date normally September 1st) outlining the work of the committee over the past 12 months.  A mid-year report is also due (normally in March) to document the progress of the committee’s work.  At the start of each new fiscal year, an Annual Plan of work is required to outline/update the committee’s plan for the following year.  This should include projects with objectives and goals that support NCDA’s Strategic Plan (under the [About: Mission & Vision](https://www.ncda.org/aws/NCDA/pt/sp/about) tab on the website).  The board reviews all Plans of Work to approve and provide feedback to the committees.  NCDA does provide data storage (Dropbox), survey software (Survey Monkey), access to the membership database for communications, Zoom access, and other general operational support at no charge.  Those services do not require a budget request.

**Budget Requests:** Committees must submit any budget request needed to support their work by August 15th.  This work may include funding for research, funding incentives for work required outside the volunteer talent of the committee, or funding for mailings/surveys (outside the survey software NCDA provides). Once the budget request is approved by the Board, the committee is free to spend those funds as approved.  If the committee would like to change the original purpose or amount of the funding, the committee will need to submit a request and rationale to the Board for approval.  Committee leaders should communicate with their Board liaison to discuss budget requests and asset needs.

Once committees are ready to use their funding, please contact Headquarters for the process for disbursement of funds (reimbursement or purchase by NCDA).

**Subject to Board Approval:** Requests that are outside the general scope of the Strategic Plan and the committee work established by the NCDA Bylaws require Board approval.  The Board will consider additional funding requests only at scheduled Board meetings.  Any ethical questions should also be communicated to the Board Liaison and President-Elect to determine if these questions should be brought to the Board.

**Research Interest:** Committees interested in conducting research as part of the work of their committee are required to contact the NCDA Research Committee to consult about their ideas. Board liaisons will coordinate a meeting every October to discuss NCDA related research conducted by committees. Any committee conducting research should attend this meeting.

**Cross Committee Interactions**: Three times a year, NCDA holds a meeting of committee chairs with the NCDA President-Elect. This is the chair’s opportunity to share what their committee is working on and establish partnerships with other committees. Typically, two virtual meetings are held (one in the fall and one in the spring) and one in-person meeting is held at the conference in the summer. During the first committee chair meeting in the fall, the NCDA President-Elect will discuss policies and processes related to leading an NCDA Committee and communicating committee needs.

**Board Liaisons:**

See list of board liaisons on [NCDA | Committees](https://ncda.org/aws/NCDA/pt/sp/about_committees).

**Staff Liaisons:**

General Questions, including the use of e-bulletins: Melanie Reinersman mreinersman@ncda.org

Academies (including Leadership Academy, CEA, and CTA): Melissa Venable mvenable@ncda.org

Awards: Brianna Navarro bnavarro@ncda.org

Credentialing Commission: Charlie Raphael craphael@ncda.org

Nominations and Elections: Brianna Navarro bnarravo@ncda.org

Publications Development Council - Melanie Reinersman mreinersman@ncda.org

Training and Education Council - Mary Ann Powell mpowell@ncda.org