NEWCA Steering Committee Positions

The NEWCA Steering Committee is comprised of several positions, many of which were updated in the 2021 - 2022 academic year. NEWCA SC members are expected to attend all meetings (early fall, winter, late spring) to stay up to date on events and planning. They are also expected to support elements of our annual conference. In turn, NEWCA recognizes the amount of work required of many of these positions. As such, some positions (President, Vice President, Conference Host) come with a stipend while others are provided conference waivers or reduction in fees. The Executive Committee (President, Vice President, Past President, Treasurer, Proposal Committee Chair, and Conference Host) receive a waiver for the NEWCA conference fee. The rest of the NEWCA Steering Committee will pay a reduced conference fee, primarily to cover conference food costs.

Position	Duties
President (stipend position, IWCA conference fee paid) Term: 2 years	● Convene and facilitate Steering Committee meetings (fall, winter, spring) and Post-Conference Board meeting. ● Ensure deadlines are being met and offer input as needed. ● Promote programming and events through website and social media. ● Support annual programming (book club, practitioners' meetings, tutor meetings, etc.) ● Serve as IWCA representative, including attending board meetings as voting member. ● Attend IWCA conference (or other IWCA events, e.g., Collaborative @C's, Summer Institute). ● Host regional affiliate meeting at IWCA conference. ● Maintain connections with writing center community and other affiliates. ● Craft announcements to encourage participation in NEWCA leadership and NEWCA events. ● Ensure organization's documentation and information is up-to-date. ● Special initiatives like NEWCA WC Administrators' Summer Retreat or Spring 2022 Labor Workshop Series.
Vice President (stipend position) Term: 1 year	● Attend all NEWCA meetings (in person and online) to stay up to date on events and planning. ● Check newcaconference@gmail.com and respond to emails ● Communicate with President about questions arising from membership/conference attendees, etc. ● Take on President duties as needed/requested. ● Support annual programming (book club, practitioners' meetings, tutor meetings, etc.) ● Maintain connections with writing center community and other affiliates. ● Special initiatives like NEWCA WC Administrators' Summer Retreat or Spring 2022 Labor Workshop Series.
Past President Term: 1 year	● Attend all NEWCA meetings to stay up to date on events and planning. ● Help the new chair transition into this role at the end of spring semester, providing necessary information regarding unresolved issues related to the previous year's work and any key documents. ● Provide input, feedback, and guidance to the chair as questions arise, based on prior experience.
Treasurer Term: 3-4 years?	● Attend all NEWCA meetings to stay up to date on events and planning. ● Oversee, advise Steering Committee, distribute, and ● Keep records of NEWCA expenses and revenue related to the annual conference and other activities. ● File annual federal tax forms (usually in the fall/fiscal year is July-June). ● Report on the state of NEWCA finances at steering committee meetings.

State Representatives Term: 2 years CT MA ME NH NY RI VT	● Attend all NEWCA meetings (in person and online) to stay up to date on events and planning. ● Update state list in September/October (make sure all colleges/universities with writing centers are listed, and check websites or email/call each to make sure names and related phone numbers and email addresses are accurate). ● Send email announcements about grants/awards information/conference information. ● Solicit yearly updates from regional members (including, but not limited to, publication and position updates), share information with Steering Committee. ● Conduct an annual "state of the state" regarding how positions are structured, labor updates etc. ● Coordinate state virtual/online meetings and events for WCAs/tutors during the summer/academic year ($500 available annually for each state to coordinate events) ● Be active member of Programming/events committee (book club, practitioners' hour, tutor hour, etc.) for NEWCA community
Secretary Term: 1-2 years	● Attend all NEWCA meetings to stay up to date on events and planning. ● Write meeting minutes for the NEWCA meetings and make those minutes available to SC members after each meeting, so that they can be used for decisions made at the meetings. ● Keep contact/member list current in consultation with state representatives ● Maintain and update membership listserv periodically. ● Duties as requested by President and Vice President.
Grant/Awards Committee (Formerly Scholarship) Term: 1 year	**Chair/Co-Chairs:** ● Update board regularly about grants and awards requests ● Set committee meetings according to the NEWCA calendar and the committee members' schedules. ● Read and update acceptance/rejection letter templates. ● Promote the grants and awards through developing flyer and emailing/sharing ● Send out emails with acceptances and award amounts soon after the meetings. ● Evaluate grants and awards applications and determine awardees. **Members:** • Read and evaluate applications prior to committee meetings and revisit/propose new scholarship/grant/award opportunities.
Website Manager **Term**: 2 years	● Create/Update announcements of the CFP, and proposal/scholarship deadlines. ● Update information about the conference site (hotels, restaurants, directions). ● Post calls for open Steering Committee positions. ● Create and maintain links to NEWCA's, IWCA's, and other IWCA-regional affiliate events.
Special Committees:	● Archival committee ● Bylaws/job descriptions committee ● Committees formed on as needed basis
Liaison: **NEWACC Chair**	● Maintain NEWACC listserv membership; ● Perform periodic updates to listserv member group – adding or removing members as needed.

NEWCA Conference duties by Position	**President**
	● Communicate with conference host about expectations/planning for conference.
	● Communicate with keynote, coordinate travel arrangements for keynote, set conference expectations for keynote, and introduce keynote speaker at the conference.
	● Liaise with NEWCA conference participants/vendors, responding to questions/concerns.
	● Promote upcoming events through social media and/or website.
	● Communicate about conference program.
	● Offer final approval on CFP.
	
	Vice President
	● Communicate to conference site about needs for the conference (program, nametags, etc.)
	● Upload CFP to website / conference site.
	● Update website (Create new tab for current year's conference, update home page photo of host institution, archive previous year's conference and program).
	● Proof and revise CFP and conference program.
	● Send out mass emails to conference attendees from conference website.
	
	Treasurer
	● Manage annual conference registration process, including setting up and monitoring the registration site on our NEWCA conference portal, handling emails and checks related to registration, helping people to pay online.
	● Work with conference host and President/Vice President on host expenses related to regional conference.
	● Serve as the point person for monies disbursement including:
	  1. conference registration payment questions
	  2. tracking conference attendees' payment status
	  3. awards/grant (and other) payment distribution.
	
	Conference Host (Stipend position)
	● Attend all NEWCA meetings (in person and online) to stay up to date on events and planning.
	● Reserve conference spaces (indoor/outdoor/parking).
	● Work with institution's conference/dining services.
	● Organize accommodations and travel instructions for conference attendees.
	● Communicate and update Steering Committee throughout the planning of the conference.
	● Organize a team of volunteers/workers to provide conference information, signage, directions.
	● Involved in the drafting of the CFP in collaboration with the steering committee.
	
	Lead CFP author (conference host or steering committee member)
	
	Summer Before Conference:
	● Attend Summer Steering Committee Meeting.
	● Create original draft of the conference call-for-proposal (July/early August).
	● Research keynote speaker and compose short biographical/professional introduction to be included in CFP or coordinate with Chair to get bio from the keynote speaker.
	● Read recent or relevant articles/books illustrating the conference's theme or the keynote speaker's relationship to the conference theme to better ground the CFP.
	● Develop presentation prompts.
	● Upload CFP draft to Google Drive and share with the Steering Committee.

- Collect Steering Committee feedback and make requisite changes.
- Submit CFP Draft by deadline (August/September).
- Share CFP with President, VP and Steering Committee for inclusion on conference website and event promotion.

State Reps
- Serve as ambassadors to the state regarding conference updates (share CFP in August/September, encourage people to register when portal opens, send conference reminder 1 – 2 weeks before deadline).
- At the conference, post and share images and update your center's social media accounts to engage other writing centers in your state.

Conference Committee is comprised of the Conference Host, NEWCA president, VP, and treasurer, plus the proposal committee chair.

Proposal Committee

Chair:
- Collect and distribute proposals to all committee members.
- Organize proposal reading tools (e.g., spreadsheets; websites) so readers can access proposals.
- Set up schedule for reading and evaluating proposals.
- Convene proposal review meeting (virtual or in-person) to discuss proposal rankings.
- Draft a conference schedule with the proposal committee (or committee representatives).
- Share conference schedule draft with Steering Committee during the January meeting.
- Send out acceptance/rejection emails to proposers.

Members:
- Read and evaluate proposals in late Dec. /early January.
- Meet with whole committee to discuss proposals (**depending on the number of proposals, this process can take 2 meetings**) and determine acceptances.
- Work with committee to discuss which proposals will be combined into panel sessions.
- Work with committee to create conference schedule and program.
- Work with committee to notify proposers via email (accept/reject) and provide info about their scheduled sessions and scholarship opportunities.

Grants and Awards Committee
- Update grants/scholarship forms on the website.
- Convene review meeting to select/identify conference grant awardees.
- For conference-related grants/awards, send the list of recipients and award amounts to the Treasurer and President prior to the conference.