

Request for Subcommittee Approval

To: Board of Directors/Executive Committee
 From: Christopher Viers, VP/EPD
 Date: August 11, 2006
 Re: **Request for Board Approval of Subcommittee**

Sponsoring committee/KC	Knowledge Community Coordinating Committee
Proposed subcommittee	Subcommittee, Information Management (SIM)
Relates to committee/KC outcome/objective	<ul style="list-style-type: none"> ▪ Project medium- and long-term information product needs for the association and the field of international education and exchange. ▪ Prioritize work and allocate resources in accordance with member needs and the Strategic Plan. ▪ Produce a consolidated work plan each year. ▪ Coordinate the development and delivery of information and publications based on systematic assessment of member needs.
Subcommittee outcome accountability	<ul style="list-style-type: none"> ▪ Coordinate the work of the KCs in developing and maintaining an up-to-date, high quality suite of information products that reflect the market of member and non-member needs. ▪ Resolve any overlap among KC information product offerings; coordinate any multi-KC information products. ▪ Establish and periodically revise guidelines and standards for information products (books, brochures, booklets, periodicals, Web-based resources, etc.). ▪ Establish and periodically review and revise the standards for writers and editors for various types of information products, and develop and implement a program to identify and, if necessary, train writers and editors qualified to deliver the suite of information products to fill the needs of the strategic plan. ▪ Encourage and recruit members to contribute as writers and editors for NAFSA information products.
Composition:	<ul style="list-style-type: none"> ▪ Chair, appointed by the VP/E&PD, who shall serve one year as chair-elect and then two years as chair. ▪ Chair-designate (depending on which year in the chair's cycle). ▪ Information Managers (or similar position) of each of the Knowledge Communities (5) ▪ (Presidential Appointee position to continue until current term expires.)
Next review date	12/2008
Board approval (date of meeting where resolution passed)	Originally Approved Executive Committee Meeting 2/10/05 Approved as amended by the Executive Committee August 2006