

## NAFSA SUBCOMMITTEE CHARGE

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To: **Susan Thompson, Vice President Member Relations**  
 From: **Patti Jones, Chair, Leadership Development Committee**

Date: **December 2010**

Re: **Request to Renew a Subcommittee Named: Database Subcommittee**

Sponsoring KC/ Committee	Leadership Development Committee
Proposed subcommittee Why is it needed?  Is the work ongoing?	Database Subcommittee To work with staff to maintain and promote the profile of interest, experience, and expertise database of members for use in filling open positions.  Yes
Relates to which KC/sponsoring committee outcome/objective?	Strategic Plan Goal 6.4: Recruit and orient skilled, creative, and diverse member-leaders and staff who work in partnership to carry out the work of the Association.  <u>Committee Outcomes</u> <ul style="list-style-type: none"> <li>▪ Advise and support staff in the maintenance and promotion of a database of members with the skills, knowledge, competencies, experience, and commitment to work on behalf of the association in all areas of the association's work.</li> <li>▪ Encourage members from underrepresented constituencies (e.g. those based outside the U.S., those at community colleges, etc.) to provide their information in the PIEE database for consideration for task forces and leadership positions for which they have particular interest and expertise.</li> </ul>
Subcommittee outcome accountability  What needs to be achieved? Action? Is it congruent with KC's outcomes/deliverables?	<ul style="list-style-type: none"> <li>▪ Continue to implement a marketing campaign to encourage members to add their interest, experience and expertise to their on-line PIEE profiles.</li> <li>▪ Expand PIEE marketing efforts to include post-regional &amp; annual conference outreach to member presenters not yet in PIEE.</li> <li>▪ Review effectiveness of the database; work with staff to implement improvements.</li> </ul>
Subcommittee composition: Who selects chair? # of members? Skills needed?	The chair of the Database subcommittee is appointed by the LDC chair. The subcommittee consists of 4 LDC members, three plus the chair. Skills: Computer technology, communication, marketing
Time commitment for Members	A few hours per week, daily access to email and prompt response, available for conference calls.
National Resources Needed	Assistance from NAFSA database administrator and Director of web services on technical parameters; support from Member Relations staff in promoting the PIEE; 3 conference calls per year to complete work; and meeting space at the annual conference.
Next review date	December 2011
Approved by Board (Date of meeting)	December 3 <sup>rd</sup> 2010

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