



CALL FOR VOLUNTEERS

August 31, 2020

Please consider volunteering for one of the vacant positions. The committee expectations are listed below.

If you have any questions, please contact Adèle Weichel at adelew@nait.ca.

<p>EXECUTIVE REPRESENTATIVES The NASA Executive manages the business and affairs of the Association and provides support and direction to the Committees for the effective operation of the organization. The Executive usually meets every 3rd Wednesday from 2:30 – 4:30 pm.</p>	<p>School of Applied Science & Technology</p>	<p>1 vacancy for a one (1) year term 1 vacancy for a two (2) year term <i>(Nominee cannot be from the Chemical Technology program or the Electrical Engineering Technology program)</i></p>
<p>NASA STANDING COMMITTEES</p>	<p>Communications Committee This committee is responsible for publishing the newsletter, running the Share the Warmth Campaign, engaging the members in 360 communications and website revisions. Members meet monthly.</p>	<p>3 vacancies for a 2 (two) year term</p>
	<p>Membership Services Committee: This committee is responsible for organizing social activities, booking speakers, providing ACIFA conference funding, and soliciting for corporate discounts. Members meet monthly.</p>	<p>1 vacancy for a 1 (one) year term 3 vacancies for a 2 (two) year term</p>
	<p>NASA Award Committee:</p>	<p>2 vacancies for a one (1) year term</p>
	<p>NASA Award – Selection/Marking Sub-Committee</p>	<p>Open</p>
	<p>Academic Council</p>	<p>1 vacancy for a one (1) year term</p>
	<p>Employee Assistance Program</p>	<p>1 vacancy for a 2 (two) year term</p>

Committee Expectations

Executive School Representatives

- Attend Executive meetings (every three weeks) and report on activities in the School.
- Participate in sub-committee work as assigned.
- Meet with the Dean of School to exchange information/concerns.
- Become knowledgeable of NASA's mission, bylaws and the collective agreement
- Personally, deliver New Instructor Orientation binders to new NASA members in their Schools.
- Participate in the promotion of NASA initiatives or public relations events (ie. Annual General Meeting or Share the Warmth)
- Liaise* with Constituents on a regular basis by email or phone:
 - Contact members to solicit input on issues/concerns and identify them at Executive.
 - Seek input from the members on issues/concerns to be taken to Executive.
- * Liaising could be accomplished by:
 - Sending an email to School members (list could be provided by NASA).
 - Establishing an Office Bank contact (telephone or email).
 - Circulating an Executive Meeting Summary to their School members.
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Communications Committee

- Attend committee meetings (10; once per month; September–June).
- Review and recommend to Executive policies and procedures pertaining to NASA's corporate image and communications (Bylaw COMM.008).
- Facilitate and maintain interactive communication networks, including the production of the Intercom (Bylaw COMM.008).
- Proof the Intercom, solicit and submit articles on issues relevant to NASA and of interest to members.
- Review and update Association publications and forward amendments to staff for updating (Business Plan; Orientation Package).
- Review the NASA website and forward amendments for updating.
- Participate in public relations activities as identified by the Committee.

Membership Services Committee

- Attend monthly committee meetings (September – June).
- Actively participate in 1-2 sub-committees.
 - Speaker Series
 - Identify at least 4 topics and speakers.
 - Attending and introduce/thank presenters.
 - Submit an article for Intercom.
 - Discounts
 - Review, update and solicit new discounts.
 - Recognition Event
 - Plan Recognition event every 2 years (in odd numbered years) (meal, gifts, invitation)
 - Intercom Submissions
 - Advertise speakers or professional development events of interest to NASA members
 - Socials
 - Plan social events (ie. Welcome Back, Mid-Winter Frolic; Year-End Wind-up).
- Attend and act as host at a minimum of 2 social events.
- Conferences Applications
 - Sets funding guidelines for ACIFA conferences, review applicants and approves/denies funding requests

NASA Award Committee:

This committee reviews the policy and criteria for the Family and Member Awards, selects the essay for each award, and assists with award selections. The committee meets 2-3 times per year.

NASA Award – Selection/Marking Sub-Committee:

Members mark award essays using predefined criteria. (October)

Academic Council

- Attend Academic Council meetings (8).
- Sit on sub-committees as needed.
- Meet with Academic caucus to identify academic issues and discuss topics coming forward from management and students.
- Select Academic Council Representative to Executive
 - Attend meetings of Executive.
 - Report on the activities of Academic Council.
 - Provide written report for Intercom on activities of Academic Council (2-3 times per year)
- Select Agenda Setting Representative
 - Meet with NAIT President to set Academic Council Agenda.
 - Solicit input from Executive and other caucus members.

Employee Assistance Program

- Provide written report to the AGM on the EAP activities for the year
- Review quarterly reports and meet with EAP representatives 1-2 times per year
- Advocate on behalf of members to the EAP provider. Assist in the tender process when the EAP contract is up for renewal.