



Northwest Coalition of Professional Staff In Higher Education

CHARTER

CHARGE

The Northwest Coalition of Professional Staff in Higher Education (NCPS) is an alliance of higher education professional staff organizations in the Pacific Northwest that supports and advocates for its members through communication, education, and professional development opportunities. Its purpose is to foster cooperation and collaboration among professional staff at all higher education institutions in the Pacific Northwest in order to:

- Promote an active role to contribute in the decision-making process within the higher education system
- Provide a voice on matters pertaining to professional staff welfare; and
- Sponsor professional development and educational opportunities to benefit both professionally and personally.

ACTIVITIES

The primary activity of NCPS is the planning and implementation of a biennial regional conference for professional staff employed at higher education institutions in the Pacific Northwest.

MEMBERSHIP

Membership in NCPS is open to any interested individuals holding professional (exempt) staff positions at higher education institutions in the Pacific Northwest. Professional staff are defined as employees appointed to positions exempt from civil service regulations and who are engaged in administration, professional services or combination of administration and instruction requiring professional training and experience.

COMMITTEES

Executive Committee: The NCPS shall be administered by a NCPS Executive Committee comprised of, but not limited to the following members:

- Executive Chair: A representative selected from within the school hosting the upcoming conference
- At least three (3) Vice-Chairs to serve as an At-Large representative of their respective participating institution
- Committee Chairs of the NCPS Standing Committees

Executive Committee Duties

- Implements the purposes of the NCPS and manages the business, functions, programs, and activities of the NCPS.
- Creates new positions on the Executive Committee as needed.
- Creates standing and ad hoc subcommittees to assist in the conduct of its duties and purposes as needed.

Standing Committees: A standing committee will be established to manage each of the following aspects of conference planning and implementation:

- **Logistics Committee:** Determine date and location of meeting, hotel accommodations (group rates), AV needs, and space needs, food/catering, provide on-site coordination including the coordination and assignment of volunteers
- **Finance Committee:** Create and manage annual budget, establish registration fees to cover the costs of the conference, provide end-of-the-year budget report to the Executive Committee, receive funds, and pay bills as directed by the Executive Committee.
- **Program Committee:** Develop meeting program, identify and arrange for speakers, develop itinerary of activities and events, including professional development opportunities and social events working with the Social Activities Committee. Prepare a Meeting Program with maps, directions, conference programs, social activities, registration rates, hotel accommodation options, etc.
- **Outreach Committee:** Market and publicize NCPS Regional Conference, maintain website, logo, posters, and emails, as well as outreach to other professional staff in the region to recruit more members.
- **Registration Committee:** Set-up and operate online registration services, provide onsite registration services, establish dates for early, regular, and onsite registrations, prepare Registration Packet that includes registration rates, fees for optional activities, and onsite registration hours.
- **Social Activities Committee:** Contact local business and/or tourist attractions to arrange for optional social activities in which conference can participate for an additional fee. Develop onsite social activities, e.g., meet and greet, SWAG, raffle, silent auction, etc.

Membership of the standing committees will include a Committee Chair and any interested members.

MEETINGS

Executive committee and standing committee meetings will be held periodically during the year as needed.

Approved: December 10, 2014

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ORGANIZATIONAL CHART – NCPS Executive Committee

