



Society for Design Administration

Connections Committee Chair

Position Description

Position Description:

The Connections Committee Chair is the lead person overseeing the Connections Committee. The Connections Chair comes under the direction of the Executive Committee (ExCom) and shall in general, oversee the charges and duties of the Connections Committee. The Connections Chair presides over the meetings of the committee members and prepares and submits reports according to established guidelines, or as requested by the President and/or ExCom. At the end of the one-year term, the Connections Committee Chair may remain the Connections Committee Chair for one additional year, at the discretion of the President Elect.

What to Expect:

The Connections Committee Chair position is one of leadership - to direct and implement the vision that ExCom has established through the strategic planning process. The Connections Committee Chair must manage the members of the Connections Committee to ensure that projects and tasks are being kept to schedule and implemented on time. The Connections Committee Chair may be called upon to represent the Society at official functions, which may require travel and time off from an employer.¹ An estimated time commitment of two (2) to four (4) hours per week on monthly commitments and reports, which includes, but is not limited to, Connections Committee Chair Report, monthly telephone conference call with Connections Committee members, and Monthly ExCom / National Committee Chairs Conference Call. Expect extra tasks and/or preparations for Leadership Conference and EDSymposium as required. Ability to respond to email in a timely manner is required.

Time/Financial Expectations:

Event/Task			Time Commitment	Funded by SDA ²	Not Funded	Anticipated Dates
ExCom/Committee Retreat	Chairs	Strategic	2 days	Airfare, ½ hotel, meals	N/A	June/August
EDSymposium (with Leadership*)			3 days	N/A	Airfare, hotel, registration	May
ExCom/Committee Calls	Chairs	Conference	1 hour per month	N/A	N/A	Per schedule
ExCom/Committee Call Prep	Chairs	Conference	.5 hour per month	N/A	N/A	
Connections Committee Report			1 hour per month	N/A	N/A	Per schedule
Connections Committee Conference Call			1 hour per month	N/A	N/A	
Miscellaneous email correspondence and tasks			1-2 hours per week			

¹ Requirements to attend any of SDA's National events will be evaluated and determined by the Executive Committee in a timely manner.

² During budget preparations for the upcoming year, the Executive Committee will review and determine the availability of funds to reimburse portions of travel expenses for all National Committee Chair attendance to any National event, if attendance is required. This evaluation will be done on a yearly basis and determined by current prevailing economic conditions at the time of planning.

Work on initiatives undertaken	2 hours per week
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- * Leadership is subject to be scheduled as a separate national event during some years, all to be determined by the current Executive Committee and economic conditions.

Duties and Responsibilities:

- ◆ Oversees the Connections Committee
- ◆ Oversees the development and implementation of goals and objectives for the year which reflect the overall strategic plan and vision of ExCom
- ◆ Serves as coordinator for LinkedIn site – acceptance of new group members, oversees discussion threads, etc.
- ◆ Works with EDSymposium Chair to create networking opportunities
- ◆ Introduces new technology for networking and educational capabilities for SDA members
- ◆ Prepares monthly Connections Committee report, noting all activity / action and status of tasks for that month. Distributes to Headquarters and President Friday prior to scheduled monthly conference call
- ◆ Attends Annual Leadership Conference (if scheduled separately from EDSymposium)
- ◆ Attends annual EDSymposium
- ◆ Attends ExCom / National Committee Chairs Strategic Retreat (if any) (June)
- ◆ Communicates with affiliated organizations as requested/determined by the Executive Committee and/or Executive Director
- ◆ Assesses the need for volunteers to enhance program/service delivery
- ◆ Authors communications relative to the Connections Committee for BTD and such SDA communications as determined in schedule
- ◆ Works with Headquarters to keep Connections information updated on the SDA National website – headshots of committee members, announcements, etc.
- ◆ Acts as liaison to committees intersecting with the Connections Committee
- ◆ Prepares annual wrap-up report for the Connections Committee

Committee Purpose/Responsibilities:

- ◆ To engage new and/or younger professionals within the industry
- ◆ To identify technology tools/needs for networking and education

Budgets Responsible to Develop:

- ◆ Connections Committee to submit proposed budget to ExCom for final approval