

### **Charges for Support Staff Committee Chair, 2025-2026**

1. Shall communicate with all members of the committee on a frequent basis to obtain input as requested by the NADE President regarding issues that are of concern to support staff and shall share this information with the NADE President.
2. Shall work with the members of the committee and the NADE President to determine the most appropriate manner to address concerns and issue of support staff.
3. Shall submit reports to the mid-year Board meeting and General Membership meeting, summarizing in a 1-page executive summary highlights for reading at the General Membership meeting.
4. Shall mentor their successor in this role.
5. Shall send copies of all corresponding to the NADE President and President-elect.
6. When the term of office ends, shall image all appropriate records, and submit those records that have not previously been submitted to the NADE Secretary.