



NERCOMP Leadership Ecosystem Committee Charter

Committee Charge:

The NERCOMP Leadership Ecosystem Committee develops and stewards NERCOMP's leadership-focused learning community and programming portfolio.

The committee fosters leadership growth, professional connection, peer learning, and mentoring across the NERCOMP membership. Through virtual programs, annual conference sessions, facilitated discussions, peer consultation, and other community-building activities, the committee creates opportunities for members to explore leadership challenges, develop new skills, and build relationships with peers across institutions. The committee extends NERCOMP's event-based professional development offerings through an ongoing community of leadership practice that encourages dialogue, collaboration, and shared learning throughout the year.

The committee regularly assesses member interests, emerging trends, and leadership development needs across the higher education technology community. It uses this information to develop programming that is aligned with NERCOMP's strategic priorities and responsive to the needs of its membership.

Leadership Appointment:

Each year, the NERCOMP Board will appoint Committee Chairs, typically from Board membership. Subcommittee Chairs may be either Board or non-Board members. *(NOTE: Per Bylaws, Chairs of Board Committees, e.g., Governance, Finance, and Executive, must be Trustees).*

Responsibilities of Chair:

The Chair provides leadership, coordination, and accountability for the work of the Leadership Ecosystem Committee. Responsibilities include, but are not limited to:

- Liaison with NERCOMP staff to create and distribute agendas and relevant materials in advance of meetings
- Lead/manage meetings to ensure agenda items are addressed, action/follow-up items are clearly identified and assigned, and all voices are heard
- Be accountable and hold members accountable for committee activities, including decision-making and deliverables
- Ensure committee work is progressing in a timely manner and aligned with the NERCOMP Strategic Plan and goals
- Recruit and mentor committee members for future leadership roles.
- Provide updates to the Board on Committee activities upon request

[Note: Delegation of tasks is acceptable as long as the chair is accountable and ensures completion.]

Committee Member Responsibilities:

Committee members are responsible for planning, developing, facilitating, supporting, and assessing Leadership Ecosystem programming and related community-building activities.

Each committee member is expected to:

- Serve as lead or co-lead for at least one Leadership Ecosystem program, session, or major initiative during each year of committee service.
- Participate actively in committee meetings and planning discussions.
- Help identify relevant topics, speakers, facilitators, and discussion formats.
- Support program design, promotion, facilitation, follow-up, and assessment.
- Serve as an advocate for the Leadership Ecosystem and NERCOMP.
- Participate in annual planning and review activities.

Members are expected to participate actively in all committee activities and to serve as representatives and advocates of NERCOMP. Attendance and assistance at the Annual Conference are encouraged. Because committee service represents a significant time and professional commitment, prospective members should carefully consider their availability, including discussing participation with their supervisors when appropriate. Members who are unable to meet these expectations may be removed from the committee at the discretion of the Committee Chair. Committee members are also required to sign the NERCOMP Conflict of Interest Policy and Letter of Understanding annually and submit it to the Chair.

Programming Cadence:

The committee will ordinarily develop and deliver leadership-focused programming throughout the academic year.

The annual programming cycle will generally include:

- September leadership session.
- October leadership session.
- November leadership session.
- February leadership session.
- March session or presentation connected to the NERCOMP Annual Conference.
- April leadership session.
- May leadership session, when appropriate based on committee capacity, member interest, and the overall NERCOMP programming calendar.

This cadence provides a regular planning framework while allowing the committee flexibility to adjust programming based on member needs, speaker availability, and NERCOMP priorities.

The committee should review and confirm its annual programming calendar each year, ideally before the start of the fall programming cycle.

Membership, Selection and Term Length:

- *Membership:* The Leadership Ecosystem Committee shall consist of no less than **4 Board members** plus an additional number appointed from outside Board membership, as needed. NERCOMP staff members who are assigned to each committee will be considered active members of the committee in addition to providing administrative support as necessary. Membership should reflect the diversity of NERCOMP member institutions and include a mix of professional roles, institution types, career stages, and leadership experiences.
- *Selection:* Board members make committee commitments in April after the election of Officers. Potential non-Board members are appointed by the Leadership Ecosystem Committee Chair, as needed, by July or as needed.
- *Term Length:* Members are expected to serve a one-year term at a minimum. Appointments are renewable at the discretion of the Committee Chair. To encourage leadership development, succession planning, and the introduction of new perspectives, the Committee Chair should review committee membership annually and seek an appropriate balance between continuity,

leadership development, and renewal. At the end of each Committee member's service, they will receive a letter of appreciation from the NERCOMP Board Chair.

Meetings:

Each committee meets as determined by the Committee Chair and membership, no fewer than four times per year.

Decision-making and Procedural Details:

In accordance with NERCOMP's Bylaws, one-half of the total Committee members present shall constitute a quorum, and the vote of a majority of the committee members present at any meeting at which there is a quorum shall constitute an act of the Committee.

Reporting:

Based on the work of the committee, the Committee Chair will provide regular feedback to the Board at least four times per year. In accordance with NERCOMP's Bylaws, the Committee will provide a record of each meeting to the Board, as well as make other reports as requested by the Board.

Created July 22, 2026

Approved by Governance Committee September 21, 2026