

NEISA Leadership
Division of Executive Tasks

Commissioner:

- Voting member of NEISA Executive Committee.
- Voting NEISA member/representative on ICSA Board of Directors.
- Lead conference calls and conference meetings.
- Work with undergraduate president and vice president to ensure Developing Team Symposium is organized and publicized.
- Work with Regional Representatives to ensure semi-annual deliverables are ready for meetings, and to ensure the health of women's teams and coed teams from developing or struggling programs. This includes ensuring women's teams are active. *May appoint a special operator to engage down women's teams.
- Work with Scheduling Coordinator and Competition Committee chair to achieve long term scheduling objectives
- Work with elected Undergraduate leaders to update NEISA Developing Teams Handbook every December

Graduate Secretary:

- Voting member of Exec Board
- Coordinate all meetings/conference calls and publication of Agenda
- Coordinate posting of meeting minutes with undergrad secretary
- Update NEISA Rules and Regulations in January and August
- Coordinate weekly posting of NEISA Awards to NEISA Site, Social Media Outlets
- Submit Massachusetts Corporate Filing Paperwork approx Feb 15 every year
- Check with NEISA Undergrad President about attendance at ICSA Annual, Semi-Annual Meetings

Ex-Officio Commissioner Year

Term Limits:

- One-year terms with no more than three consecutive terms in each position, except that the NEISA Exec Board may, by a majority, add additional terms not to exceed 5 consecutive terms.
- Stipend TBD.

Project Management Overview

NEISA Management					
To do by Month					
August	September	October	November	December	
Welcome back email	Review Interconf schedules	Spring Championship Bids on Conference Call	Remind Standing committees for submitted reports for NEISA meetings, give deadline of Wednesday before Annual Meeting	Scheduling Meeting	
Sloop resumes for competition committee chair and commissioner to review	Check in with standing committees, regional reps	First run of Conference Membership Report on TechScore	Submit Massachusetts Incorporation Paperwork by Nov 1 (if you didn't complete in Feb)	Write up proposals for ICSA meeting	
Scheduling Reminder about Drop Deadlines, etc	Notify reps that Graduate Regional Health Reports Due for Oct conf call(to be reviewed on Oct Conf Call)		Organize Open Competition Committee/Coach's Strategy Meeting	Work with newly elected Undergraduate Leaders to review and update the NEISA Developing Team Handbook	
			Check with Undergrad President about ICSA Semi-Annual (Winter) Meeting		
			Help Undergrad exec officers organize developing team symposium		
January	February	March	April	May	June/July
Report for ICSA Annual meeting	Feb 1 - conference report due to ICSA	Pay ICSA Bill	Apr 15 - HOF nominations due	May 1 interconference changes due	
Off-season Projects	Feb 15- conference nominees for ICSA standing committees	Check in with NEISA Undergrad President about ICSA Annual Meeting	Apr 15 - All acad nominations open	May 15 - All Academic nominations close	
Student Led Team Health Checks (to be completed by undergrad regional reps and reviewed on April or May Conference Call)	ensure 2 reps from each school are on the NEISA list		Late april - deadline for submissions for ICSA Annual Meeting agenda	May 15 - competition declarations due	
Update Website with committee membership (Undergrad Sec)	Submit Massachusetts Incorporation Paperwork		ICSA Berth Review (SC)	May 15 - deadline for submission of proposals and reports for ICSA Annual Meeting	
Update Rules and Regs, approve on first exec call			May 1 interconference changes due	All-America crew nominations	
Set conf call schedule for the year			Solicit NE Champs hosts	Email Summary of Annual Meeting to the Conference	
Email summary of winter meeting to conference			Undergrad Region health report due for May conference call (undergrad reps need to be working on this in April so they don't get jammed by finals)		

