

NiUG INTERNATIONAL: PRODUCT ADVISORY COMMITTEE (PAC)

This committee acts as the liaison between NiUG membership and Advanced Solutions International (ASI) and compiles, reviews and disseminates iMIS product issues, enhancement requests and bug fixes for possible inclusion in future releases.

The Product Advisory Committee shall consist of up to 15 members: a chair, vice-chair, the ex-officio or staff liaison, and approximately 12 members at large.

Product Advisory Chair Responsibilities and Essential Job Functions:

The Product Advisory Committee chair is the foundation of the iMIS product advisory activities throughout the organization. The Chairperson has the following responsibilities:

- Work under Board guidelines
- Organize the PAC
- Schedule and send reminders for committee meetings
- Coordinate efforts with staff liaison and board representative
- Develop meeting agendas designed to get updates from various teams with strategic goals, objectives, and strategies in mind
- Lead committee meetings keeping members on task to ensure effective and efficient use of time
- Delegate tasks to be performed outside of committee meetings to committee members or relevant Task Force
- Nurture relationships with committee members ensuring that all members have well-defined and meaningful roles
- Establish additional Task Forces as needed with clearly defined purposes
- Reach out to committee members with waning attendance
- Inspire, energize, and encourage committee members
- Ensure meeting minutes are documented and posted on basecamp within 48 hours of the meeting
- Communicate closely with your Board Representative so any issues, ideas or information needs to be reported back to the Board of Directors
- Develop a leadership succession path to define continual training within your committee and for any new committee members and in the event there are vacant chair/vice chair positions to fill

Specific Leadership Skills Helpful to the Position

Planning and goal setting, communication, team building, mentoring, public speaking, training and accountability.

Time Commitment

The term of the committee chair shall be 2 (two) years and shall be limited to 3 (three) consecutive terms. Meeting in person at least once per year at the annual Discovery Conference and by conference call monthly. Included is the time necessary to accomplish the stated responsibilities and on-going dialogue with the committee, board members, and Listserve.

Available Resources

- www.niug.org
- IdeaScale Input
- NiUG Benefits of Membership Brochure
- ASI & ASI Staff

General Product Advisory Committee Description

This committee acts as the liaison between NiUG membership and Advanced Solutions International (ASI) and compiles, reviews and disseminates iMIS product issues, enhancement requests and bug fixes for possible inclusion in future releases.

Product Advisory Committee Responsibilities & Essential Job Functions

- Review all relevant material before committee meetings
- Attend committee meetings (in person, via e-mail and/or conference call) and voice objective opinions on issues
- Pay attention to organization activities that affect or are affected by the committee's work
- Support the efforts of the committee chair and carry out individual assignments made by the chair
- Work as part of the committee and management team to ensure that the committee's work and recommendations are in keeping with the general association mission and goals
- Serves as a PAC spokesperson within the organization
- Supports the committee and chapters carry out their plans and achieving measurable goals where needed
- Assists the PAC Chair when called upon

Minimum Qualifications

- Must be a regular member of NiUG in good standing
- Must possess a strong understanding of the core workings of NiUG International
- Good verbal, written, interpersonal, and leadership skills as well as multitasking abilities
- Articulate person with good planning, coordination, and communication skills
- Must possess strong public speaking skills in order to present at annual and/or regional meetings

Signature of Acknowledgement: _____

Print Name: _____

Year Term: _____

OUTLINE FOR A SUCCESSFUL YEAR

Training and Professional Development

- PAC development plans – Strategic Goals
- Website resources (www.niug.org)
- *Membership newsletter (The NiUG Connection)*
- Listserve participation

Communicate Regularly

- Email/Listserve messages
- Follow-up
- Recognize successes & challenges
- Solicit best practices

Know Your Association

- Size & demographics
- Track PAC participation & monitor progress
- Programs & Activity

Promote NiUG Initiatives

- IdeaScale submissions
- New and existing programs/activities
- Industry-relation programs
- Conventions & Exhibitions to stay current and take advantage of the enhancements and new features