



**Alliance of Hispanic Serving Institution Educators (AHSIE)
Standing Committee Responsibilities, Activities, and Time Commitments**

Please review the following committee descriptions. If you are interested in serving on one or more of the following standing committees, please return to the Volunteer Page at www.ahsie.org/volunteer/ and fill out the AHSIE Standing Committee Volunteer Interest Form.

Communication and Marketing Committee

Chair: Dr. Barbara Knotts **Vice Chair:** Anita Bringas

The Communication and Marketing Committee has responsibility for:

1. Developing and executing an annual marketing plan for events and initiatives of the Alliance, including the Annual Conference and other Alliance events and initiatives;
2. Creating and distributing the Alliance's communications to our members;
3. Identifying marketing venues (websites, publications, meetings of other organizations, etc.) for increasing the visibility of the Alliance;
4. Managing and maintaining the AHSIE website, including the timely posting of information provided by other committees of the Alliance.

| Activity | Estimated Time Commitment (# of hours) | Estimated Time Frame (Dates, if applicable) |
|--|---|--|
| Assist in development of marketing, communications, graphic design | As needed | Present – December 2018 |
| Updates to website (Word Press, social media platforms) | As needed | Present – December 2018 |
| Assist in developing conference App | As needed | Present – December 2018 |

External Relations and Sponsorships Committee

Chair: Dr. Barbara Walker **Vice Chair:** Dr. Jennifer Gomez-Chavez

The External Relations and Sponsorships Committee has responsibility for:

1. Developing and executing an annual plan for expanding the Alliance's outreach and sponsorship efforts;
2. Communicating with the Department of Education and other federal agencies on behalf of AHSIE and tracking relevant Federal programs that target HSIs and MSIs;
3. Increasing the ability of HSIs to access Federal funding (via such means as speaker invitations to the annual conference);
4. Identifying potential corporate and other donors, as appropriate, to secure financial support for AHSIE events and initiatives;
5. Establishing communications and cooperation with other HSI-related organizations for co-marketing of events and to offer mutually beneficial incentives for its membership.

| Activity | Estimated Time Commitment (# of hours) | Estimated Time Frame (Dates, if applicable) |
|---|---|--|
| Development of annual partnership prospectus | | |
| Assistance in identification, outreach and relationship building of potential AHSIE sponsors. | | |
| Assistance in coordination of sponsor benefits at annual conference, such as organization of expo area, scheduling of sponsor announcements, etc. | | |

Finance and Governance Committee

Chair: Victor Davila **Vice Chair:** Robert Gutierrez

The **Finance and Governance Committee** has responsibility for:

1. Advising the Council on fiscal affairs including contract negotiations with vendors, consultants, and recommending registration fees for AHSIE events and membership;
2. Providing the Council with reports on the reconciliation of expenditures and revenues;
3. Offering general guidance to the President and the Executive Committee on the organizational budget including ongoing financial commitments and new commitments;
4. Monitoring and reporting on activities that generate revenue and all activities that expand revenues;
5. Overseeing governance related functions in accordance with the bylaws such as the Alliance's nomination and election processes for Council members and the executive committee.

| Activity | Estimated Time Commitment (# of hours) | Estimated Time Frame (Dates, if applicable) |
|-------------------------|---|--|
| Varies, please inquire. | | |

High Impact Practices and Professional Development Committee

Chair: Dr. Melissa Salazar **Vice Chair:** Dr. Melissa Freeman

The **High Impact Practices and Professional Development Committee** has responsibility for:

1. Facilitating the development of the annual AHSIE Conference program including defining Conference tracks, calling for and screening presentation proposals, communicating with presenters, evaluating presenters, and sharing conference presentations with AHSIE members;
2. Reporting to the Council on high quality conference presentations and making recommendations for targeted presenter invitations;
3. Collecting and highlighting high impact practices for AHSIE publications and recommending recognition or member incentive programming;
4. Researching, collecting and disseminating (via AHSIE.org) practices to the AHSIE membership and appropriate constituents;
5. Surveying AHSIE membership on professional development needs to improve services offered to members.

| Activity | Estimated Time Commitment (# of hours) | Estimated Time Frame (Dates, if applicable) |
|--|---|--|
| Evaluators for Conference Proposals for 2018 AHSIE Conference (12-15 volunteers needed) | 5-8 hours | Late October –Mid November 2017 |
| Requirements: <ul style="list-style-type: none"> • Must be available to read and score 15-25 presentation proposals during the first two weeks of November, with short (5-7 day) turnaround time • Should be familiar with conference (attended at least once in the past) • Commitment to attend a brief orientation and training on AHSIE presentation scoring rubric (late October) • Proficiency with Excel to record and save scores spreadsheet (this will be provided by AHSIE PD Committee) | | |

Strategic Partnerships and Institutes Committee

Chair: Dr. Jeannie Kim-Han **Vice Chair:** Dr. Mayra Padilla

The **Strategic Partnerships and Institutes Committee** has responsibility for:

1. Developing and executing an annual plan for (a) improving technical assistance services offered to members, (b) increasing the ability of HSIs to access Federal funding (via such means as the HSI Grantsmanship Institute), and (c) identifying and reaching out to underrepresented regions/groups of HSIs, and thereby increasing membership;
2. Establishing communications, cooperation and partnerships with other AHSIE member campuses and HSI-related organizations;
3. Securing facilitators and experts to deliver technical assistance services for members;
4. Increasing the ability of HSIs to access Federal funding (via such means as the HSI Grantsmanship Institute);
5. Cultivating interest in future host sites for the annual conference and institutes.

| Activity | Estimated Time Commitment (# of hours) | Estimated Time Frame (Dates, if applicable) |
|---|---|--|
| Serve as a full member of the committee – Membership will be reviewed annually and mutually agreed upon | 2-5 hours/week | Present to December 2018 |

Student Outreach and Leadership Development Committee

Chair: Dr. Daniel Loera **Vice Chair:** Dr. Lorena Claeys

The **Student Outreach and Leadership Development Committee** has responsibility for:

1. Developing and executing an annual plan for expanding the Alliance’s scholarship outreach efforts and for engaging scholarship recipients in leadership development at the AHSIE annual conference;
2. Reviewing and revising the scholarship criteria, outreach and screening process, as appropriate;
3. Coordinating and facilitating the annual award of travel scholarships for outstanding students at HSIs;

4. Documenting and disseminating (via photos, interviews, video, social media, etc.) the powerful stories of AHSIE scholarship recipients;
5. Staying in contact with AHSIE scholars to track their success and provide them with mentoring and expose them to AHSIE networks.

| Activity | Estimated Time Commitment (# of hours) | Estimated Time Frame (Dates, if applicable) |
|--|---|---|
| <p>AHSIE Student Scholarship Reviewers Individuals involved with the AHSIE Student Scholarship Review Committee will be asked to review one of the three categories of applicants (cc, bachelor, masters & doctoral) and will be provided access to the applications, a rating sheet and rubric.</p> | <p>In terms of time commitment, it depends on the total number of entries, but has averaged between 15-25 entries per category.</p> | <p>December 1-December 8, 2017</p> |
| <p>AHSIE Student Leadership Institute Development and Facilitation The student leadership institute is one of the five institutes offered at the beginning of the AHSIE Conference to focus, engage, and encourage participatory leadership from those attending. Volunteers would assist in the presentation of the student leadership institute.</p> | | <p>Present through the AHSIE Best Practices Conference March 25-28, 2018</p> |
| <p>AHSIE Student Mentors Recognizing the need to “connect” students with professionals in the field, our hope is to build mentoring relationships that will assist in encouraging and motivating students to pursue their dreams, and to make essential connections that will assist them in this journey.</p> | | <p>Present through the AHSIE Best Practices Conference March 25-28, 2018</p> |
| <p>AHSIE Student Leadership Track We encourage both students and professionals in higher education to consider presenting relevant and engaging practices that will provide students and others options for how to work with their respective student population on their campuses. Individuals who are interested in supporting student leadership initiatives, but are unable to serve on the committee, are encouraged to submit a presentation proposal</p> | <p>Concurrent sessions are either 60 or 75 minutes.</p> | <p>Deadline to submit is November 5, 2017. Sessions will be scheduled March 25-28, 2017</p> |