NCRA Chair On-Boarding Guidance Last update: 10/26/2023

Welcome! Thank you so much for serving as our North Central Regional Association (NCRA) chair; your service to our Association is appreciated and invaluable to the NCRA office and membership. By now, you should hopefully be quite familiar with the NCRA, but be sure to review periodically the resources posted on our [NCRA website](), our NCRA MS Teams Channel, [NCRA Rules of Operation](), and reach out to Executive Director (ED) Jeanette ([jthurston@ksu.edu](); 402-730-3544) and Assistant Director (AD) Chris ([chamilton@wisc.edu](); 484-716-7645) any time to answer your questions or provide needed information.

Duration of the NCRA Chair Position:
- This position is for one federal fiscal year, unless otherwise discussed, running from approximately the end of our fall NCRA meeting in September through the start of the next.
- If we have retirements that affect the NCRA Executive Committee (EC), you may be asked to serve an additional term. This is not required and completely at your discretion.
- After your term and for an additional year, you will continue to serve on the EC as the past NCRA chair, providing direction and guidance to the new NCRA chair.

Roles and Responsibilities of the NCRA Chair:
- **Lead NCRA meetings:** Important NCRA-specific in-person meetings where the NCRA Chair should be present include the annual spring meeting (typically mid to late March) and the mini-Land Grant (typically mid to late July). It is also expected, where possible, that the NCRA Chair leads the NCRA and EC monthly virtual meetings. Please let the AD and ED know if you are unable to attend so that they can request a member of the EC to fill in as acting chair. The ED and AD develop draft agendas and request input from members, including approval by yourself and/or the EC. During meetings, the AD takes notes and carries out background tasks. The chair conducts all meetings according to Roberts Rules of Order.
- **NCRA "CEO"**: In your role as NCRA Chair, you make final business decisions on behalf of the NCRA. You have signing authority for awards, contracts, performance evaluations, etc. To assist you in your role as CEO, the ED and AD will provide you with information needed to help guide your decision making. At your discretion, the AD can assist you with your electronic signature.
- **NCRA Representative to the ESCOP Committee (governing body of agInnovation, the full, national AES group)**: The NCRA chair serves as our representative to the agInnovation [ESCOP committee](), the leadership/governing body of agInnovation. This committee meets a few times a year, both in-person and via Zoom. The AD will ensure you are included on the official email listserv [escop@escop.info](), the committee membership table on the [www.escop.info]() website, and also notify the current agInnovation administrative leadership team of your role. The agInnovation meetings generally include:

- o The Fall agInnovation meeting hosted by the agInnovation Chair-elect (location rotates);
- o A ESCOP business meeting that corresponds with the March CARET/AHS meeting hosted by APLU in Washington, DC;
- o Joint COPs in July hosted by APLU (location rotates)
- With assistance of the EC, the NCRA Chair leads the performance review and provides a performance rating for the NCRA ED and AD annually. The performance review meeting is to be held in January each year on a date that allows the majority of NCRA members to participate and is scheduled by the AD. Following this meeting, the NCRA Chair drafts annual performance review and rating with input from full NCRA membership and provides the report to the ED, AD, and their university supervisors by mid-February.

Useful Links:

- NCRA website: www.ncra-saes.org
  - Directory: https://www.ncra-saes.org/directory
  - Officers: https://www.ncra-saes.org/officers
  - Rules of Operation: https://www.ncra-saes.org/rules-of-operation
  - Upcoming meetings important to NCRA members: https://www.ncra-saes.org/calendar
- If you have yet to, be sure to set up MS Teams. If you need help accessing the NCRA MS Teams, reach out to the AD. Meeting notes (NCRA (including monthly meetings), APLU, ESCOP), events, announcements and other important items are regularly posted by the ED, AD, and NCRA members.
- ESCOP/ESS/agInnovation:
  - Internal only with links to committee pages and other resources: www.escop.info
  - The ESCOP (Experiment Station Section on Organization and Policy) committee: http://escop.info/committee/the-escop-committee/
  - www.agInnovation.info, the public-facing Experiment Station Section (ESS) website
  - APLU and ESCOP Organizational Chart (updated June 2022)
- Association of Public and Land-grant Universities (APLU): https://www.aplu.org/
- North Central Cooperative Extension Association (NCCEA): www.nccea.org
- National Information management Support System (NIMSS), our national multistate project workflow database: www.nimss.org
- Multistate Research Fund Impacts Program: www.mrfimpacts.org
- National Impacts Database (for individual state AES and Extension impacts): https://landgrantimpacts.org/
- www.Land-Grant.org: For Farm bill, annual appropriations, and other APLU advocacy-related information.
- National Information Management and Support System – NIMSS: To view NCRA and other region's Multistate Research Projects and related activities and reports.
- Roberts Rules of Order:
  - Cornell Roberts Rules of Order-Simplified
    - This and other related guides can be found at Parliamentary Procedure | CU Assemblies (cornell.edu)