

# NCA Communication Anxiety and Apprehension Division

## AGENDA

### 2023 Inaugural Business Meeting

Thursday, November 16, 3:30-4:45pm Chesapeake 1

- I. Call to Order/**Welcome** (Suzy Prentiss, UCF and Dakota Horn, Bradley University interim Co-Chairs)
- II. Thank you and brief recap of history of new division
- III. Business Matters: Discussion about proposed Constitution and Bylaws, including:
  - Purpose
  - Officers/Division Leadership and Duties
  - Committees
  - Awards
- IV. Business Matters: Discussion of leadership plan for first few years, including:
  - Nominations for leadership roles
  - Expectations and addressing any questions
  - Discussion of election management by NCA
  - Seek submission reviewers, Chairs, and/or respondents (sign up sheet)
  - Promote division, encourage colleagues to select our division, recruit new members to division, and encourage submissions to division
- V. Announcements
- VI. Invitation for networking and social connection as we celebrate our new “home” with treats. A few door prizes, too.
- VII. Adjournment