



2026-27 Committee Handbook (Updated: July 2026)

Volunteer committee service is at the heart of CSC involvement. Members who volunteer to be on a committee pledge to help move the organization forward and stimulate professional development with innovative programming and content.

The following handbook outlines policies and procedures specific to CSC standing committees. Committees are advisory in nature. The CSC Executive Board of Directors has final authority over all decisions regarding CSC standing committees.

Section 1: CSC Standing Committees

Standing committees are approved by a vote of the CSC Executive Board of Directors when the business of the association is such that a consistent leadership group is needed to spearhead a program or initiative.

Currently, there are 15 standing committees that operate year-round with assistance from the CSC staff and report to the Executive Board of Directors.

- Academic All-America® Core Committee
- Academic All-America® Hall of Fame Committee
- Advocacy Committee
- Career Services Committee
- Creative and Digital Design Committee
- CSC U Committee
- Fred Stabley, Sr. Writing Contest Committee
- Goodwill and Wellness Committee
- Inclusion Committee
- Mentorship Committee

Nominating Committee
Professional Development and Education Committee
Scholarship Committee
Special Awards Committee
Young Professionals Committee

Section 2: Committee Composition and Structure

All committee members must be current dues-paying CSC members for the academic year in question.

Members may serve on a maximum of two standing committees in addition to any role they may have on the Executive Board of Directors.

With the exception of the Nominating Committee (chaired by the sitting past president), each committee shall include one chair and one vice chair whose roles are outlined below.

The committee may comprise as many members as deemed appropriate and necessary to carry out committee business throughout the year. With the exception of the Advocacy Committee, the Nominating Committee, the Special Awards Committee and the Young Professionals Committee, committees are not bound to divisional, geographic, age, years of service or other requirements. The work of the committee may dictate its representation (i.e., Young Professionals Committee members must be 30 years or younger).

Member spots on committees should be coordinated between the chair and vice chair of the committee and the staff liaison. Additional questions about committee composition can be directed to Director of Communications and Brand Strategy Beau White. Because CSC members are eager to serve on committees, this vetting of candidates will best be done working together.

The committee chair should not solicit members or promise roster spots without approval from the staff committee coordinator.

Section 3: Chair and Vice Chair Roles

The chair is responsible for (1) initiating and running committee meetings and determining agendas throughout the year, (2) representing the committee to the Executive Board of Directors and (3) helping select committee members each year. The vice chair is responsible for assisting the chair whenever possible and for taking over the committee in the chair's absence.

The following policies are in place for these roles:

- All chairs and vice chairs serve at the discretion of the Executive Board of Directors.
- There will be a term limit of up to four years for each committee chair. Chairs may choose to step down sooner.

- Members may serve multiple non-consecutive terms as either chair or vice chair of a particular committee.
- A member may serve a maximum of eight years combined as chair or vice chair.
- The chair whose term has successfully concluded may remain on that committee or may immediately join another committee in any role other than chair.
- The vice chair will move into the chair position at the end of a given term. If the vice chair declines the chair position, it will be the sitting chair's responsibility to work with the Executive Board and current committee to find members who can fill the roles of chair and vice chair.
- Chairs have the latitude to structure their committees how they see fit to run the business of the committee throughout the year; however, there can only be one chair and one vice chair in the leadership roles.
- If a committee chair leaves their position at a CSC member organization, they are permitted to stay on as chair for the remainder of the membership year as long as they remain a current dues-paying member in good standing with the association. Advocate members may serve on committees, but they may not serve as a chair or vice chair of a committee.
- The Executive Board has the authority to appoint a member to serve on an interim basis if the current chair is unable to perform their duties.

Section 4: Reporting Lines (Board and Staff Liaisons)

Each standing committee will have an Executive Board liaison and a CSC staff liaison appointed by the Executive Board of Directors.

The Executive Board liaison is the representative through whom the committee chair will work to report to the full Executive Board of Directors.

The CSC staff liaison will work with the committee chair to arrange meetings. It is strongly recommended that minutes are recorded by a committee member appointed by the chair.

Both Executive Board and staff liaisons shall be included in every organized committee call and at any other time at the request of the chair or vice chair. The chair is also encouraged to bring ideas or concepts to the Board and staff liaisons for vetting before approaching the Executive Board of Directors.

Executive Board and staff liaison assignments will be made by the Executive Board and shared with the committee chair in late summer.

Each committee will provide the following reports to Executive Board Officers or the Executive Board of Directors during the academic year:

- January – A mid-year written report to the Executive Board Officers in advance of its January meeting. These reports will be compiled by the staff committee coordinator.

- June – A year-end written report to the Executive Board of Directors in advance of its meeting at CSC Unite. These reports will be compiled by the staff committee coordinator.
- June – An in-person report to the Executive Board of Directors at CSC Unite is an option for all committees upon request.
- Monthly – Each committee will be assigned a month where its chair and Board liaison will deliver a committee report on a call of the full Executive Board. Those Executive Board call dates will be shared with committee chairs in advance.

Section 5: Committee Programs and Initiatives

Committees are strongly encouraged to collaborate with each other to produce content for professional development, inclusion initiatives, and in support of CSC's organizational goals.

Committees considering a new program or initiative should consult with the Executive Board and staff liaisons to vet the proposal. There are situations where new programming or initiatives will need Board approval.

Section 6: Adding Members Throughout the Academic Year

In the event it becomes necessary to remove and/or add members during the academic year, the committee chair (or vice chair in the chair's absence) should contact their staff liaison or Director of Communications and Brand Strategy Beau White. Staff will assist in recruiting new members if necessary. The committee chair should not solicit members until talking with their staff liaison.

If a committee chair has either left the profession or finds it necessary to step down during the academic year, the Executive Board of Directors will approve appointment of the vice chair as chair or appoint a new chair or past chair if warranted.

The Executive Board of Directors has the final say in all committee appointments, including leadership roles.

Section 7: Removal from Committee

If the chair of the committee deems that a member has not participated or contributed to the committee, the chair has the right to terminate that member's committee service at any time.

If a member, through leaving a CSC member organization, loses their membership, that person will be removed from the committee. They will become eligible to rejoin that committee or other committees once they have obtained full membership (i.e., began employment with an organization that has an available membership or purchased membership for themselves).

Periodic membership checks will be done by staff throughout the year. Members who do not have a current membership will be removed from committees if necessary.

Section 8: Financial Requests and Fiscal Responsibility

In the event a committee believes it needs funding to support a program or initiative, it is the chair's responsibility to request that funding in writing in a timely manner to the Executive Board of Directors. **For funding for the academic year, all requests – with rationale – should be submitted in writing to the Board and staff liaisons no later than October 1.** The request will then be channeled through the Executive Board for approval before being included in the fiscal year budget.

It is the committee chair's responsibility to provide sound and reasonable rationale for the funding request and to be prepared with data after the fact to support the results of the funding.

Section 9: Communication/Training

Communication with committee chairs will be done via the Committee Leadership channel within the CSC Membership Slack workspace. All resources for the leadership group will also be kept within this community's resource library (e.g., chair rotation schedule, contact information).

In addition, a bi-monthly committee leadership call will occur. All available chairs and vice chairs are encouraged to attend as well as Board and staff liaisons.

Training for committee leadership is available through the CSC staff, and resources can be shared with each other throughout the year within the Slack community.

Section 10: Commitment to Inclusion

All CSC committees are committed to striving for a representative membership and will be inclusive of all members.

Appendix A – Standing Committee Descriptions

Academic All-America® Core Committee

The core program committee oversees the annual selection of the Academic All-District and Academic All-America teams and the Academic All-America of the Year.

Academic All-America® Hall of Fame Committee

The Academic All-America Hall of Fame Committee oversees the annual selection of the Hall of Fame class.

Advocacy Committee

The Advocacy Committee is charged with reviewing ongoing CSC advocacy strategies and developing additional programs that promote the values of the organization and profession both on campuses and across the landscape of college athletics. In addition, the committee will develop advocacy leadership training resources for its members. The committee makeup will include current and past CSC leaders and a broad representation that includes all levels of membership. The Advocacy Committee assists in the planning and promoting of CSC's annual Membership Appreciation Week.

Career Services Committee

The Career Services Committee will act as the clearinghouse for all job opportunities within the association and will serve as a professional development opportunity for those seeking employment within the field of athletics communication.

Creative and Digital Design Committee

The Creative and Digital Design Awards Committee is responsible for recognizing outstanding work by CSC members through contests sponsored throughout the year. Merged with the former New Media Committee beginning in 2026-27.

CSC U Committee

The CSC U Committee is responsible for educating college students in the field of sports communications. In addition, it assists educators in learning about the profession for potential speaking opportunities from the sports communications professional on campus. The CSC U motto is to "educate educators" and "find our future."

Fred Stabley, Sr. Writing Contest Committee

The Fred Stabley, Sr. Writing Contest Committee encourages, honors and improves the quality of writing within the profession. The committee sponsors an annual writing contest with multiple categories open to all CSC members.

Goodwill and Wellness Committee

The Goodwill and Wellness Committee is responsible for fundraising for worthy organizations and community service activities during the annual CSC convention and during the academic year. This committee conveys the organization's desire to help those in need while at the same time fostering social awareness and togetherness within its membership.

Inclusion Committee

As leaders in intercollegiate athletics, CSC is dedicated to cultivating a culture of equity, inclusion and belonging for its membership. CSC is committed to impacting and empowering its members through information sharing, educational programming and fostering open and engaging discussions aimed at championing the diverse perspectives and advocating for a welcoming environment for professional and personal growth. The Inclusion Committee provides oversight of the Member Resource Communities program.

Mentorship Committee

The Mentorship Committee will administer CSC's mentorship program and provide resources and guidance to those who participate in it annually.

Nominating Committee

The Nominating Committee reviews and votes in advance of the annual convention on the upcoming slate of Executive Board of Directors and officers candidates. The committee is comprised of past presidents, the outgoing president and outgoing Executive Board members per the Constitution. Membership on the Nominating Committee is set by past president selection and constitution mandate and is not an open committee.

Professional Development and Education Committee

The Professional Development and Education Committee is charged with coordinating and enhancing year-round continuing education, professional development and leadership opportunities, resources and training to help CSC members at all levels excel as professionals and strategic communicators. The committee is also committed to educating the membership about the current challenges faced by our profession and is responsible for planning and organizing the educational program for the annual CSC convention, working with the Executive Board of Directors and divisional leadership to plan a high-quality program that represents the diversity of our organization.

Scholarship Committee

The Scholarship Committee is responsible for recruiting candidates and selecting worthy recipients for CSC-based scholarships and grants.

Special Awards Committee

The Special Awards Committee is responsible for selection of the annual awards presented at the CSC convention. Those awards include the Hall of Fame, 25-Year, Arch Ward, Jake Wade, Warren Berg, Bob Kenworthy, Keith Jackson, Trailblazer, Assistant of the Year, Bud Nangle, Rising

Star, Lifetime Achievement, and Bill Esposito Backbone awards. Members of the Special Awards Committee must represent different geographic regions within the membership and are required to have been in the profession a minimum of 10 years.

Young Professionals Committee

Composed of members 30 years or younger (from August 1 of that year), the Young Professionals Committee seeks to engage young members of the organization and to contribute programming and professional development relevant to this age group.

Appendix B – Frequently Asked Questions

Q: Can members serve on more than one committee?

A: CSC members are allowed to serve on a maximum of two standing committees in addition to any leadership roles they may have on the Executive Board or divisional cabinets. If they are not actively contributing members on a particular committee, the chair has the authority to remove them from the committee at any time.

Q: Do committees need equal representation from divisions or geographical regions?

A: There is no requirement on divisional representation or geographical breakdowns for any of CSCs standing committees with the exception of the Special Awards Committee. The most important thing for committee service is having members who are active and participate. In some cases, the chair may feel it necessary to have certain levels of representation. In that case, they are allowed to request members from certain divisions or regions.

Q: How long can a member remain on a committee?

A: Only the chair and vice chair of committees have limits on the number of years they can serve in those positions. All other committee members are eligible to remain on a committee from appointment until they ask to be taken off a committee or until the chair deems they are not active in their participation.

Q: Can committees include coordinators?

A: Coordinators may be designated to cover various areas of the programs if necessary.

Q: Do you have to be an active member of CSC to be on a committee?

A: Yes. All committee members must be current dues-paying members of CSC. These dues should be paid by September 15.

Q: Do committees have to have a certain number of members?

A: Committee chairs will work with the Executive Board to determine how many members would be best for operational purposes.

Appendix C – CSC Special Committees, Member Resource Communities, Working Groups and Divisional Leadership Groups

The following leadership groups represent the different divisions and special-interest groups that comprise college athletics. They are governed by their own set of guidelines and often serve in an advisory role to the CSC Executive Board of Directors and Advisory Council.

- Black College Sports Communicators (BCSC) ~ *formerly BCSIDA*
- CSC Women
- Autism Awareness and Acceptance
- CSC Pride
- NAIA Cabinet
- NCAA Division I Cabinet
- NCAA Division II Cabinet
- NCAA Division III Cabinet
- Two-Year Colleges Cabinet
- Canadian Institutions Cabinet
- Past Presidents Cabinet

At times, the CSC Executive Board may seek to implement a program that requires membership input outside of the formal committee structure. When that is necessary, the Executive Board can appoint a special committee to address membership needs. The special committee will be in place until the Board disbands such a group.

- Investment Committee – responsible for guiding the investments of the association. Executive Board officers and other appointees make up this committee.

Appendix D - Committee Reports during CSC Executive Board Meetings

2026-27 Executive Board Meeting Schedule

All calls begin at 3 PM Eastern; Zoom link and time to join the call will be provided to the committee chair by board liaison prior to the call

September 17, 2026

October 15, 2026

Scholarships (Kendra Willard)

Mentorship (Shawn Medeiros)

November 19, 2026

Professional Development (Ali Paquette)

Young Professionals (Meredith Mahoney)

Advocacy (Mike Williams)

December 17, 2026

Stabley Writing Contest (Joe Guistina)

Creative and Digital Design (Patrick Murphy)

January 21, 2027

EBOD and officers will receive midyear committee reports

February 18, 2027

Academic All-America Core (Katie Gonzales)

Career Services (Keonte' Herrera)

April 15, 2027

Inclusion (Hamilton Cook)

CSC U (Sammi Wellman)

Goodwill and Wellness (Brian Lovellette)

May 20, 2027

AAA Hall of Fame (Ryan Workman)

Nominating (Patrick Crawford)

June 2027

CSC Leadership Meeting at CSC Unite

EBOD and officers will receive year-end committee reports at CSC Unite