

**WISCONSIN ASSOCIATION OF COLLEGIATE**

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**WACRAO**

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**REGISTRARS AND ADMISSIONS OFFICERS**

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Originally published January 1968  
Revised June 2013  
Revised November 2014  
Revised December 2015  
Revised November 2018 (Updates to Treasurer Timeline)  
Revised November 2018  
Revised January 2019  
Revised January 2020  
Revised September 2020

## INTRODUCTION

The WACRAO Handbook, a document originally published in 1968, will be of special value to officers and committee members with its delineation of responsibilities and suggested timelines, but also it will provide for all WACRAO members a better perspective on our organization.

It is considered to be a living document and will be updated on an on-going and regular basis. This document will be maintained by members of the WACRAO Executive Committee from minutes of the Executive Board meetings, the annual business meeting, and from information submitted by officers and other organization leaders. All substantive changes are reviewed and approved by the Executive Board.

This document is intended as a comprehensive reference manual for WACRAO officers and committees in planning and conducting association business, including the annual conference.

It provides information on WACRAO administrative structures, committee appointments and responsibilities, conference activities, authorized expenses and required reports.

Suggested annual schedules for officers and committees provide a useful reference for those who are new to their responsibilities.

WACRAO history, the WACRAO organization chart, the Articles of Incorporation, and Bylaws may be found on the WACRAO web site.

## ORGANIZATIONAL STRUCTURE

### Elected and Ex-officio Positions

WACRAO is led, and its business affairs are conducted or overseen, by its elected officers, who meet regularly as an Executive Board (also called Executive Committee).

These positions and the primary responsibilities of the Executive Board are briefly described below. See also section III for more information on elections, terms of office and the responsibilities of elected officers and appointed positions.

### Executive Board (Executive Committee)

- Consists of the elected officers (all of whom are voting members of the Board) of President, President-Elect, immediate Past President, Secretary, Treasurer, the Member Services Coordinator, Newsletter Editor, Vendor Chair and Website Manager. The Executive Board may, at its discretion, invite other appointed positions to attend meetings of the Executive Board, and may create other (non-voting) appointed positions to the Board.
- Advises the President on all matters of association business.
- Is, in addition, charged with these specific activities:
  - Determine the date and place of the annual conference and approve final arrangements, including conference budget and conference fees.
  - Investigate and approve or deny applications for membership in the association.
  - Approve nominees for elective office, honorary membership and other awards.
  - Appoint individuals to fulfill the unexpired terms should vacancies occur in elected offices.
  - Monitor voting procedures.
  - Authorize all fiscal commitments.

### Nominations and Awards Committee

- Consists of the three most recent active Past Presidents and is chaired by the senior member.
- The Immediate Past President acts as liaison between the N&A Committee and the Executive Board.
- Recommends to the Executive Board nominees for elective offices (President-Elect each year; Secretary and Treasurer in alternate years).
- Recommends former members for honorary membership.
- Recommends individuals for certificates of appreciation or other appropriate recognition.
- Coordinates with Historian to identify members to receive 10 and 25 year pins.
- Prepares the program for the conference banquet.

## **Function of Appointed Positions and Committees**

WACRAO is served by various appointed positions and committees that assist in providing leadership to the organization, oversee or carry out specific tasks and assignments, and/or act as expert resources or liaisons with other organizations. The need for appointments and committees will, of necessity, change over time, and positions/committees may be added, eliminated or renamed at the discretion of the Executive Board. Unless otherwise noted, all committee members and appointees must be current WACRAO members listed by their institutions.

Only individual members of member institutions shall be eligible for election of an officer. Unless otherwise specified, appointments are made by the current president (often in consultation with the Executive Board), and new committee members and other appointees typically assume their positions after the annual conference in November.

Brief descriptions of current appointed positions and committees follow below. See section III for a detailed overview of their key responsibilities and recommendations on when certain appointments should be made.

### **Description of Appointed Positions**

#### **Conference Local Arrangements Committee Chair and/or Co-Chair (LAC Chair)**

- Forms and leads the LAC and assumes the role of primary contact/point person for the group.
- Works closely with the President-Elect and other members of the Executive Board to ensure a successful annual conference.

#### **Evaluations Coordinator**

- Oversees and coordinates the evaluation of the annual conference. May also assist with other surveys and evaluations as requested.

#### **Historian**

- Preserves and catalogs documents reflecting WACRAO activities and the service of WACRAO members.

#### **Parliamentarian**

- At the annual Business meeting, this person serves as the expert in WACRAO rules and procedures.

## Description of Appointed Committees

### Conference Local Arrangements Committee (LAC)

- Comprised of WACRAO members at institutions near the annual conference site.
- Assists the Local Arrangements Chair/Co-Chair and President-Elect in carrying out the various activities necessary to successfully organize, promote and host the annual conference.

### Standing Committees (also called Program Committees)

- Develop, plan, and present sessions for the annual conference.
- Assist the professional development committee with workshops outside of the annual conference, if held.
- Conduct other appropriate activities assigned by the Executive Board.

At present, there are seven Standing Committees, as described below. Each committee has six members, with two new members appointed each year to replace those who are rotating off. Committee representation should include two- and four-year institutions, both public and independent, and a balance of members who work admission and registrar functions.

1. ***Access, Diversity, and Equity***  
Focus on issues of diversity and inclusivity with attention to special populations (i.e. low income, minorities, non-traditional, etc.).
2. ***Admissions and Enrollment Management***  
Focus on admission policies and practices, enrollment management, financial aid, recruitment and marketing, school/college relations, transfer and articulation, international admission, ACT, SAT, WEF.
3. ***External Relations***  
Focus on compliance, federal and state legislative issues, legislative updates, legal issues.
4. ***Information Technology and Research***  
Focus on technology, institutional research.
5. ***Records, Registration, and Academic Services***  
Focus on academic progress and graduation, retention, distance education, registration and academic support, student academic records, study abroad.
6. ***Professional Development***  
Focus on developing and promoting special workshops and staff training development activities that may benefit the membership.
7. ***Military Connected Services***  
Focus on programs and workshops about veterans' benefits, processing, services and related matters. Committee members should have expertise in serving veterans and a wide array of member institutions should be represented.

**NOTE: Professional Development and Military Connected Services (formerly the Veterans Advisory Committee) became Standing Committees (see above) in 2018..**

## **KEY RESPONSIBILITIES AND SUGGESTED TIMELINES FOR SELECTED POSITIONS AND COMMITTEES**

### **Elected and Ex-Officio Positions and Committees**

Executive Board (Executive Committee)

The Executive Board (also called the Executive Committee) comprises all of the elected WACRAO officers..

#### **President**

*Term of office: 1 year; ascends to the presidency after serving 1 year as president-elect*

*Key responsibilities:*

- Leads the Executive Board in the operation of WACRAO.
- Serves as the regional representative to AACRAO.
- Ensures that the WACRAO by-laws are current and followed.
- Call and prepare agendas for executive meetings as needed

*Suggested timeline:*

- |  |     |
|--|-----|
| ○ Take office  | NOV |
| ○ Provide Web Manager with updated Standing Committee listings for upcoming year   |     |
| ○ Review AACRAO timeline for state and regional presidents   |     |
| ○ <b>Hold an Executive Board meeting</b> (conference call) in mid-January.   | JAN |
| ○ Specify the maximum per diem and mileage reimbursement rates for committee activities. Lodging and meal expenses will be reimbursed at the highest of the UW System rates in effect. Mileage rate will be equivalent to the UW System rate/mile.                     |     |
| ○ <b>Arrange a Luncheon</b> to meet with the incoming President-elect and outgoing President for purposes of receiving information, materials, and guidance concerning the duties and responsibilities.  |     |
| ● With the Executive Board, identify a region or general location for the conference at least two years in advance. Work with Vendor Chair/Conference Site Selection chair to research and recommend one or more specific locations and facilities for the conference. |     |



- Work with Vendor Chair/Conference Site Selection chair to identify LAC Chair(s) for annual conference at least one year in advance.
- Arrange the WACRAO reception at AACRAO Annual Meeting and Conference. Contact the UMACRAO president-elect as the contact for UMACRAO to determine if there is interest in hosting a joint reception. Gain approval of arrangements by the Executive Board. If a joint reception, each organization pays for a percentage of its attendees.
- **Attend the conference planning** meeting organized by the president-elect. FEB/MAR
- **Attend the AACRAO Annual Conference**, if possible. APR
  - Represent WACRAO at functions as requested by AACRAO.
  - AACRAO typically sponsors a state and regional leadership training at the AACRAO conference. Encourage attendance by key WACRAO members (potential planning for WACRAO President-elect and/or other officers).
- **Hold an Executive Board meeting** in mid- to late-May. MAY
  - Review Handbook with Executive Committee
  - Review and approve membership dues for the upcoming annual membership period. Approve an increase, if necessary.
- **Hold an Executive Board meeting** in mid- to late-August AUG
  - Approve nominees for elected officers, honorary memberships and certificates of appreciation.
  - Appoint members to fill open positions. This includes appointed resource positions and ad hoc committees. In conjunction with President-Elect create leadership document.
- Obtain the name of the UMACRAO, IACRAO and/or AACRAO reps who are attending the WACRAO conference; forward to local arrangements chair. SEP
- **Arrange an Executive Board meeting** for the morning of the first day of the Annual WACRAO conference.
  - Notify all invitees so they can make travel plans accordingly. Include executive committee members, LAC Chair/Co-Chairs, next year LAC Chair/Co-Chair, evaluations coordinator, and new executive committee nominees.
  - Reach out to new executive board member(s) to welcome them prior to annual meeting. Invite them to attend the Executive Board meeting at the conference and answer any questions.
  - Extend an invitation for the IACRAO, UMACRAO and/or AACRAO representatives to join the Executive meeting or ask if they want to just join the group for lunch. (Note: Starting in 2017, the UMACRAO conference overlapped with the WACRAO Conference. IACRAO rep began attending WACRAO conference, and vice versa, in 2018).

- The LAC should arrange for a breakfast and a light lunch, so make sure you confirm counts of who will attend with the president-elect. The lunch for the WACRAO Executive Committee should be part of the conference budget and paid from the LAC checkbook.
- In conjunction with the Nominations and Awards Committee make arrangements for the attendance and accommodations of the honorary member(s) and their guest. See financial section for guidelines.
- Secure bios and pictures from incoming executive board members. Send email to all WACRAO members at the end of October (at least a week prior to the conference).
- Arrange for an individual to close the nominations for elected positions (member services coordinator, newsletter editor, treasurer, secretary, vendor chair, website manager and president-elect) at the annual business meeting (see script for details).
- Prepare script for business meeting, including speech for transfer of presidency. Confirm with the president-elect the names of Local Arrangements Committee and all Standing Committees members who are to receive certificates (send complete list to secretary for the printing of certificates). Save final script to the Google Drive.
- Work with Nominations and Awards Committee on portion of their script for nominees for elected officers (new president introduces Nominations and Awards Committee during the Thursday evening dinner). Nominations and Awards Committee should upload their script to Google Drive.
- Prepare agenda for the Executive Committee Meeting.
- Prepare the agenda for the Annual Business meeting luncheon.
  - Email Business Meeting agenda to all members at least a week before the conference.
  - In advance or at the conference, distribute agenda, minutes from previous year's business meeting, and treasurer's reports to all WACRAO members.
- Confirm gifts/pen sets for all speakers and certificates for all committee members. Gift box to outgoing president and elected Executive Committee members who are stepping down.
- Bring Tom Johnson briefcase and gavel to the business meeting.
- Preside over the annual business meeting.

OCT

NOV

## President-Elect

*Term of office: 1 year; elected at the annual meeting, begins serving immediately as president-elect, and ascends to the presidency the following year.*

*Key responsibilities:*

- Serve as liaison for the LAC chairs to the executive committee.

- Lead the Standing Committees in coordinating the planning sessions of the annual conference.
- Work closely and communicate with the current president and other members of the Executive Board in preparation to assume the presidency a year hence.
- Ensure that concurrent sessions and conference speakers reflect the make-up of the membership, the work and current topics of interest of the membership,

*Suggested timeline:*

- Review WACRAO handbook, by-laws, and policies. AFTER ACCEPTING NOMINATION
- Attend Executive Board meeting the morning of the first day of the annual meeting and conference. LATE OCT/EARLY NOV
- Meet with the outgoing President-elect and outgoing President for purposes of receiving information, materials, and guidance concerning the duties and responsibilities. JAN
- Along with the LAC chair or co-chairs, review the Pres-elect and LAC responsibilities in this document to facilitate understanding of who is doing what as conference planning gets underway.
- Confirm the number of meeting rooms for concurrent sessions with LAC and create appropriate conference schedule.
- In Google Drive, update the spreadsheet Conference Locations and Host Institutions
- Attend Executive Board meetings and/or teleconferences.
- Poll the Standing Committee Chairs, Professional Development Chair and President for possible planning meeting dates typically in the Wisconsin Dells or other central location for mid-March.
- Contact hotels in Wisconsin Dells for meeting room. Reserve small block of rooms at state rate for individuals who need to arrive the night prior. (See document in Google Drive.)
- Send email to all Standing Committee members with the document outlining the responsibilities of Committee Chairs, Standing Committee Members and the committee roster. Ask members to verify their information.
- Verify that committee members are WACRAO members.
- Send call for session proposals to the membership with due date prior to planning meeting. FEB
- Send email to all Standing Committee members with information on confirmed Planning Meeting; request RSVP FEB/MARCH
- Confirm/update meeting space details and meals with hotel
- Contact AACRAO to determine an AACRAO representative to the annual meeting and conference. MID-MAR

- Contact AACRAO representative about presenting a concurrent session and/or speaking at the business meeting. Forward information about AACRAO attendee to president and local arrangements chair.
- Facilitate conference Planning Meeting.
- Email Standing Committee chairs the Session Proposal Form and deadline information. Deadline needs to be before (or near, if not before) the Executive Board meeting, because update should be given.
- Follow-up with Standing Committee chairs on session planning.
- Work with LAC Chair(s) to formulate projected conference expenses, including any alternatives (meal and social expenses, registration fees, etc.) and potential registration fees
- Attend Executive Board meeting.
  - Present the preliminary program (concurrent sessions) including all requested honoraria or travel expenses.
  - Present conference budget overview
- Report to Standing Committee chairs any changes from the Executive Board or any reimbursements that won't be made.
- Attend the AACRAO state and officers workshop in Washington, DC
- Confirm final conference program with Local Arrangements chair(s)
- Send final conference program information to the newsletter editor for inclusion in the newsletter and to the Local Arrangements chair. Follow up with changes.
- Contact Standing Committee chairs to confirm returning committee members and their information.
- Send email to membership asking membership to volunteer on Standing Committees.
- Appoint new standing committee members. Typically, the chair is a committee member serving their last year. (See President with questions). Confirm that they are members of WACRAO.
- Confirm session selection, schedule and needed equipment with session speakers and/or standing committee chairs
- Attend Executive Board meeting.
- Provide Website Manager with conference program for publication to WACRAO website
- Facilitate collaboration between the LAC Registration sub-committee Chair and Website Manager to create conference registration template
- Provide Local Arrangements Committee with a list of needed equipment for sessions.

LATE APR  
LATE MAY/EARLY  
JUN

LATE MAY/EARLY  
JUN

MID JULY  
LATE JUL

AUG

LATE AUG/  
EARLY SEP  
LATE AUG/  
EARLY SEP

OCT

- Plan a meeting of Standing Committee members to be held at the annual meeting and conference. This meeting should include all current and new members. The meeting should include a review of responsibilities, timelines, and financial guidelines.
- Follow up with Local Arrangements chair on any changes to the program in time for the program printing deadline (if a program is being printed) and/or to ensure changes are made on conference mobile app (if one is being created). OCT
- If deemed necessary, assign moderators to sessions
- Work with President on script for annual meeting. The script should include recognition of the Local Arrangements Committee and Standing Committees. (The secretary arranges for the printing of the Certificates of Appreciation.) After the gavel is passed, the first duty is to recognize the outgoing president and treasurer or secretary. (The secretary orders the gift boxes.) LATE OCT/EARLY  
NOV
- Attend Executive Board meeting at the conference.

### **(Immediate) Past President**

*Term of office: 1 year; remains on the Executive Board for one year after serving as president.*

*Key responsibilities:*

- Provide Website Manager updates for the website: Executive Committee, Standing Committees and Appointed Positions
- Serve as special counsel to the President.
- Attend Executive Committee meetings.
- Provide a historical perspective to current issues being addressed by the Executive Board.
- Coordinate special projects as requested by the President.
- Arrange lunch meeting for Immediate Past President, President and President-Elect to review timeline and expectations of the President-Elect. Schedule in January.
- Serve as a member of the Nominations and Awards Committee (3-year term) and acts as liaison between that committee and the Executive Board. See details in the Nominations and Awards Committee section.

### **Secretary**

*Term of office: 2 years; elected at the annual meeting; if re-nominated (optional) may be re-elected for additional 2-year term. Election typically alternates years with the election of a treasurer.*

*Key responsibilities:*

- Record the meeting minutes of the Executive Board meetings and annual business meeting.
- Prompt the Executive Committee to ensure the WACRAO Handbooks is updated/maintained..
- Serve as a back-up to the President-Elect or President should either not be able to fulfill his/her duties.
- Order gift boxes in October for honorary members and outgoing executive committee members.

- Print certificates for outgoing Standing Committee chairs, LAC chair(s), LAC Committee members, and Certificate of Appreciation recipient(s) in October.
- Purchase certificate folders for certificates in October

*Suggested timeline:*

- |   |                                  |
|---|----------------------------------|
| ● Meet (at the conference) with the outgoing Secretary for purposes of receiving information, materials, and guidance concerning the duties and responsibilities of the Secretary.  | AFTER<br>ACCEPTING<br>NOMINATION |
| ● Record minutes and attend Executive Board meeting or teleconference. Obtain the minutes from the meeting held during the fall conference from the outgoing secretary. Submit minutes from last meeting and from Business Luncheon for committee approval. | JAN                              |
| ● Record minutes and attend Executive meeting. Submit minutes from last meeting for committee approval.   | LATE<br>MAY/EARLY<br>JUNE        |
| ● Record minutes and attend Executive meeting. Submit minutes from last meeting for committee approval.   | LATE<br>AUG/EARLY<br>SEP         |
| ● Order gift boxes for outgoing Executive Committee members and Honorary members.   | OCT                              |
| ● Work with President-Elect to confirm and then print certificates for LAC Chairs/Co-chairs, LAC Committee members, Standing Committee Chairs.  |                                  |
| ● Order certificate folders, if needed.   |                                  |
| ● Submit last year's Business Luncheon meeting minutes to President for distribution to membership for Business Luncheon.   |                                  |
| ● Record minutes and attend Executive meeting and Business Luncheon meeting.  | NOV                              |

**Treasurer**

*Term of office: 2 years; elected at the annual meeting; if re-nominated (optional) may be re-elected for additional 2-year term.*

*Election typically alternates years with the election of a secretary.*

*Key responsibilities:*

- Responsible for all accounts receivable and accounts payable.
- Maintain a record of all fiscal matters.
- Coordinate dues renewal with the Member Services Coordinator.
- Provide a fiscal accounting report to the Executive Board at each Executive Board meeting.
- Provide a complete year-end fiscal (October 1 to September 30) report to the membership at the annual conference.
- File taxes.

*Suggested timeline:*

- Meet (at the conference) with the outgoing Treasurer for purposes of receiving information, materials, and guidance concerning the duties and responsibilities of the Treasurer. AFTER ACCEPTING NOMINATION
- Submit the Wisconsin Nonstock Corporation Annual Report along with the filing fee—due December 31<sup>st</sup>. LATE NOV/EARLY DEC
- Start preparing taxes 990 EZ—due February 15<sup>th</sup>. DEC/JAN
- Connect with incoming LAC treasurer for Associated Bank LAC account. Remember: Vendor Chair is also an Authorized Signer on this account. JAN/FEB
- Prepare Treasurer’s report for Executive meeting or teleconference. JAN
- Send draft taxes to CPA. JAN
- Attend Executive Board meeting or teleconference. JAN
- Taxes due **February 15<sup>th</sup>**/filing deadline for Form 8868 automatic 6-month extension FEB
- Pay mileage reimbursements and other costs associated with the Conference Planning meeting. If needed, updated expense reimbursement form with updated mileage amount, per UWS rate. FEB/MARCH
- Prepare Conference Planning meeting financial report MARCH
- Finalize LAC Conference Financial Report SPRING
- Prepare Treasurer’s report and attend Executive meeting. Give report on Conference Planning meeting financial report and LAC Conference Financial report. LATE MAY/EARLY JUNE
- Deposit payments for Veterans Conference. MAY/JUNE
- Membership Coordinator sends renewal notices to designated contact person(s) at each institution JUNE/JULY
- Order pen sets in bulk as needed. JUNE
- Review renewal forms and deposit payments for membership renewals. JUNE - NOV
- Finalize Veterans Conference Financial Report JULY
- Prepare Treasurer’s report and attend Executive meeting. Give report on Veterans Conference Financial report. EARLY AUG
- Determine number of pen sets for distribution at the annual conference (generally AACRAO rep, UMACRAO or other State/Regional rep, opening and closing speakers – as requested by LAC chair/co-chairs & outgoing Executive Committee members) OCT
- Coordinate with BMO Harris and Associated Bank branches for updating signature cards IF NEEDED - identify branches near conference location. The year the Treasurer begins a term, that Treasurer and incoming President (as “Executive Officer”) are the Authorized Signers for these accounts. OCT
- Prepare annual (Oct 1 –Sept 30) report for WACRAO conference. Distribute in advance of conference or print at least 1 copy per table at conference. OCT

- Prepare Treasurer’s report for Executive meeting at the conference. OCT
- Make appointments as needed at bank branches (BMO and/or Associated Bank) NOV
- Give report at Business Luncheon meeting. NOV

## Member Services Coordinator

*Term of office: 2 years; elected at the annual meeting; if re-nominated (optional) may be re-elected for additional 2-year term. Typically elected in odd numbered years.*

*Key responsibilities:*

- Coordinate the dues renewal notification to current membership with the Treasurer. Membership renewal should be created by October 25.
- Creation of the membership renewal documents, sending of renewal to the two campus voting members, follow-up on renewals not submitted by deadline.
- Update and maintain the membership database.
- **Send agenda for this year’s business meeting and minutes from last year’s business meeting to the membership prior to the conference. (Obtained from presidents and secretary, respectively.)**
- Send organization, conference and job posting information to current members as requested.

*Suggested timeline:*

- Meet with the outgoing Membership Services Coordinator to receive information, materials, and guidance concerning the duties and responsibilities for this role. AFTER ACCEPTING NOMINATION
- *Attend Executive Board meeting. Enter approved membership dues for the upcoming annual membership period in MemberClicks.* JAN
- Coordinate with Treasurer to assign appropriate dues rate to individual assigned to pay institutional, associate, or affiliate dues for the upcoming annual membership period. LATE MAY/ EARLY JUNE
- Send initial announcement to voting members regarding upcoming annual membership renewal period.
- *Attend Executive Board meeting. Provide snapshot of Membership to Historian in preparation for Annual Meeting.* JULY
- *Enter updates to institutional, associate, or affiliate memberships upon renewal for annual membership period.*
- Attend Executive Board meeting. AUG
- Follow up with institutions that have not renewed.
- *Attend Executive Board meeting.* NOV
- *Follow up with institutions that have not renewed.*
- *Provide snapshot of Membership total at Business Luncheon meeting.*



## Newsletter Editor

*Term of office: 2 years; elected at the annual meeting; if re-nominated (optional) may be re-elected for additional 2-year term. Typically elected in even numbered years.*

- Solicit content from membership for WACRAO Newsletter
- Edit and publish three issues of the WACRAO newsletter, according to the calendar indicated below.
- Frequency and/or specific publication dates may be reviewed and adjusted as appropriate.
- Primary content is news stories about institutions of higher education in Wisconsin, activities of individual members, information about regulations or legislation of potential impact to WACRAO members, and other news relevant to WACRAO members.
- Contact President for letter to membership to be included in each issue.
- A primary role of the Newsletter Editor is to develop and maintain communications with newsletter contacts at each institution to provide campus updates.
- Assist with other communication-related activities as requested by the Executive Board

*Suggested timeline:*

- |  |                                  |
|--|----------------------------------|
| ● Meet with the outgoing Newsletter Editor to receive information, materials, and guidance concerning the duties and responsibilities for this role. | AFTER<br>ACCEPTING<br>NOMINATION |
| ● Attend Executive Board meeting or teleconference.  | JAN                              |
| ● Publish WACRAO Newsletter  | JAN/FEB                          |
| ● Publish WACRAO Newsletter  | MAY/JUNE                         |
| ● Attend Executive Board meeting.  | LATE MAY/<br>EARLY JUNE          |
| ● Attend Executive Board meeting.  | AUG                              |
| ● Public WACRAO Newsletter (include program for upcoming annual conference)  | SEPT/OCT                         |
| ● Attend Executive Board meeting.  | NOV                              |

## Vendor Chair/Conference Site Selection Coordinator

*Term of office: 2 years; elected at the annual meeting; if re-nominated (optional) may be re-elected for additional 2-year term. Typically elected in odd numbered years.*

- Researches and recommends the selection of a site for the annual conference, and presents this information to president for review and approval by the Executive Board.
- Serves as a member of and works with the Local Arrangement Committee (LAC) to secure funding for the annual conference, determining vendor pricing to include, but not limited to,

vendor fee, vendor fee plus presentation, sponsorship for breaks, meals, speakers and events. Acts as a liaison between the vendors and LAC.

- Works with WACRAO membership to cultivate new vendor relationships. Solicits and follows-up with potential vendors. Currently only corporate vendors are exhibitors at the conference.
- Works with President-Elect to determine number of vendor session slots and days/times.
- Solicits and coordinates vendor sessions offered at the conference. Provides vendor session descriptions to President-elect for inclusion in conference program.
- Communicates with vendors regarding fee payments and conference attendance (hotel arrangements, meal choices, special events, etc.). Provides meal information to LAC.
- Assists vendors upon arrival at the conference; is the point of contact for vendors during the conference.
- Recognizes vendors at business meeting and at banquet.
- Works with LAC on vendor social.

*Suggested timeline:*

- Meet with the outgoing Vendor Chair/Conference Site Selection Coordinator to receive information, materials, and guidance concerning the duties and responsibilities for this role.

AFTER  
ACCEPTING  
NOMINATION

Attend Executive Board meeting or teleconference.

JAN

Provide a preliminary report to the President related to future conference site selection.

APR

Select a site based upon the following specifications:

Number of conference attendees: 200 – 225.

State rate for hotel rooms for all attendees required

Number of guest rooms needed: 100–120 depending upon the location and the number of commuters (more rooms needed in northern locations). Some hotels offer a complimentary guest room for every 50 rooms booked. The AACRAO representative is given priority. A small number of rooms for Tuesday evening should be blocked.

State rate for meals, if possible

Banquet Seating: 200+ for the banquet on Thursday evening.

Theatre seating: 170+ for opening general session. 150+ for a closing general session.

Six breakout rooms to hold simultaneous sessions of approximately 50 persons per session.

Space for registration activities.

Area for vendor booths.

Space for congregating during breaks located near vendor booths.

Possible overflow hotels in the vicinity. (This is considered an enhancement, not a requirement.)  
 AV/internet/wireless capabilities  
 Can WACRAO bring own projectors and would the venue provide carts, extension cords and screens?  
 Is a deposit required? If so when and how much?  
 Other things to consider: cancellation clauses, timing of release of room blocks and deadline for meal counts--in relation to our conference registration timelines  
 Coordinate the signing of the contracts for conference site.

Attend Executive Board meeting.

- |  |                         |
|--|-------------------------|
|  | LATE MAY/<br>EARLY JUNE |
| ● Attend Executive Board meeting.  | AUG                     |
| ● Provide President-Elect with vendor session details for inclusion in conference program  | SEPT                    |
| ● Provide Website Manager with vendor names and logos for inclusion on WACRAO conference information on website                              |                         |
| ● Provide vendor updates to President-Elect and LAC, as needed   | OCT/NOV                 |
| ● Attend Executive Board meeting.  | NOV                     |
| ● Form a small team from area member institutions to assist with site selection.   | JAN/FEB                 |
| ● Contact the local convention bureau or similar resource(s) to determine the assistance they can provide in making convention arrangements. | JAN/FEB                 |
| ● Arrange for site visits by the team to local hotels and conference centers.  | JAN/FEB                 |

## Website Manager

*Term of office: 2 years; elected at the annual meeting; if re-nominated (optional) may be re-elected for additional 2-year term. Typically elected in even numbered years.*

- Manage and update the WACRAO website, including but not limited to:
  - membership information
  - officer and committee lists
  - WACRAO by-laws and Handbook
  - conference and workshop information

- o newsletter
- o useful links to other sites
- Serve as liaison in contracting with an internet service provider.
- Communicate with the Executive Board. Suggest redesign and upgrades when needed.
- Provide a brief annual report to the Executive Board at the November meetin
- Serve as Executive Committee coordinator and liaison with President-Elect and LAC Registration sub-committee chair for annual conference registration administration in membership software
- Coordinate new functionality and/or web design

*Suggested timeline:*

- Meet with the outgoing Website Manager to receive information, materials, and guidance concerning the duties and responsibilities for this role. AFTER ACCEPTING NOMINATION
- Attend Executive Board meeting or teleconference. JAN
- Attend Executive Board meeting. LATE MAY/ EARLY JUNE
- Attend Executive Board meeting. AUG
- Update WACRAO website with annual conference program SEPT
- Create annual conference registration template
- Provide registration updates to LAC, as needed
- Attend Executive Board meeting. NOV

## Nominations and Awards Committee

The Nomination and Awards Committee is an Ex-Officio body comprising the three most recent WACRAO past presidents who are still active in WACRAO, including the immediate past president.

*Term of office: Typically 3 years, beginning when one is the immediate past president. The immediate past president serves as liaison between this committee and the Executive Board, while the most senior past president serves as committee chair before rotating off the committee. Terms on this committee may be extended if necessary to replace past presidents who have retired or are otherwise no longer active WACRAO members.*

*Key responsibilities and suggested timelines (responsibilities can be divided up among the committee members):*

- Send email to the membership (via membership coordinator) for suggested individuals who have or are planning on retiring in the current year. Chair MID-JUNE
- Conduct teleconference for the committee to discuss and determine the individuals to receive Committee NO LATER THAN JULY 1

honorary membership, certificates of appreciation, or other types of awards/recognition.

- |  |                          |                         |
|--|--------------------------|-------------------------|
| ● Honorary membership and certificate of appreciation nominees are presented to the Executive Board for approval at their summer meeting. Notify the Nominations and Awards Committee of Executive Committee approval. | Immediate past president | NO LATER THAN<br>JULY 1 |
| ● Determine potential nominees for elected office. Contact the individuals.  | Committee                | NO LATER THAN<br>JULY 1 |
| ● Nominees for elected office are presented to the Executive Board for approval at their summer meeting. Notify the Nominations and Awards Committee of Executive Committee approval.                                  | Immediate past president | NO LATER THAN<br>JULY 1 |
| ● Contact the honorary awardees regarding award and to obtain names for engraving, presenters, and to invite to the annual conference and banquet.   | Chair                    | EARLY SEPT              |
| ● Contact the certificate of appreciation awardees and invite to the annual conference and banquet.  | Chair                    | EARLY TO<br>MID-SEPT    |
| ● Contact historian for list of eligible 10 year and 25 year pin recipients.   | Chair                    | EARLY TO<br>MID-SEPT    |
| ● Coordinate with the secretary to insure that any needed materials for the honorary awardees and certificate of appreciation (e.g. gift boxes, certificates, etc.) are ordered and prepared in a timely manner.       | Immediate past president | MID-SEPT                |
| ● Contact treasurer regarding the number of pins needed  | Chair                    | MID-SEPT                |
| ● Upload program into Google Drive   | Chair                    | SEPT - OCT              |
| ● Prepare section of business meeting script for nominees for elected office.  | Chair                    | SEPT - OCT              |
| ● Prepare script for awards banquet. Note: The current WACRAO president has a small part in the beginning of this script. Upload script to Google Drive.   | Chair                    | SEPT - OCT              |

● Contact LAC chair regarding honorary members and guest attendees	Chair	SEPT - OCT
● Check with LAC for 10 and 25 year pin awardee attendance	Chair	LATE OCT
● Announces nominees for elected officers at business meeting	Chair	ANNUAL BUSINESS MEETING
● Distributes awards and pins; shake hands of awardees	The committee members other than the emcee	AWARDS BANQUET
● Mail out pins that were not distributed at banquet	Any committee member	AFTER CONFERENCE

## APPOINTED POSITIONS

Unless otherwise noted, all of the positions below are appointed by the current WACRAO President as terms expire or otherwise as vacancies occur.

### Conference Local Arrangements Committee Chair/Co-Chairs (LAC Chair)

*Term of office: 1 year*

*Key responsibilities:*

- Plan and coordinate the physical details (hotel site, food, audio visual/technology, etc.), events/entertainment, registration, and keynote and plenary speakers for the annual conference.

*Suggested timeline:*

- Form a Local Arrangements Committee of representatives from all host institutions. OCT (13 months before event)
- Schedule regular meetings with the conference hotel staff. NOV (1 year before event)
- Begin consultation with the new President-elect. NOV
- Hold first meeting of Local Arrangements Committee. Form sub-committees for various conference activities. Suggested subcommittees include, but aren't limited to: NOV
  - conference treasurer
  - conference materials (i.e. printed program, local area interests, etc.)
  - entertainment

- facilities (guest hotel rooms, audiovisual equipment)
- keynoter/plenary speaker
- food
- registration
- raffle/door prize
- Along with the Pres-elect, review the Pres-elect and LAC responsibilities in this document to facilitate understanding of who is doing what as conference planning gets underway. JAN
- Work with vendor chair, as needed, on vendor solicitation.
- 
- Set a tentative budget with the goal of having the conference break-even. Check with the WACRAO Treasurer for a sample of the final report that will be submitted post-conference. It will ease budget planning and knowledge of what a final report should look like. JAN
- Coordinate with President-elect to set the conference schedule. LAC chair(s) responsible for keynote speakers, meals and social activities. FEB
- Select a keynote and plenary speaker. Discuss honorarium to fit within budget.
- Arrange meeting with local convention bureau to determine items in which bureau may help; e.g., nametags, personnel, etc. FEB
- Determine conference theme and share with President-elect in advance of standing committee planning meeting. FEB
- FEB
- Designate a LAC treasurer for the conference. FEB
- Obtain the WACRAO checkbook used for conference purposes. The account will start with \$750.
- Work with venue and WACRAO Treasurer for direct billing paperwork to pay by check (WACRAO does not have a credit card)
- Complete tentative fall conference schedule of events, and give to President-Elect for slotting of professional sessions. MAR
- Provide Newsletter Editor with a “conference ad” for the summer newsletter, inviting and encouraging members to attend. MAR/APR
- Submit conference fee recommendation to Executive Board, via the President-Elect. (See financial section for fee guidelines). APR
- Receive a copy of the concurrent sessions from President-Elect. Slot program sessions into rooms based on equipment needs, times, and availability. JUL
- Contact WACRAO web site manager, or designee, to begin work on the conference web page. MAY
- Designate a LAC committee member to work on online registration. MAY
- Confirm with the President the need for a continental breakfast and/or lunch on Wednesday which comes from the LAC budget.

- Meet with hotel representatives to finalize meals, meeting rooms, audio visual support, and vendor social details. AUG
- Finalize fall conference events and consult with President-Elect on finalizing program sessions. AUG
- Consult with President regarding AACRAO, IACRAO and/or UMACRAO guests who will be attending the conference. Reserve rooms for the AACRAO, IACRAO and/or UMACRAO representatives, if necessary. If complimentary rooms are granted by the hotel use them for the AACRAO guest. Make arrangements for a member of the LAC to pick up AACRAO/IACRAO/UMACRAO guests at the airport, if necessary. AUG
- Contact the President to obtain the recipients names of the new honorary membership and/or certificate of appreciation recipients. The President will extend the invitation for honorary members to attend the conference. The new honorary members should register online, if possible. AUG
- Provide Newsletter Editor with a “conference ad” for the fall newsletter, inviting and encouraging members to attend. AUG
- Contact the Member Services Coordinator to send an e-mail to the WACRAO list announcing the opening of online conference registration. Coordinate with the President to send a registration notice to the AACRAO, IACRAO and/or UMACRAO guests. SEPT
- Determine if there will be a print program/handout and/or a mobile app for the conference. OCT
- Confirm with the President-Elect the list of active LAC members to provide to the secretary for certificates.
- Prepare conference materials for attendees, including name tags and, if necessary, meal tickets. OCT
- Seek conference volunteers to assist with check-in table, evaluation distribution and pick up, and other needed help. OCT
- Utilize online registration to provide meal information to the hotel. OCT
- Utilize the online registration system, in consultation with the President-Elect, to change any concurrent session rooms based on pre-registration attendance and room size. OCT
- Host the conference. NOV
- Use the LAC checking account to cover hotel costs of the IACRAO and/or UMACRAO and AACRAO representatives, if complimentary rooms are not available. NOV
- Provide registration data to Historian (lists or copies of registration forms) DEC
- Send conference checkbook to the Treasurer. JAN



- Forward a full report of income and expenses from the annual conference to the Treasurer. JAN
- Transfer conference materials to new Local Arrangements Chair. JAN

### **Evaluations Coordinator**

*Term of office: 2 years; may be renewed at the discretion of the President.*

*Key responsibilities:*

- Review and update the questionnaire used to evaluate the conference.
- Coordinate the distribution and collection of session evaluations of the annual conference.
- Arrange for an electronic survey of the overall conference. Utilize the membership software to distribute and collect evaluations.
- Tabulate and organize the results for distribution.
- Send session evaluations to presenters.
- Provide a conference (overall and session) evaluation report at the February Standing Committee meeting.
- Assist with other survey/evaluations tasks if requested.

### **Historian**

*Term of office: 2 years; may be renewed at the discretion of the President*

*Key responsibilities:*

- Preserve, catalog and file documents reflecting the activities and continuity of WACRAO as follows:
  - Copies of the newsletter.
  - Copies of annual publications prepared and distributed under the sponsorship of WACRAO.
  - Copies of documents relating to each annual conference.
  - Copies of documents relating to each workshop or other special activity sponsored by WACRAO.
  - Compile/update annually the list of officers, committee members/chairs, location of each annual conference.
  - Compile/update/maintain a historical compilation of WACRAO members years of service, recording their WACRAO related assignments and responsibilities. (This compilation includes office holding, committee appointments, participation in program offerings and attendance at annual conferences.)
  - Be a resource for the President-Elect, Nominations and Awards Committee, and other officers/members of WACRAO.
  - Compile/update the membership database to record persons elected to honorary membership and WACRAO alumni contact information.

## **Session Facilitator**

*Term of office: If deemed necessary, facilitators will be recruited and appointed to serve in this capacity at the annual conference by the President-Elect*

*Key responsibilities and recommended timeline:*

Prior to the conference:

- Understand and become familiar with the session topic.
- Review the name(s) of the presenter(s) and request biographical information as needed and appropriate to introduce the speaker(s).
- Contact the presenter(s) to seek electronic copies of session handout(s), if available. Forward to the president-elect. If the presenter(s) do not have electronic handout(s) available prior to the conference, follow-up immediately after the conference to obtain and forward.

At the conference:

- Verify the date, time and location of the session as listed in the final conference program. If necessary, find the room location and plan to be there at least 10-15 minutes prior to the start of the session.
- In advance of the session, check the room to be certain that it has any requested special equipment. Consult with a member of the Local Arrangements Committee if special needs have not been met.
- Before the session begins, confirm that the name, title, and institution/organization of all presenter(s) and the facilitator match what is printed in the conference program. If there have been any changes, note these on the form included with the evaluation forms. Discuss with presenter(s) who should be introduced first, how they prefer to handle questions, etc.
- Distribute evaluation forms and presentation handouts to session attendees.
- Begin the session on time. At the opening of the session, remind attendees of both the session topic and session number, and encourage them to complete the evaluation forms and leave them after the session.
- Introduce the presenter(s). If appropriate, field questions from the audience during the Q&A period. (Depending on the size of the room, it may be necessary for the facilitator to repeat questions so all in the audience can hear, and/or to encourage the use of a microphone, if available.)
- At the end of the session, thank the presenter(s) and encourage the audience to express their appreciation.
- Collect session evaluation forms and return them as directed.

## **Standing Committee (also called Program Committee) Chair**

*Term of office: 1 year (typically in the last year of committee service), beginning at the annual meeting.*

*Key responsibilities and timeline:*

- Coordinate with the President-Elect a timetable for committee responsibilities.
- Attend the initial meeting at the annual conference. This initial meeting will enable Chairs to meet their new and current committee members and make general plans for next year's conference. It also

NOV

permits new members to meet their committee colleagues and become oriented to committee responsibilities, expectations and work schedule.

- Meet in committee to plan specific session topics. Provide the President-Elect with tentative topics for sessions including presenters. Review evaluations and suggestions from most recent conference from the Evaluations Coordinator, other sources, and President-Elect. MID-MAR
- Confirm session topics and presenters and submit any financial requests to President-Elect. APR
- Finalize annual conference sessions, room and equipment needs with President-Elect. JUN
- Personally contact to all session presenters and facilitators. Assist in last minute details. SEP
- Suggest to the President-Elect the names of committee members who would be good candidates for chair the following year.
- Attend the meeting of the new committee at the subsequent annual conference to assist the new chair and to provide a historical perspective of committee activities for the new members.
- Remind committee members to send thank-you to session presenters.

**Standing Committee (also called Program Committee) Member**

*Term of office: 3 years, beginning at the annual meeting.*

*Key responsibilities:*

- Plan a session for the annual conference to be sponsored by his/her committee, including presenters and facilitators. Typically no honorariums are available, but if necessary to obtain a desired speaker, prior approval must be granted from the President-elect.
- Confirm the participation of all individuals involved with the session, shortly before the conference date.
- Send a note of thanks to all session participants after the conference.
- Attend Standing Committee meeting held in mid-March. Mileage reimburse is per campus, possible. Hotel costs are not reimbursed.
- Assist the Professional Development and the Veterans Advisory Committees in planning professional development workshops that may be offered outside the annual meeting. The workshops could be for professional or classified staff. These workshops are smaller, and more focused with sessions related to a specific area, i.e. veterans, FERPA, technology, etc.).
- Assist the Professional Development Committee in coordinating ideas for a new member orientation at the annual meeting, including new member services such as a mentoring program. The Professional Development Committee work directly with the local arrangements committee to coordinate a new member orientation at the annual conference.

NOTE: Professional Development is now a Standing Committee

## **APPOINTED RESOURCE/LIAISON POSITIONS**

As is necessary and appropriate, The Executive Committee will appoint members to serve as resources to the membership and liaisons with other organizations or entities. Some positions (such as that of parliamentarian) are appointed to serve in a very specific capacity at a particular event (such as the annual business meeting) whereas other resource/liaison positions might have as their primary function keeping the membership abreast of issues affecting WACRAO members at the national, state, or local level.

Resource/liaison positions may be asked to contribute articles to the newsletter, send e-mails via the member services coordinator's e-mail distribution list, make arrangements for a workshop or conference session, etc. Resource/liaison positions currently include, but are not limited to the following:

- ACT
- College Board
- Financial aid
- Government affairs
- Parliamentarian
- Wisconsin Education Fairs (WEF) liaison.

The Executive Committee will review resource position needs and appointments at the summer Executive Board meeting.

## **II. POLICIES AND PROCEDURES**

### **Financial**

- The Executive Board should attempt to keep a financial balance of the equivalent of two years' operating costs for the organization.
- The fiscal year will be from October 1 to September 30.
- Use of teleconference, videoconference and email in program planning is encouraged for most committee business, as these are both effective and economical. One in-person meeting per year may be advisable in order to ensure that all pertinent matters for the annual program have been accomplished.
- Committee meetings should be completed the same day and committee members should attempt to coordinate travel to meetings. Overnight committee meetings must be approved in advance by the President.
- Advance approval must be obtained from the Executive Board for any activities which will result in charges to the WACRAO budget.
- WACRAO will cover the travel expenses for the WACRAO individual attending the UMACRAO and/or IACRAO Annual Conference. Conference fees are covered by reciprocal agreements with UMACRAO and IACRAO. The organizations reciprocate the attendance of a member at the other's annual meeting and conference. Each organization waives the conference registration

for the reciprocated member. The organizations may opt to reciprocate on the lodging as well. The member's organization pays travel costs.

- The Local Arrangements Committee will:
  - Propose various conference fees and refund policies to the Executive Board for approval.
  - Be provided with a conference checking account for conference expenses and revenues.
  - Cover the following costs as part of the LAC budget:
    - the conference fee and conference hotel costs for the AACRAO representative (if the room is not provided complimentary of the host hotel)
    - the conference fee for the IACRAO and/or UMACRAO representatives; if complimentary hotel rooms are available, the IACRAO and/or UMACRAO reps could receive one but, if not, they will pay their own hotel costs and be reimbursed by their organization
    - Conference program printing
    - Gifts for conference speakers, AACRAO, IACRAO and/or UMACRAO attendees
    - Miscellaneous meal costs during conference for LAC members (e.g. lunch during conference registration on the first day)
    - All expenses associated with meals and social events
    - All entertainment costs
    - Executive committee meal expenses associated with the pre-conference meeting
    - Conference expenses for each honorary member inductee and the meal costs for his/her guest. Lodging and travel expenses are not included.
    - Determine if a raffle and/or other fundraiser will occur during the conference. If a raffle and/or fundraiser will be held, it must be compliant with the terms of our raffle license. Accordingly, raffle profits must be used to benefit an organization or entity that aligns with WACRAO's purpose to "advance education in Wisconsin." Raffle profits may not be used to benefit an individual (e.g. no 50/50 raffle may be conducted). Questions should be directed to the Treasurer.
- Conference fees should include both a member and non-member rate:
  - A full conference rate
  - A Thursday/one-day only rate
  - A banquet guest fee

Individuals wanting to participate in Wednesday/Thursday events, in any capacity, should pay the full Conference rate. The definition of member for conference/workshop registration purposes is an employee of a member institution. The definition of non-member for conference and/or workshop registration fee purposes is persons who are not employees of member institutions and/or employees of member institutions who have not created their WACRAO membership account at the time of registration.

- Previous honorary members (those inducted at prior conferences) may attend the conference at the cost of the meals, as determined by the Local Arrangements Committee. His/her guest, if attending, would also be responsible for all meal costs. Lodging and travel expenses are not included. However, previously inducted honorary members who return to the workforce and wish to attend the conference will pay the entire conference registration fee, along with any lodging and travel costs incurred.
- WACRAO Local Arrangements will cover the cost of the banquet meal for a member, and a guest, receiving the Certificate of Appreciation at the banquet. Other meals, lodging, and travel expenses are not included.
- Non-participating guests attending the annual conference pay for their meals at a cost determined by the Local Arrangements Committee.
- WACRAO will cover the early bird registration fee, airfare costs, hotel expenses (night before conference begins through the night conference ends), and meal expenses (up to the current UW System per Diem) for the current president to attend AACRAO. (If WACRAO does not have the minimum balance of two years' operating costs in its accounts, the reimbursement of these AACRAO expenses shall not occur. The current president will be informed of this before making arrangements to attend.) The president receiving reimbursement is expected to attend any AACRAO sponsored events for state/regional leadership as a condition of that reimbursement.
- WACRAO will cover the costs associated with gift boxes and certificates presented during the annual conference in recognition of service as honorary members, on the Executive Board, and the LAC.
- WACRAO will cover the costs associated with the printing of the program for the WACRAO Conference Banquet and of any materials printed for the Annual Business Meeting

### **Membership and Voting Members**

- Each Institutional Member shall designate two voting representatives (“Voting Representatives”); one representing the functions of its registrar’s office to the extent possible, and the second representing the functions of its admissions office to the extent possible. The Voting Representatives will be asked to vote on behalf of their institution only when a special meeting or electronic vote is needed outside of the annual meeting held during the annual conference, including if a written vote is required due to undeterminable voice vote during the annual meeting.
- Individual Members shall be faculty and staff members of Institutional Members who are charged with any or all of the responsibilities of admissions, registration, records and/or related services. Individual Members can vote at the annual meeting on all matters brought before the organization.
- Affiliate members do not have voting representation.
- Individuals employed by an institution which has paid an Institutional Membership must convey their desire to actively participate in WACRAO by creating and/or updating their individual profile on the WACRAO website.

### **Service on WACRAO Standing Committees (also called Program Committees)**

- Standing Committee members are appointed to three-year terms. They must be employed at an institution that has a current/paid Institutional Membership in WACRAO.
- Each Standing Committee consists of six members with two new members appointed each year. If a resignation occurs, a replacement is appointed to fill the term.
- The Standing Committee chair is most often a member in his or her final year of service on the committee, but typically has had at least one year's service on the committee.
- In appointing new members to Standing Committees, the President will make every effort to ensure diversity of member institution type, size, etc.

### **Reimbursement Policy**

- The Executive Board at the first meeting following the Annual Conference will specify the maximum per diem for committee activities. Lodging and meal expenses will be reimbursed at the highest of the UW System rates in effect.

### **Awards and Recognition Policy**

- Individuals no longer eligible for active membership in WACRAO may be recommended for continued affiliation as honorary members. This honor is reserved for persons who are both retiring and leaving the profession after at least ten years of service, and who have made *significant* contributions to the profession and to WACRAO.
- Significant contributions might include, but are not limited to, service as a WACRAO officer; service as a Local Arrangements Chair and/or committee member; other committee service; frequent participation in WACRAO conferences as a program presenter, session facilitator (previously moderator/recorder) or in some other capacity; regular attendance at annual conferences; participation in AACRAO; and/or other professional activities, publications, etc. relevant to WACRAO.
- Recognition may be given to retiring individuals in their last year prior to retirement if they have formally/officially announced retirement. Otherwise, honorary memberships will be conferred in the year following retirement.
- A compilation of information about participation of members in WACRAO is maintained by the Historian, and it is a good resource document for consideration by the committee. This record of WACRAO involvement should be forwarded to the individuals who will serve as presenters of honorary members at the annual conference.
- All potential nominees for honorary membership will be considered by the Nominations and Awards Committee. Those deemed worthy of this distinction will be presented to the Executive Board for approval, ideally no later than the summer meeting of the Executive Board.
- The President sends a letter of invitation to the honorees and a spouse/guest inviting them to the annual conference. (See also other relevant sections above for more information about conference attendance.)
- A "Certificate of Appreciation" or other types of special recognition may be awarded to nominees on the basis of service to WACRAO, also as recommended by the Nominations and Awards Committee and approved by the Executive Board. For example, those individuals leaving

the profession but not retiring, or those who have provided valuable service to WACRAO but do not quite merit the distinction of honorary membership, may instead be considered for a certificate.

- Recognize members who have presented or participated in AACRAO in the last year. Ask them to stand and be recognized during the awards ceremony.

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Standing Committee Descriptions  
Records, Registration, and Academic Services

Current:

Focus on academic progress and graduation, distance education, registration and academic support, student academic records, study abroad.

Proposed:

Focus on academic progress and support, commencement, graduation, retention, distance education, student academic records, study abroad, academic calendars, grading and GPA policies and practices, and records management and registration techniques.