

WISCONSIN ASSOCIATION OF COLLEGIATE



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**WACRAO**

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REGISTRARS AND ADMISSIONS OFFICERS

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## 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 the WACRAO Secretary 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). The Member Services Coordinator serves ex-officio as a non-voting member of Executive Board.

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, and Treasurer, as well as the Member Services Coordinator (an appointed, non-voting member of the Board). 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.
  - 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.
- Identifies members to receive 10 and 25 year pins.
- Prepares the program for the conference banquet.

### Function of Appointed Positions and Committees

WACRAO is also 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. If the individual is a non-voting member, the member gains/retains voting rights for the term of office and the voting rights of the existing voting member of the same institution are retained.

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)

- 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.

### Conference Site Selection Coordinator

- 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.

### 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.

### Member Services Coordinator

- Coordinate the annual dues renewal process with the Treasurer
- Maintain the WACRAO Access database with membership information. This database is shared with the Historian to utilize one source for all member activities
- Produce a yearly membership directory for publication via the Web page
- Responsible for sending various announcements to the membership
- Facilitate the request for membership and approval by executive board for potential institutions, affiliate, and associate members.

### Newsletter Editor

- Publishes the WACRAO newsletter. May also assist with other communication-related activities as requested.

### Parliamentarian

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

### Vendor Chair

- Works with the Local Arrangement Committee (LAC) to secure funding for the annual conference and acts as a liaison between the vendors and LAC

- Find facilitators for vendor sessions offered at the conference
- Works with WACRAO membership to cultivate new vendor relationships. Currently only corporate vendors are exhibitors at the conference

## 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.

### Professional Development Committee

- Provides professional development opportunities to all members of the organization.
- Recognize members for their contributions to WACRAO.
- Committee representation should include both two-year and four-year institution, public and independent and a balance of membership between members who work admission offices and registrar's offices.

### Standing Committees (also called Program Committees)

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

At present, there are five Standing Committees, as described below. Each committee has six members, with two new members appointed each year to replace those who are rotating off.

#### ○ *Access, Diversity, and Equity*

Focus on issues of diversity and inclusivity with attention to special populations (i.e. low income, minorities, non-traditional, etc.).

#### ○ *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.

#### ○ *External Relations*

Focus on compliance, federal and state legislative issues, legislative updates, legal issues.

#### ○ *Information Technology and Research*

Focus on technology, institutional research.

#### ○ *Records, Registration, and Academic Services*

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

## Veterans Advisory Committee

- Provides programs and workshops about veterans' benefits, processing, services and related matters.
- All members should have expertise in serving veterans and a wide array of member institutions should be represented.

## 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, plus the appointed Member Services Coordinator.

#### 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 executive meetings as needed

#### *Suggested timeline:*

- Take office NOV
- Provide the Web Manager with updated Standing Committee listings for upcoming year
- Review AACRAO's timeline for state and regional presidents
- Hold an Executive Board meeting or teleconference shortly after the first of the year, usually via teleconference JAN
- Meet with the incoming President-elect and outgoing President for purposes of receiving information, materials, and guidance concerning the duties and responsibilities.
- Identify, with the Executive Board, a region or general location for the conference at least two years in advance. Appoint a Site Selection Chair to research and recommend one or more specific locations and facilities for the conference.
- Arrange the UMACRAO/WACRAO joint reception at AACRAO Annual Meeting and Conference. The UMACRAO president-elect is the contact for UMACRAO. Arrangements must be approved by the Executive Board. Each organization pays for a percentage of its attendees.
- Review membership dues for the year. Approve an increase, if necessary.

- Approve mileage reimbursement rate for the year.
- Attend the conference planning meeting organized by the president-elect. FEB/EARLY  
MAR
- Contact AACRAO to determine an AACRAO representative to the annual meeting and conference. MAR
- Contact AACRAO representative about presenting a concurrent session and/or speaking at the business meeting. Forward information about AACRAO attendee to president-elect and local arrangements chair.
- If AACRAO representative's travel schedule allows, invite him/her to the Executive Board meeting held on Wednesday morning of the annual meeting and conference.
- Attend the AACRAO annual meeting and conference, if possible. MAR/APR
- Represent WACRAO at functions as requested by AACRAO.
- When AACRAO is sponsoring a state and regional leadership training at the AACRAO conference encourage attendance by key WACRAO members
- Hold an Executive Board meeting. MAY/JUN
- Review Handbook with Executive Committee
- Hold an Executive Board meeting. Approve nominees for elected officers, honorary memberships and certificates of appreciation. AUG/SEP
- Appoint members to fill open positions. This includes appointed resource positions and ad hoc committees. In conjunction with President-Elect create leadership document. SEP
- Arrange for an Executive Board meeting the morning of the first day of the annual meeting and conference. Notify invitees so they can make travel plans accordingly. (Include executive committee, current year LAC Chair/Co-Chairs, next year LAC Chair/Co-Chair, Web site manager, newsletter editor, evaluations coordinator, vendor chair, executive committee nominees, if applicable). LAC should arrange for a breakfast and light/box lunch.
- Arrange a meeting (lunch) with the President-Elect and President-Elect nominee. The meeting is to get to know each other, answer questions, outline expectations meeting.
- Obtain the name of the UMACRAO representative to the WACRAO conference; forward to local arrangements chair.
- 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.
- Reach out to new executive board member(s) to welcome prior to annual meeting. OCT
- Secure bios and pictures from incoming executive board members
- Arrange for a parliamentarian for the annual meeting.
- Arrange for an individual to close the nominations for elected positions (treasurer, secretary, president-elect) at the annual business meeting

- Prepare script for business meeting. Work with President-Elect for names of local arrangements committee and standing committees members. Work with Nominations and Awards Committee on portion of script for nominees for elected officers
- Prepare the agenda to membership for the annual business meeting prior to the meeting. Distribute agenda, minutes from previous year's business meeting, treasurer's reports, and bios and pictures from incoming executive board members.
- Preside over the annual business meeting.

LATE OCT/  
EARLY 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.
- Membership of standing committees and concurrent sessions should reflect the make-up 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
- Send a note of welcome to the new committee chairs with a brief outline of the tentative calendar for the year. NOV/DEC
- Arrange for an annual conference planning meeting. See steps for preparing for the conference planning meeting. (Separate document in Google Drive. Original document in Leadership Help Documents > President Elect > Nov 2014-Oct 2015.) DEC
- If applicable, attend the AACRAO state and officers workshop in Washington, DC
- Meet with the outgoing President-elect and outgoing President for purposes of receiving information, materials, and guidance concerning the duties and responsibilities. JAN
- Confirm conference schedule and number of meeting rooms for concurrent sessions with LAC.
- In Google Drive, update the spreadsheet Conference Locations and Host Institutions
- Attend Executive Board meeting or teleconference.

- 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 and Professional Development members the document outlining the responsibilities of Committee Chairs and Standing 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 in mid-March. FEB
- Send email to all Standing Committee and Professional Development members with information on confirmed Planning Meeting; request RSVP
- Confirm/update meeting space details and meals with hotel FEB/MARCH
- Facilitate conference planning meeting. MID-MAR
- Follow-up with standing committee chairs on session planning. LATE APR
- Attend Executive Board meeting. LATE MAY/EARLY JUN
  - Present the preliminary program (concurrent sessions) including all requested honoraria or travel expenses.
- Report to standing committee chairs any changes from the Executive Board or any reimbursements that won't be made. LATE MAY/EARLY JUN
- Confirm final program MID JULY
- Send final conference program information to the newsletter editor for inclusion in the newsletter and to the local arrangements chair for preparation of the web registration materials. Follow up with changes. LATE JUL
- Contact Standing Committee chairs to confirm returning committee members and their information. AUG
- 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.
- Provide local arrangements committee with a list of needed equipment for sessions. LATE AUG/EARLY SEP
- Attend Executive Board meeting. LATE AUG/EARLY SEP
- 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, time lines, and financial guidelines. OCT
- Follow up with local arrangements chair on any changes to the program in time for the program printing deadline. OCT

- 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

### (Immediate) Past President

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

*Key responsibilities:*

- Provide Web Manager updates for the website: Executive Committee, Other 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 a second 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.
- Update/maintain the WACRAO Handbook.
- 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.
- Record minutes and attend Executive Board meeting or teleconference. Submit minutes from last meeting and from Business Luncheon for committee approval.

AFTER  
ACCEPTING  
NOMINATION  
JAN

- Record minutes and attend Executive meeting. Submit minutes from last meeting for committee approval. LATE MAY/EARLY
- Record minutes and attend Executive meeting. Submit minutes from last meeting for committee approval. JUNE LATE AUG/EARLY
- Order gift boxes for outgoing Executive Committee members and Honorary members. SEP OCT
- 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 at Business Luncheon meeting. NOV

## Treasurer

*Term of office: 2 years; elected at the annual meeting; if re-nominated (optional) may be re-elected for a second 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
- Obtain non-personalized signature cards for Associated Bank LAC 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>. FEB
- Pay mileage reimbursements and other costs associated with the Conference Planning meeting. 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 LATE  
Conference Planning meeting financial report and LAC Conference Financial MAY/EARLY  
report. JUNE
- Deposit payments for Veterans Conference. MAY/JUNE
- Membership Coordinator sends renewal notices to designated contact JUNE  
person(s) at each institution
- Order pen sets in bulk as needed. JUNE
- Review renewal forms and deposit payments for membership renewals. JUNE THROUGH  
NOV
- Finalize Veterans Conference Financial Report JULY
- Prepare Treasurer’s report and attend Executive meeting. Give report on LATE AUG/  
Veterans Conference Financial report. EARLY SEP
- Determine number of pen sets for distribution at the annual conference OCT  
(generally AACRAO rep, UMACRAO rep, opening and closing speakers – as  
requested by LAC chair/co-chairs, outgoing Executive Committee members,  
Certificate of Appreciation recipients, LAC chair/co-chairs, Standing  
Committee chairs
- Obtain non-personalized signature cards from BMO Harris (checking OCT  
account).
- Obtain non-personalized signature cards from Associated Bank (money OCT  
market).
- Prepare annual (Oct 1 –Sept 30) report for WACRAO conference. Print 1 OCT  
copy per table at conference.
- Prepare Treasurer’s report for Executive meeting at the conference. OCT
- Obtain signatures for BMO Harris checking account, Associated Bank money NOV  
market account, and certificates at Executive Board meeting.
- Give report at Business Luncheon meeting. NOV

## Member Services Coordinator

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

*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.
- Create a pdf version of the membership directory for the Web (alpha order and by institution).
- Provide a master set of member names, and email addresses to Newsletter editor.
- 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.
- Serve as a non-voting member of the Executive Board.

## 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 honorary membership, certificates of appreciation, or other types of awards/recognition.                                | Committee                | NO LATER THAN JULY 1 |
| ● 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 JULY 1 |
| ● Determine potential nominees for elected office. Contact the individuals.  | Committee                | NO LATER THAN 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 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 MID-SEPT    |

● Contact historian for list of eligible 10 year and 25 year pin recipients.	Chair	EARLY TO 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
● Prepare the program for the annual conference awards ceremony. Print copies for tables—2 per table.	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.	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
● Newly elected president does the program introduction. Chair emcees the award program. Recognize members who have presented or participated in AACRAO in the last year. Ask they stand and be recognized during the awards ceremony.	Newly elected WACRAO president and Chair	AWARDS BANQUET
● Distributes awards and pins; shake hands of awardees	The committee members other than the emcee	AWARDS BANQUET

## OTHER 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
- Work with vendor chair, as needed, on vendor solicitation. JAN
- Meet with Executive Board.
- Set a tentative budget. The conference should break-even. JAN  
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.
- Set the conference schedule. 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. FEB
- Attend conference planning meeting of WACRAO standing committees. 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 and UMACRAO guests who will be attending the conference. Reserve rooms for the AACRAO and 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/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 and UMACRAO guests. SEPT
- Print program. OCT
- Confirm with the President-Elect the the list of LAC names to the secretary for the certificates to be produced.
- 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 UMACRAO representative and AACRAO representative, 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

### Conference Site Selection Chair

*Term of office: Typically 1 year or as needed, although often this individual will be asked to continue serving on the LAC.*

*Key responsibilities:*

- Determine a conference site for the annual conference

*Suggested timeline:*

- 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
- Provide a preliminary report to the President. APR
- Select a site based upon the following specifications:
  - Number of conference attendees: 200–225.
  - Need state rate for hotel rooms for all attendees
  - 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.
  - Would like 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.)
  - Inquire about AV/internet/wireless capabilities
  - Can WACRAO bring own projectors and would the venue provide carts, extension cords and screens?

- Other things to consider: cancellation clauses, timing of release of room blocks and deadline for mea counts--in relation to our conference registration timelines
- Is a deposit required? If so when and how much?
- Coordinate the signing of the contracts for conference site.

JUN/JUL

### **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.
- Subscription of survey monkey should be active for no more than three months during annual conference. Subscription expense should be submitted annually to the President.
- Coordinate the distribution and collection of session evaluations at the annual conference.
- Arrange for an electronic survey of the overall conference.
- 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.

### **Vendor Chair**

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

*Key responsibilities:*

- In conjunction with the LAC, determines vendor pricing, to include, but not limited to, vendor fee, vendor fee plus presentation, sponsorships for breaks, meals, speakers, and events.
- Works with WACRAO membership to cultivate new vendor relationships.
- Solicits and follows-up with potential vendors.
- Works with LAC to determine number of vendor session slots and days/times and to make sure physical space accommodates vendors.
- Provides vendor session information to LAC for publication.
- 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 the vendors during the conference
- Recognizes vendors at business meeting and at banquet
- Works with LAC on vendor social

### **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 the WACRAO membership database, 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 of persons elected to honorary membership.

### **Newsletter Editor**

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

*Key responsibilities:*

- Publish three issues of the WACRAO Newsletter according to the calendar indicated below:
  - January-Feb
  - May-June
  - September-October (include program for upcoming annual conference)
- 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 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.
- Attend Executive Board meetings as requested.
- Carry out or assist with other communication-related tasks as requested.

### **Session Facilitator**

*Term of office: Appointed to serve in this capacity at the annual conference*

*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:

- Obtain a supply of evaluation forms and instructions for facilitating the session. These materials will be in the registration packet, at the registration table, or in the session room.
- 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. NOV
- 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 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
- Make a personal 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.

### **Professional Development Committee Chair**

*Term of office: 1 year, beginning at the annual meeting; may be renewed at the discretion of the President.*

*Key responsibilities:*

- Lead the Professional Development Committee.
- Hold an initial meeting at the annual conference to enable the Chair to meet new committee members and make general plans for the year.
- Meet in committee to plan specific session topics for the annual conference. Provide the President elect with tentative topics for sessions including presenters. Follow-up on session topics per the President-elects timeline.
- Meet in committee to plan professional development workshops that may be offered outside the annual meeting. The workshops could be for professional or classified staff. The workshops are smaller, and more focused with sessions related to a specific area, i.e. veterans, FERPA, technology, etc.).
- Coordinate a new member orientation at the annual meeting and conference. Work with the local arrangements committee on details.
- Coordinate other new member services, such as a mentoring program.
- Coordinate a recognition program for members.

### **Professional Development Committee Member**

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

- Assist the chair in:
  - Developing sessions to be offered at the annual meeting and conference.
  - Developing a new member program and a new member orientation at the conference.
  - Developing professional development workshops.
  - Developing a recognition program.

## **Web Site Manager**

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

- Maintain up-to-date information on the web site, including, but not limited to:
  - membership information
  - officer and committee lists
  - WACRAO by-laws and Handbook
  - conference and workshop information
  - newsletter
  - 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 meeting.

## **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, fax, 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 Annual Conference. Conference fees are covered by a reciprocal agreement with UMACRAO. The two 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.
- Conference fees should include both a member and non-member rate:
  - A full conference rate
  - A Thursday only rate
  - A banquet guest fee

Those 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/workshop registration fee purposes is persons who are not employees of member institutions and/or employees of institutions who have not paid their membership dues at the time of registration.

- WACRAO Local Arrangements will cover conference expenses for each honorary member inductee and the meal costs for his/her guest. Lodging and travel expenses are not included.
- 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.
- WACRAO Local Arrangements will cover conference expenses for an AACRAO representative, if attending. Local arrangements should provide a complimentary hotel room to the AACRAO representative. AACRAO will cover travel expenses.

- WACRAO Local Arrangements Committee will cover conference expenses for the UMACRAO representative. Local Arrangements should provide a complimentary hotel room to the UMACRAO representative. UMACRAO will cover travel expenses.
- 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.

### **Membership and Voting Members**

- Institutional membership includes two voting representatives from member institutions, regardless of the size of institution. Voting members must be identified at the time the institution joins WACRAO and annually thereafter upon membership renewal. (Note that only voting members are eligible for elected office in WACRAO.) However, ALL members may participate, deliberate, speak on motions or initiatives and nominate persons for office.
- Affiliate members do not have voting representation.

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

- Standing Committee members are appointed to three-year terms. They must have current 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.
- See the WACRAO Expense Form procedure on the WACRAO web site, listed under "Forms."

### **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 they stand and be recognized during the awards ceremony.