

**SACRAO**  
**Procedures Manual for**  
**Executive Committee and**  
**Committee Chairs**

**2023-2024**

**Revised 2022 by Kim Taylor-University of Kentucky**  
**Immediate Past President 2022-23**

This document was prepared using Word 2010 on a Windows PC. It makes extensive use of styles to control outline levels and formatting, and to maintain the automatic table of contents. If you are asked to modify this document and are not familiar with styles or the TOC field type, you should consider asking someone who has that knowledge.

# Table of Contents

Introduction .....	6
Mission Statement.....	6
History.....	6
Purpose .....	6
Strategic Plan.....	7
General Policies and Procedures .....	8
Annual Meeting .....	8
Special Guidelines.....	8
Registration .....	8
AACRAO Representative .....	8
SACRAO Expenses .....	9
Exhibitors/Corporate Partners .....	9
Meeting Responsibilities.....	9
Corporate Matters .....	10
Incorporation .....	10
Logo .....	10
Web Address.....	11
Tax Status.....	11
Financial .....	11
Management of Financial Assets.....	11
Charitable Contributions .....	11
Travel Reimbursement .....	12
Liability Insurance.....	13
Music Licensing Fees.....	13
Membership .....	13
Benefits of Membership.....	13
Dues.....	14
Rate Structure .....	14
Deaths within Membership .....	14
Newsletter .....	15
Executive Committee Responsibilities.....	16
Description .....	16
Filling an Unexpired Term .....	16
Annual Meeting Responsibilities.....	16
President-Elect.....	19
Responsibilities .....	19
Calendar .....	19
President.....	24
Responsibilities .....	24
Calendar .....	24
Immediate Past President .....	30
Responsibilities .....	30
Calendar .....	30

Program Vice President for Recruitment, Admissions, and Enrollment Management.....	33
Responsibilities .....	33
Calendar .....	33
Vice President for Information Technology .....	35
Responsibilities .....	35
Responsibilities .....	35
Calendar .....	35
Web Maintenance Calendar.....	38
Program Vice President for Distinct Populations and Programs.....	39
Calendar.....	39
Program Vice President for Professional and Personal Development .....	42
Responsibilities .....	42
Calendar .....	42
Program Vice President for Records and Academic Services .....	45
Responsibilities .....	45
Calendar .....	45
Program Vice President for Topics in Higher Education.....	46
Calendar .....	47
Vice President for Communication and Recognition .....	48
Calendar.....	50
Vice President for Program and Evaluation.....	55
Calendar .....	55
Vice President for States/Regionals and Membership .....	57
Responsibilities .....	57
Calendar .....	57
Solicitation of New Members.....	60
Membership Renewal .....	60
Secretary .....	61
Responsibilities .....	61
Calendar .....	61
Treasurer.....	64
Responsibilities .....	64
Calendar .....	64
Recognition and Awards Committee .....	68
Point System Guide for Distinguished Service Award (DSA).....	69
Appendix E: President’s Award for Outstanding Professional Presentation .....	71
Local Arrangements Chair .....	72
Responsibilities .....	72
Calendar.....	74
Committees .....	78
Auditing Committee .....	78
General Responsibilities of the Chair .....	79
Specific Committee Duties .....	79
Constitution and Bylaws Committee .....	80
Distinct Populations and program .....	80
Federal Advocacy .....	80
Finance Committee.....	80
Local Arrangements Committee.....	80
Membership Relations Committee .....	81
Calendar for the Chair.....	81

Nominations and Elections Committee .....	82
Responsibilities .....	82
Calendar for the Chair .....	82
Professional and Personal Development Committee.....	85
Recognition and Awards Committee .....	85
Point System Guide for Distinguished Service Award (DSA) .....	85
Records and Academic Services.....	86
Recruitment, Admissions and Enrollment Management .....	87
Resolutions Committee .....	87
Scholarship Committee .....	87
<i>The SACRAO Journal</i> .....	87
Editorial Board.....	87
Responsibilities of the Editor .....	88
Calendar for the Editor .....	88
Solicitation of Manuscripts.....	90
Margaret Ruthven Perry Distinguished SACRAO Journalism Award .....	90
Site Selection Committee .....	90
Topics in Higher Education .....	91
Annual Meeting Program Preparation .....	92
Program Committee .....	92
Duties of Program Chairs .....	92
Calendar for Chairs .....	93
Program Development Guidelines.....	94
Participant Criteria.....	94
Suggestions for Committee Members.....	95
Tips for Developing a Successful Session.....	96
Tips for Selecting an Outstanding Presenter .....	96
Suggestions for Committee Chairs .....	97
Appendix A: Constitution and Bylaws .....	98
Constitution .....	98
Bylaws .....	104
Appendix B: Annual Meeting Bid Material .....	107
Annual Meeting Bid Specifications .....	107
Annual Meeting Historical Information .....	111
Appendix C: MOSIS Conference Historical Information.....	113
Appendix D: Multicultural / Emerging Leader Award Individual Scholarships .....	116
Appendix E: President’s Award for Outstanding Professional Presentation.....	121

# Introduction

This manual is the operational guide for the Executive Committee and other Committees of the Southern Association of Collegiate Registrars and Admissions Officers (SACRAO). The manual includes brief descriptions of responsibilities and a suggested calendar of activities to fulfill these responsibilities.

The manual is revised annually. The Executive Committee and members of SACRAO may make suggestions for revisions to the content of this manual. Recommended revisions should be submitted to the Immediate Past President, who serves as the Editor of the manual. The manual is distributed prior to or at the Annual Meeting.

The Immediate Past President is responsible for delivering an electronic copy of the Manual to the President, along with instructions for editing and formatting the document. The Immediate Past President is also responsible for filing a back-up copy of the Manual with the SACRAO Treasurer, including instructions for editing and formatting.

## Mission Statement

The mission of the Southern Association of Collegiate Registrars and Admissions Officers (SACRAO) is to provide for dissemination of information, exchange of ideas, and leadership in policy interpretation in the region. To maintain a leadership position in pursuit of this mission, SACRAO identifies and promotes standards and best practices affecting admission officers, registrars, and other academic support and student services professionals.

## History

SACRAO began in 1947 as an adjunct group of registrars and admissions officers who met for one and one half days in conjunction with the Annual Meeting of the Southern Association of Colleges and Schools, a regional accrediting body. The first meeting was held in Louisville, Kentucky. In December of 1972, SACRAO elected to start meeting at a time and place determined by its Executive Committee and held its own meeting in New Orleans. SACRAO was incorporated as a nonprofit professional organization in September 1986. The Annual Meeting has grown from an attendance of less than one hundred to several hundred, and from the one and one-half day format to a three-day Annual Meeting preceded by a day of pre-conference workshops.

Membership as of October 1, 2016, is approximately 565 institutions, represented by almost 3000+ individuals, plus 17 Associate Members and 95 Honorary Members from colleges and universities in a fourteen-state (and one Commonwealth) Southern region: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, Puerto Rico, South Carolina, Tennessee, Texas, Virginia, and West Virginia.

## Purpose

The corporation is a nonprofit, professional association whose purposes, as prescribed by the Constitution and Bylaws, are to provide for the spread of information and the interchange of ideas on problems of common interest; to contribute to the advancement of higher education in its fullest and broadest implications; to foster a friendly spirit of unity and cooperation among its members; and to function as a unifying and coordinating agency among the separate state organizations represented in

SACRAO and with the American Association of Collegiate Registrars and Admissions Officers. The association, through the Annual Meeting, Newsletter, *The SACRAO Journal*, and other activities promotes:

- The advancement and improvement of academic records, admissions, data management, enrollment services, financial aid management, international education, and registration practices through study, education, and research
- The advancement of professional knowledge and techniques by fostering the exchange of experiences and information
- The development and advancement of standards of competence in the profession

## **Strategic Plan**

### **Goal 1**

To disseminate information and exchange ideas:

- Develop publications to inform the membership and prospective members
- Have a SACRAO representative attend state and national meetings
- Inform first-time attendees at the SACRAO Annual Meeting about SACRAO goals, structure, and meetings

### **Goal 2**

To provide leadership in policy interpretations and implementations:

- Conduct professional workshops and sessions to keep membership informed of current practices and changes in the profession

### **Goal 3**

To promote standards and best practices affecting admission officers, registrars and other academic support and student services professionals:

- Recognize individuals within the membership who have contributed to the advancement of the profession
- Provide sessions at the SACRAO Annual Meeting using internal and external experts
- Evaluate program sessions, workshops and conferences

### **Goal 4**

To foster a friendly spirit of unity, cooperation and support among SACRAO members:

- Promote and provide opportunities for members to get acquainted
- Plan and advertise a SACRAO reception at the annual AACRAO meeting

### **Goal 5**

To reflect in the activities of the organization a balanced representation of personal and professional characteristics such as professional area of responsibility, gender, ethnicity, state and institutional type:

- Increase participation of institutions within SACRAO region that are not members
- Increase the participation of under-represented SACRAO members within the organization

# General Policies and Procedures

Below are the general policies and guidelines for SACRAO. For additional information, consult the SACRAO President.

## **Annual Meeting**

### ***Special Guidelines***

- The President-Elect should keep the Local Arrangements Committee (LAC) chair current as to the budgetary and physical arrangements decisions about outside presenters.
- The President-Elect should work through the vice presidents to secure the travel arrangements for outside presenters.
- Set a limit of \$2000 total to be spent on all outside presenters. This limit should be examined periodically to meet the needs of the association.
- Set a limit to be spent on audiovisual equipment. This limit should be examined periodically to meet the needs of the association.
- Plan for a 5% return to SACRAO in addition to return of the advance.
- In planning the Summer Planning Meeting, avoid state association meeting dates.
- The LAC may, at its discretion, refund conference registration fees after the stated deadline and minus any stated cancellation fees, for compassionate reasons, such as illness and death in the family, or due to extreme weather conditions. Such refunds will be made only following the conference and after the finance chair is confident that any budgeted returns to SACRAO can be made.

### ***Registration***

SACRAO members and conference attendees from member institutions are expected to pay the registration fee for the Annual Meeting and are not subject to a waiver of this fee. The President and President-Elect may approve a waiver of the registration fee for special guests and outside speakers. Honorary members receive complimentary registration. A one-day drive-in fee may be approved on an annual basis; however, one-day attendees must pay for any conference meal functions and special events. The registration fee is waived for the winner of the previous year's First-Time Attendee grand prize. The current year's winners of the Individual Multicultural / Emerging Leader Scholarship pay the registration fee out of their scholarship award.

### ***AACRAO Representative***

The invited AACRAO representative at a SACRAO Annual Meeting may receive a complimentary SACRAO registration fee and room for the normal duration (Saturday – Tuesday nights) of the conference (effective February 2003).

Given the Spring 2003 decision by AACRAO's Board of Directors to expand its for-profit ventures, the SACRAO Executive Committee determined that AACRAO's for-profit ventures will be treated as any other for-profit corporation. Not-for-profit member services and professional development activity participation will be welcomed as in the past. For-profit venture representation by AACRAO will also be welcomed, yet will be treated as that of corporate participation and incur associated participation fees (effective June 2003).



## SACRAO Expenses

SACRAO reimburses the LAC account for the following Annual Meeting expenses:

- Registration fees (or event fees if not participating in the entire conference) for SACRAO invited guests, the AACRAO representative, honorary members (if not in suspended status), recipient(s) of the Student Pre-Professional Scholarship, and the individual Multicultural / Emerging Leader Scholarship recipients.
- Hotel costs of invited SACRAO guests, including the AACRAO representative.
- Costs associated with the following events: Past-Presidents' lunch, State Presidents' lunch, Journal Board breakfast, President's receptions, and any E.C. meeting meals covered by the LAC.
- Printing expenses for "I'm Available" forms, and for the Evaluations and Auditing Committees.

## Exhibitors/Corporate Partners

Companies who market their products and services to SACRAO or other similar organizations are expected to register for SACRAO as exhibitors and pay the exhibitor registration fee. The President of SACRAO must approve exceptions to this policy. Exhibitors will not be allowed to present an Exhibitor/Corporate Partner Session or co-present a session at SACRAO unless they are registered as an exhibitor for the conference.

## Meeting Responsibilities

Meeting/Event	Coordinator	Financial Responsibility
<b>Annual Meeting</b>		
Executive Committee (Sat.)	President	SACRAO (EC budget)
Auditing Committee (Sat. & Sun.)	Auditing Committee Chair	SACRAO (Sat. dinner)
Current and Incoming Program Vice Presidents & Committee Chairs (Sun.)	President-Elect	
E.C. Transition Meeting	President	
First-Time Attendee Orientation/Reception (Sun.)	Vice President States/Regionals & Membership	LAC
SACRAO <i>Journal</i> Editorial Board Breakfast (Mon. or Tues.)	Vice President Communication and Recognition; <i>Journal</i> Editor	SACRAO
State Presidents' Luncheon (Mon.)	President	SACRAO
Town Meeting (Mon.)	President	
Business Meeting (Tues.)	President	
Past Presidents' Luncheon (Tues.)	Immediate Past President	SACRAO
Program Committee Luncheon (Tues.)	Incoming President-Elect	LAC
Conference Breakfast (Wed.)	Incoming President	LAC
Executive Committee (Wed./Thurs.)	Incoming President	SACRAO (EC budget)
LAC Luncheon	LAC Chair	LAC
Constitution & Bylaws Committee	New Immediate Past President	
Finance Committee Meeting	President	

Meeting/Event	Coordinator	Financial Responsibility
<b>AACRAO Meeting</b>		
Executive Committee Meeting (if necessary)	President	SACRAO (EC budget)
SACRAO at AACRAO reception	President	SACRAO
<b>Summer Planning Meeting</b>		
Program Planning Meeting	President, President-Elect	SACRAO
Executive Committee Meeting	President & LAC Chair	SACRAO
<b>Throughout the Year</b>		
Nominations & Elections Comm.	N & E Committee Chair	SACRAO

## **Corporate Matters**

### ***Incorporation***

SACRAO was incorporated in the State of Kentucky. Kimberly Taylor at the University of Kentucky is the registered agent. An annual verification report and renewal fee must be submitted annually by the SACRAO Treasurer to the Secretary of the State of Kentucky.

### ***Logo***

The current SACRAO corporate logo (shown below) is the official SACRAO trademark and is to be used on all official SACRAO publications and engraving. An original logo was designed by staff at Phoenix Communications as a corporate partner contribution to SACRAO. In recognition of the addition of Puerto Rico to the SACRAO region in 2005, the logo was updated by staff at Data Supplies Inc. (DSI) as a corporate partner contribution to SACRAO. The logo may be used in black and white, or it can contain color. The logo design provides for an extension to accommodate special functions of SACRAO. Any modifications of the logo and uses of color must be approved by the President of SACRAO or by the President's appointed coordinator for logo uses. Violations of logo specifications may result in action by the Executive Committee to withhold payment for publications and/or restrict distribution of the publications. The logo, in digitized form, is held by the SACRAO President. The most recent logo updated by Duke University Publications Coordinator.



## ***Web Address***

The official web address of the association is [www.sacrao.org](http://www.sacrao.org). The Vice President for Information Technology is responsible for the renewal of the Internet address subscription. The [sacrao.org](http://sacrao.org) domain name is maintained via MemberClicks.

## ***Tax Status***

SACRAO has a nonprofit status of 501 (c) (6).

The Federal IRS Tax ID is 56-1451843. The SACRAO DUNS number is 023579217.

Tax-exempt status for state sales taxes is not permitted for SACRAO in most states. Currently, SACRAO does not have tax-exempt status in any state.

## **Financial**

### ***Management of Financial Assets***

SACRAO's financial assets are maintained in checking and savings/money market accounts. The Local arrangements accounts are subsidiary accounts within the SACRAO treasury. Business check cards are designated for the Treasurer, President, President-Elect and Immediate Past President to cover travel/conference expenses, etc. Cards are obtained from and returned to the SACRAO Treasurer.

### ***Charitable Contributions***

While SACRAO, as a non-profit association with members whose dues are largely paid by non-profit institutions, should not make a practice of redirecting its funds to charities, it is nonetheless appropriate to make a modest gift in honor of a speaker who does not accept a speaker's fee or honorarium. Such actions should be discussed by the EC prior to each annual meeting. (2010)

## ***Travel Reimbursement***

All travelers expecting to be reimbursed by SACRAO must make their plane reservations and purchase their tickets according to instructions given by the SACRAO President and Treasurer. This may include the use of the SACRAO credit card to purchase airfare. Any exceptions must be approved by the SACRAO President.

SACRAO members should arrange the most economical airfare available, consistent with circumstances. A class of fare above standard coach will not be reimbursed unless approved in advance by the President. Travelers must make reservations at least 21 days prior to the trip in order to take advantage of the lowest fares. The President may ask travelers to make reservations via the web, and then be reimbursed by the SACRAO Treasurer. Normally travel is reimbursed when travel is completed; however the President can authorize reimbursement of pre-paid expenses such as airfare prior to completion of travel when the expense places the traveler under a financial burden.

If a spouse or guest is traveling with the SACRAO traveler, the ticket must be charged to the traveler's personal credit card.

If any side trips or additional travel is included in the traveler's itinerary and the entire plane ticket charged to SACRAO, reimbursement will be for no more than the lowest fare for a direct round trip available on the date the travel was arranged. It is the traveler's responsibility to provide documentation of this rate. The traveler will be expected to reimburse SACRAO for any additional amount.

Even though the travel may have been charged directly to SACRAO, originals of all receipts and ticket stubs or boarding passes must be attached to a travel expense report with the cost of the ticket shown as a direct charge to SACRAO. Copies of itineraries are not acceptable in lieu of ticket stubs or boarding passes. If electronic ticketing is used, SACRAO members must still provide documentation from the airline or booking agency showing the ticket price.

SACRAO will reimburse automobile mileage at the applicable U.S. government rate for use of personal vehicles for business purposes (2021 = \$0.560/mile) for the actual number of miles driven. Documentation of mileage, such as a copy of MapQuest/Google Map directions, must be provided by the traveler with any mileage reimbursement request. The total mileage claimed must not exceed the cost of the lowest round trip commercial airfare available at the time the trip was planned. If the starting point of the trip does not have an airport so that equivalent airfare can be calculated, the nearest airport will be used as the equivalent starting point. Use of personal vehicles to and from airports, including tolls, parking, etc., for SACRAO business trips are reimbursable expenses. Expenses incurred for additional lodging and meals because of travel by personal vehicle are not reimbursable. Receipts must be attached for any single expense exceeding \$25.

The use of a rental car is not reimbursable unless approved in advance by the SACRAO President. Its use should be financially or logistically advantageous to SACRAO, and a letter explaining the approval should be attached to the reimbursement request form.

If the traveler is able to use a discount airfare by traveling a day earlier or a day later than the meeting, and if the airfare saving is equal to or greater than the cost of an additional day's lodging and meals, then reimbursement will be made for the additional lodging and meals at the approved rates.

The SACRAO Executive Committee has set as a guideline the rate of \$45 per day for meals, including tips, for all individual SACRAO travel and small-group meetings such as the Nominations and Elections

Committee meeting. If meal expenses exceed this daily guideline, the traveler must provide a written explanation. For larger meetings such as Summer Planning Meeting or N&E meetings, the Federal per diem reimbursement rates shall be used. In all cases, expenses must not exceed the budgeted amount for each line item. (2010)

Receipts must be provided for any single expense exceeding \$25. When completing the travel expense voucher, the traveler should include only those meals that were paid for personally.

Hospitality or a business gift for a guest must be approved in advance by the President or President-Elect. Original receipts are required, including the amount, time and place, business purpose, and the business relationship to SACRAO for each person for whom a meal was provided or a gift given.

Usual charges for taxis, rideshares, limousines, buses, baggage, tips, parking, and business telephone calls will be reimbursed. However, they must be explained fully on the Travel Expense Report. A receipt must be attached for any single expenditure over \$25. Personal phone calls and other personal expenses are not reimbursed.

SACRAO does not provide travel insurance.

Travel reimbursements must be approved by the SACRAO President. Travel reimbursement requests by the President must be approved by the President Elect or when it is not feasible for the President-Elect to do so, by the Immediate Past President.

### ***Liability Insurance***

SACRAO has liability insurance that covers all official meetings sponsored by the association. Renewal of insurance is coordinated by the President and the Treasurer.

### ***Music Licensing Fees***

Music licensing applications (ASCAP) must be completed prior to each meeting when music is being played as part of SACRAO sponsored events (coordinated by the SACRAO President and the Local Arrangements Committee Chair); fees will be paid after the event by the SACRAO Treasurer. (1993)

## **Membership**

### ***Benefits of Membership***

Corporate Membership includes access to a single (one-time use), all-member email list.

All members receive newsletters (email link) and *The SACRAO Journal*.

All members have access to the Membership Info section of the website, which includes search access to the member directory.

Access to the membership directory does not imply permission to create large-scale emails.

E-blasts to all SACRAO members must be approved by the SACRAO president and should not be used for commercial purposes.

Membership includes the ability to opt into or out of discussion forums.

## ***Dues***

Membership dues structures are no longer included in the Constitution & Bylaws, but may be revised by submitting proposed changes to the membership at the annual Business Meeting. Rules guiding the dues structures are:

- Graduate students pay the regular rate of additional individual members
- Associate members pay double that rate
- Educational agencies are allowed up to five members and pay the same rate as SACRAO institutions
- Corporate Partners are allowed an unlimited number of members at the same address and are considered active if they exhibit or support the annual conference. (2021)

## ***Rate Structure***

<b>Category</b>	<b>Persons</b>	<b>Annual Dues</b>
Institutional	unlimited	\$100
Educational Agency	unlimited	\$100
Corporation	unlimited	\$100
Associate	1	\$40
Graduate Student	1	\$20

## ***Deaths within Membership***

### **Death of Current SACRAO Member**

In the case of a death of a SACRAO member, the President and Secretary should be notified. The Secretary will send a sympathy card to the family of the deceased and submit memorial information for inclusion in the Newsletter. The Vice President for States/Regionals and Membership should also be notified to update the membership record and status.

### **Death of Current Executive Committee Member or Past President**

The President will survey Executive Committee members to determine appropriate action. Flowers and/or a memorial contribution to the charity of the deceased member's or family's choice (not to exceed \$100) will be paid from the Executive Committee budget. (1994)

### **Death of Immediate Family Member of Executive Committee Member**

Flowers or a contribution may be sent at the discretion of the President to, or in the name of, the Executive Committee member and will be paid from the Executive Committee budget. If a contribution is made, the Secretary will send a card to the Executive Committee member. (2007)

## **Newsletter**

Advertisements and job postings should not appear in the SACRAO Newsletter. (1993)

Three newsletters appear each year: late spring, late summer, and mid-fall. All newsletters are web-based only. (2013)

# Executive Committee Responsibilities

## Description

This committee, established in the Constitution, is composed of fourteen elected officers who are voting members of the Executive Committee: President; President-Elect; Immediate Past President; Vice President for Recruitment, Admissions, and Enrollment Management; Vice President for Information Technology, Vice President for Distinct Populations and Programs; Vice President for Professional and Personal Development, Vice President for Records and Academic Services; Vice President for Topics in Higher Education; Vice President for States/Regionals and Membership; Vice President for Program and Evaluation, Vice President for Communication and Recognition; Secretary, and Treasurer. Ex-officio, non-voting members of the committee are the Treasurer-Elect; Corporate Partner Liaison, Past Local Arrangements Committee Chair; and the Local Arrangements Committee Chair for the next Annual Meeting. The Committee serves as the governing board of SACRAO, acting for the membership and carrying out the wishes of the membership as expressed formally and informally.

The Committee usually meets two times a year: at the SACRAO Annual Meeting in February (before and after) and at the Summer Planning Meeting in June. A third meeting may occur, if necessary, at the AACRAO Annual Meeting. Teleconferences (two per year—April/May and September/October--since 2009) are also held, and all members are expected to participate using video conferencing. Matters of urgent business requiring a vote of the Executive Committee may be handled via email or video conferencing. Motions will pass with an affirmative vote of a majority of the Executive Committee and will be recorded in the minutes of the next regularly-scheduled meeting as “Actions Taken.”

## Filling an Unexpired Term

Article IV. Section 6. of the Constitution provides for the filling of unexpired terms. Vacancies occurring prior to the Summer Planning Meeting may be filled by rotation of those already on the Executive Committee, as needed, depending upon the vacated position. This provides the membership with the opportunity to review this decision. The "two from any state/regional" limit is the only stipulation the Executive Committee should try to observe when filling a position as provided by the Constitution. The membership clearly entrusts the Executive Committee with this responsibility without having to go to any further costs or considerations. (1994)

## Annual Meeting Responsibilities

Day	Meeting/Activity	Participants
Saturday	Executive Committee Meeting	Executive Committee Executive Committee nominees AACRAO Representative Future SACRAO bidders
Saturday	Auditing Committee	Auditing Committee members
Sunday	Program Committee Meeting ( <i>review current programs and orient new chairs with planning process</i> )	President-Elect President-Elect nominee Program Vice Presidents Program VP nominees Program Committee Chairs Incoming Program Committee Chairs



<b>Day</b>	<b>Meeting/Activity</b>	<b>Participants</b>
Sunday	E.C. Transition Meeting	President, President-Elect, President-Elect nominee; incoming and outgoing E.C. members whose positions are transitioning
Sunday	Auditing Committee	Auditing Committee; President, President-Elect, President-Elect nominee, Treasurer and Treasurer-Elect attend upon request
Sunday	First-Time Attendee Reception/Orientation	Executive Committee Executive Committee nominees Membership Relations Committee AACRAO Representative
Sunday	Opening Session ( <i>Presentation of Margaret Ruthven Perry Award; recognition of last year's Outstanding Presenter Award; presentation of Awards/Honorary Memberships; recognition of Multicultural/Emerging Leader Scholarship winners; recognition of Student Pre-Professional Scholarship winners; recognition of program and standing committees; recognition of program presenters and coordinators; recognition of all past SACRAO presidents in attendance; recognition of First-Time Attendees</i> )	President President-Elect <i>The SACRAO Journal</i> Editor Recognitions & Awards Chair VP Communication & Recognition AACRAO Representative LAC Chair Secretary Keynote Speaker (if any)
Monday or Tuesday	<i>The SACRAO Journal</i> Editorial Board Breakfast	VP Communication & Recognition VP Communication & Recognition nominee <i>Journal</i> Editor <i>Journal</i> Editorial Board
Monday	State Presidents' Luncheon ( <i>Outline SACRAO activities for coming year, discuss upcoming issues, and encourage involvement</i> )	State Presidents or representative Executive Committee members President-Elect nominee AACRAO Representative Incoming LAC Chair
Monday	Town Meeting ( <i>Discussion of Business Meeting issues and gather feedback from members</i> )	Executive Committee Executive Committee nominees AACRAO Representative

<b>Day</b>	<b>Meeting/Activity</b>	<b>Participants</b>
Monday	President's Reception for Exhibitors, Past Presidents, Honorary Members, state association presidents, and Multi-Cultural/Emerging Leader Annual Meeting Scholarship recipients	Executive Committee Executive Committee nominees Exhibitors Past Presidents Honorary Members State association presidents Multi-Cultural/Emerging Leader Annual Meeting Scholarship recipients AACRAO Representative
Tuesday	Business Meeting; recognition of past-presidents, budget approval; Constitution & Bylaws changes; election of new officers; exchange of gavel and new President address; SACRAO at AACRAO reception announcement; plans for coming year; gifts and plaques	Executive Committee Executive Committee nominees AACRAO Representative Select Standing Committee Chairs
Tuesday	Past Presidents' Luncheon	Past Presidents Incoming Immediate Past President Incoming President (optional)
Tuesday	LAC Breakfast or Luncheon	Current LAC & Incoming LAC
Tuesday	Working Lunch for Program Committees ( <i>work on program for following year</i> )	Incoming President-Elect Incoming President (optional) Incoming Program Vice Presidents Incoming Program Committees
Tuesday	President's Reception for Program and Standing Committees	Outgoing Executive Committee Incoming Executive Committee AACRAO Representative Outgoing Standing Committees Outgoing Program Committees
Wednesday	SACRAO Breakfast ( <i>Invitation to next conference and closing remarks</i> )	New Executive Committee
Wednesday	Executive Committee Meeting	New Executive Committee
Thursday	Executive Committee Meeting (if needed)	New Executive Committee

## **President-Elect**

Note: The responsibilities contained here do not include those outlined in the Program Planning Calendar shown under Annual Meeting Program Preparation. These two documents should be considered together to determine all duties of the President-Elect.

The President-Elect serves for an elected term of one year, which begins at the annual business meeting, although preparatory work is required before that. This officer's primary responsibility is the program for the next Annual Meeting. The President-Elect is also the principal assistant to the President and in the absence of that officer performs all the duties of the President. The President-Elect performs other assignments that may be delegated by the President.

The President-Elect's position requires a three-year commitment and institutional support, because this officer succeeds to the presidency of the association, followed by one year as Immediate Past President. If for any reason the President-Elect cannot complete the term of office, the Nominations and Elections Committee will nominate a slate of nominees and conduct a special election to fill the vacancy for the remainder of the unexpired term.

Attendance at the SACRAO Annual Meeting in February and the SACRAO Summer Planning Meeting in June is required. Expenses for the Summer Planning Meeting are generally paid by SACRAO. Institutional support of release time, secretarial assistance, e-mail access (Internet), and telephone access are other valuable assets for this position. A recognized degree of leadership, experience, expertise and communication skills are required for this position.

## ***Responsibilities***

The President-Elect is responsible for:

- Chairing all Program Committee meetings
- Serving as liaison with the Local Arrangements Committee and coordinating Program Committee plans for the Summer Planning Meeting and the Annual Meeting
- Arranging meeting rooms and other accommodations for the Program Committee
- Developing and monitoring planning calendar and deadlines
- Collecting and assembling program reports
- Editing the final program booklet and pocket program for the Annual Meeting
- Meeting with the Finance Committee to review the current budget and project needs for the year of presidency
- Attending the AACRAO Leadership Conference, at SACRAO expense
- Attending the Summer Planning Meeting and the SACRAO meeting in February
- Attending the AACRAO meeting in April is preferred, though not required
- Planning the SACRAO at AACRAO reception for the year of presidency

## ***Calendar***

### **December, prior to election**

- Communicate with the current President and request a complete set of documents for program planning.

- Draft a Program Planning Timetable for the year and send it to the program vice presidents and President for input.
- Invite incoming program vice presidents, committee chairs and members to special meetings held during the Annual Meeting in February. Incoming vice presidents and chairs should attend the Sunday meeting for current chairs. Incoming program vice presidents, chairs, and committee members should attend the working program planning luncheon on Tuesday.
- Work with the VP for Information Technology to update form and change forwarding address on the "I'm Available" form to your e-mail address, as well as the email address on the submit button on the web form.
- Update the "I'm Available" form and print copies to distribute at the Annual Meeting in February. The form has traditionally been printed on canary yellow paper. Print 500-700 copies to include in registration packets. Make arrangements with the LAC Chair to send copies for insertion in registration packets. Encourage members to complete and submit the form online.

### **January, prior to election**

- With introduction from current PE and/or VPIT, contact the SACRAO VP for Information Technology for URLs for next year's annual meeting program planning (Session Proposals page, P-E only page, Conference Admin module).
- Email/provide copies of the revised Program Planning Guide and Program Proposal web page to be used for the program planning meeting on Sunday with the incoming VP's and program chairs.
- Email/provide copies of the revised Program Planning Guide to distribute at the Tuesday program planning working luncheon.
- Email/provide copies of the blank Program Proposal web page to be used for program planning and distribute at the Tuesday meeting.
- Modify instructions for entering data on the web and print 60 copies for distribution at the Tuesday meeting.
- Prepare agendas for the Sunday meeting and Tuesday program planning working luncheon for program committees and vice presidents.
- Email letter to program Vice Presidents and committees including; 1) committee roster, 2) agendas for Sunday meeting and Tuesday lunch, 3) program planning guidelines, 4) program planning Timetable, 5) responsibilities of current program committees and chairs at this annual meeting.

### **February**

- Attend appropriate meetings during the Annual Meeting (see table under Annual Meeting Responsibilities at the beginning of Executive Committee section).
- Act as a facilitator at the Sunday meeting for program vice presidents and committees and at the Tuesday working lunch. Also, distribute additional copies of the materials sent in the January email and instructions for entering data on the web. Distribute evaluation information from prior year's sessions, if available.
- Immediately following the Annual Meeting, compile information from the "I'm Available" forms received and contact people who indicated an interest in being on a program committee for the current year.
- Send revisions to the list of program committee members to the President, program vice presidents and chairs immediately after the February meeting. Coordinate submission of the revised list for the May Newsletter with the President.

### **March**

- Compile a list of session Coordinator volunteers and suggested program topics and presenters from the “I’m Available” forms. Send the list to program chairs and vice presidents. Include any additional information from prior meeting on evaluation of programs. Be sure to include a session proposal for the previous year’s winner of the Margaret Ruthven Perry award for the Professional Development Committee.
- Request full session evaluation report from VP, Program and Evaluations. Summarize the results and suggestions and share with program VPs and Chairs to help shape the program for the next conference.
- Send an e-blast to the membership calling for session proposals and presenters for the next annual meeting. Note prominently on the main SACRAO webpage the deadline for session proposals and include a link to the online “I’m Available” form.
- Submit an article on program plans for the next Annual Meeting for the May Newsletter (deadline about April 10).

### **April**

- Receive final report from LAC Chair of most recent Annual Meeting.
- If attending the AACRAO Annual Meeting, attend SACRAO Executive Committee meeting, if held.
- Attend the Workshop for State/Regional Officers at annual AACRAO meeting.
- Send communication to program committee chairs and vice presidents on the continued program development for the next Annual Meeting.
- Finalize details for the Summer Planning Meeting with the President and the LAC Chair. Prepare to stay one additional day, if needed, to meet individually with the President.
- Submit nominations for the SACRAO Executive Committee and the Nominations and Elections Committee.

### **May**

- Submit nominations for SACRAO Honorary Membership and other SACRAO recognitions and awards.

### **June**

- Confirm dates of Summer Planning Meeting with LAC Chair for the following year when you are President.
- Coordinate and moderate the program planning phase of the Summer Planning Meeting (meeting includes program vice presidents, program committee chairs, and Executive Committee members). Discuss guidelines for paid presenters.
- Attend Executive Committee meeting and provide copy of the tentative program after the planning phase is complete, if possible.
- Submit preliminary program agenda and topics to Newsletter Editor for July e-Newsletter (deadline generally June 10).

### **July**

- Submit AACRAO leadership nominations (deadline generally August 1).
- Complete data entry from June Summer Planning meeting; mark each session Selected, Not Selected, Alternate and assign dates and times (dd/mm/yyyy and ##:## am or pm format).

Then alert LAC and SACRAO VP for Information Technology to "turn on" the Preliminary Conference Program tab on the website.

### **August**

- Follow-up on program with program vice presidents and program committee chairs, and report status to President.
- Submit nominations for AACRAO Honorary Members and for SACRAO recognitions and awards.

### **September**

- Reserve space for SACRAO at AACRAO reception if possible (at least explore options). Do not commit to a specific cost as budget will not be approved until February. You may have to delay a decision on this until the budget is approved in February.
- Submit article to Newsletter Editor for November issue (deadline generally September 10).
- Begin to develop plans for the next year as President.

### **October**

- Continue to update the online preliminary program as changes and additions come in.
- Submit names of Program and Standing Committee Chairs for the next year (deadline approximately October 15).
- Coordinate submission of information for registration website with the LAC Registration Chair
- Send confirmation emails to all coordinators and presenters. (Depending on the progress of the program development, this may be done in November or even early December.)
- Coordinate reporting of audio-visual requests, room assignments, and physical arrangements with the appropriate person from the LAC.
- Copy the President-Elect nominee on appropriate communications from this point on.

### **November**

- Determine and notify Member-at-Large nominees of their responsibilities for chairing a standing committee (Evaluations or Recognitions and Awards) and any other assignments you might consider for the coming year.
- Work with the LAC chair to ensure session Coordinators and Presenters are registered for the conference.
- Get from President and LAC chair a final list of current committee members (program, standing, LAC) for printing in the conference program.
- Confirm in writing all payment and travel arrangements for presenters.
- Begin to develop the printed program and submit information to program vice presidents and committee chairs for verification. Also, send a timetable to those people who will be providing you information for the program.
- Contact the LAC Chair to coordinate graphics printing of the Annual Meeting program.

### **December**

- Participate with President, Past President and Treasurer in Audit Committee work on year-end financial statements and next year's budget.
- Attend the AACRAO Leadership Workshop, if scheduled.
- Working with the President, determine the dates for a SACRAO Executive Committee meeting at AACRAO, if needed, and the Summer Planning Meeting.
- Send incoming program vice presidents and committee chairs dates for the upcoming Summer Planning Meeting and travel guidelines.

- After conferring with the President, provide the LAC chair with a list of complimentary Annual Meeting registrations and a list of what SACRAO is to provide (name tag, registration, meal functions, etc.). Send a confirming letter to participants.
- Provide a complete set of documents for program planning to the President-Elect nominee.
- Purchase gift/plaque for outgoing President and gifts for others as appropriate (i.e., Local Arrangements Chair). SACRAO logo should be used on all engraving. Money for this purchase may be from SACRAO or LAC budget.
- Participate in conference call with Finance Committee to discuss next year's budget.
- Begin collecting Executive Committee data for Executive Committee list and Annual Meeting program (name, title, institution, institution address, phone, fax, e-mail, home address, home phone, and birthday).
- Make travel plans for the Annual Meeting. Plan to arrive on Friday to coordinate last-minute program changes and special meetings. Coordinate with the President-Elect nominee to determine if an additional day is needed for an individual meeting to facilitate planning for the coming year.

### **January**

- Mail copies of Annual Meeting program to Executive Committee, Program Committee Chairs, and special guests (keynote speaker, AACRAO representative, etc.).
- Mail copies of program (if it is available) to State Presidents, again soliciting ideas for discussion at the Annual Meeting luncheon and throughout the year.
- Work with President-Elect nominee to explain program planning module of SACRAO website and communicate any set-up issues to VPIT.
- Arrange space for the Executive Committee meeting, if held during annual AACRAO meeting.
- Prepare a draft agenda for the EC meeting following the last session of the Annual Meeting (Wednesday noon through Thursday morning) and distribute to Executive Committee members, asking for input.
- Have stationery printed for distribution at Annual Meeting, if desired.
- Prepare a new EC roster, including all information collected.
- Coordinate with the Evaluations Committee Chair how and when to provide program lists and labels for the Session Coordinator packets. List to include: Session Code, Title, Day/Time, Coordinator Name and Presenter Names. Labels for Session Coordinator packets to include: Session Code, Title, Day/Time, Room, and Coordinator Name.

### **February**

- Coordinate with LAC Chair how to provide and distribute a list of program changes made after the official program went to print.
- Attend appropriate meetings during the Annual Meeting (see table under Annual Meeting Responsibilities at the beginning of Executive Committee section).
- Meet as appropriate with chairs of all standing and special committees, and appropriate vice presidents to review responsibilities for the coming year.
- Meet with the President-Elect following the Wednesday/Thursday EC meeting, if needed.
- Consult with outgoing President to select President's Award for Outstanding Professional Presentation. See additional, related responsibilities in Appendix E.

# **President**

The SACRAO President serves a one-year term, which follows the one-year term as President-Elect. The President's duties begin at the annual Business Meeting. A recognized degree of leadership, experience and expertise are required for this position. Institutional support is required for the term as President, followed by a term as Immediate Past President.

## ***Responsibilities***

The President is primarily responsible for:

- Chairing the Executive Committee
- Supervising all activities of SACRAO, including chairing the Finance Committee and managing association assets (*including LAC budgets*) and other responsibilities according to guidelines published in this manual
- Presiding at all general meetings of SACRAO
- Implementing all provisions of the Constitution and Bylaws
- Appointing Committee Chairs and members for the following year (*year as Immediate Past President*)
- Representing SACRAO at the Annual Meeting of the American Association of Collegiate Registrars and Admissions Officers (AACRAO) as well as addressing appropriately other activities and initiatives coming from the national organization.
- Attending the Summer Planning Meeting and the SACRAO meeting in February
- Attending the AACRAO meeting in April is preferred, though not required; expenses for attending the AACRAO meeting are generally paid by SACRAO
- Responding to the recommendations of the Audit Committee and other committees
- Maintaining contact with Past-Presidents

## ***Calendar***

### **February**

- See duties for February at end of term as President-Elect.
- Follow up with Nominations and Elections Chair on submitting N & E ballot to VP for Information Technology to ensure that a report of the results will be available by the Summer Planning Meeting.
- Attend appropriate meetings during the Annual Meeting (*see table under Annual Meeting Responsibilities at the beginning of Executive Committee section*).
- Write appropriate thank you notes/letters of appreciation to outgoing program committee members, keynote speaker, exhibitors, presenters, etc. (*Coordinate this immediately after the Annual Meeting with the Immediate Past President*).
- Communicate with the President-Elect about notes/changes from the Annual Meeting.
- Appoint a Local Arrangements Chair for meeting two years hence and send letter of appointment. Appointment of LAC chair may be done in concert with state association leadership of state hosting meeting.
- Update the AACRAO and SACRAO websites with new Executive Committee information.
- Immediately following the Annual meeting in even years, write a letter to be given to the new Treasurer-Elect to facilitate the transfer of authority so that the Treasurer-Elect may have access to accounts and conduct the financial responsibilities of the position.
- Ensure that the Business Meeting minutes are completed immediately so that the new Treasurer can get his/her name on the bank account (even years only).



- Prepare list of state association annual meeting dates and tentatively determine which SACRAO Executive Committee members will represent SACRAO at the annual meetings of state associations. Communicate with state association presidents about SACRAO participation in state meetings.
- Send letter to SACRAO CPA requesting that CPA contact the President directly in case of discrepancies or concerns.
- Remind vice presidents and committee chairs that requests for payment or reimbursement must be authorized by the President before being forwarded to the Treasurer.
- Follow-up on action items from February Executive Committee meeting.
- Notify AACRAO Annual Meeting News Editor of plans for SACRAO reception.
- Develop a list of state presidents and presidents-elect, meeting dates, and address information.
- Coordinate the notification of President's Outstanding Presenter Award recipient(s), ordering of certificate(s), and requesting of check(s).
- Post the Outstanding Presenter Award to the winner's membership history record.

**Appoint (or reappoint) Journal Editor (send copies of duties/calendar from SACRAO Procedure Manual). Incumbents of this position may serve up to a total of three years in the position. Update the SACRAO leadership roster on the AACRAO state and regional website: <https://www.aacrao.org/who-we-are/state-regional>**

- Submit President's article to VP for Communication and Recognition for May issue
- Communicate, as appropriate, with state association presidents regarding SACRAO representative at state meetings, copying the Executive Committee member(s) from that state. If the state is not represented on the Executive Committee, inquire regarding issues that state president wants to be addressed.
- Coordinate final planning and correspondence for the SACRAO reception at the annual AACRAO meeting.
- Send travel information on the Summer Planning Meeting to the Executive Committee, program committee chairs, the Past LAC Chair, and the LAC Chair for the next Annual Meeting, including ticketing and reimbursement policies. Include a form to collect information on, arrival and departure times, and mode of transportation. Stress importance of SACRAO travel and reimbursement policy, with specific focus on spouse/guest attendance.
- Mail agenda for Executive Committee meeting if one is scheduled during annual AACRAO meeting.

#### **April**

- Preside at SACRAO Executive Committee meeting, if held during annual AACRAO meeting.
- Represent SACRAO at activities for state/regional presidents and at other AACRAO functions (*functions generally compliments of AACRAO, but reservation must be made by SACRAO President*); attend Pre-Conference Workshop for State/Regional Officers (*travel expenses to AACRAO covered by President's travel budget*).
- Confirm participation of AACRAO representative at next annual SACRAO meeting. Ensure AACRAO representative knows that, if speaking at SACRAO Opening Session, this time is set aside for a 5-minute AACRAO greeting, not an AACRAO update.
- Arrange and conduct a conference call with EC members to follow up on items coming from the annual meeting EC meetings and program planning (*may occur in May*).

- Submit nominations for the SACRAO Executive Committee and the Nominations and Elections Committee (*deadline late summer*).
- Submit nominations for SACRAO Honorary Membership and for SACRAO recognitions and awards.
- Ensure that Treasurer sends quarterly financial report to Auditing Committee, if requested; include progress on implementing recommendations of the Auditing Committee and any financial situations.

### **May**

- Mail agenda for summer Executive Committee meeting. Collaborate with President-Elect about agenda for program meeting and with LAC Chair for social functions, rooms, meals and airport transportation.
- Collect travel plans for Summer Planning Meeting; notify LAC Chair.
- Discuss preliminary conference budget with LAC Chair and Treasurer prior to SPM.

### **June**

- Attend Summer Planning Meeting and preside at Executive Committee meeting.
- Follow-up on action items from the Executive Committee meeting.
- Attend annual meetings of state associations as invited (*travel expenses covered by SACRAO President's travel allowance; state meeting registration and lodging typically covered by state association*). Volunteer to do a program session. Update (*as needed*) and deliver the "SACRAO Greetings" state meeting script available from the Immediate Past President. Distribute this script to all Executive Committee members serving as SACRAO representatives at state meetings. The first meetings (*Florida & Alabama*) tend to be start in late June.
- Submit AACRAO leadership nominations.
- Respond in writing to the Audit Committee. Send the chair a copy of the response and a copy of the current EC Manual.

### **July**

- Submit President's article to Newsletter Editor for July e-Newsletter.
- Ensure that Treasurer sends quarterly financial report to Auditing Committee (*see April*).
- Communicate with the Local Arrangements Chair, as needed, regarding Annual Meeting preparation.
- Act as a resource for President-Elect with regard to program and participants and for committee and task force chairs as activities are conducted.

### **August**

- Renew SACRAO liability insurance (*responsibility shared with Treasurer*).
- Review N & E Committee plans and budget. Do not permit budget overrun.
- Request an AACRAO Representative to bring greetings from the association and to present a session. This request can be submitted online at: <https://www.aacrao.org/who-we-are/state-regional/aacrao-representative-form>

### **September**

- Contact the Chair of the N & E Committee to discuss issues related to the performance of the Executive Committee over the past year and to address perceived needs and challenges facing the organization and the Executive Committee for the immediate future. Discuss any critical skill sets required for certain key positions, such as Treasurer-Elect, Vice President for States/Regionals and Membership and Vice President for Information Technology. This

conversation is meant to allow for constructive dialog between the Executive Committee and the N & E Committee prior to the N & E Committee deliberations on officer nominations.

- Submit President's article to Newsletter Editor for November issue (*deadline generally September 10*).

### **October**

- Arrange and conduct video-conferencing with EC members to follow-up on action items from SPM and to receive reports on Annual Meeting program plans and LAC budget/plans.
- Correspond with program committee chairs and vice presidents, asking for recommendations for committee chairs for the coming year and solicit ideas/issues of concern for the coming year.
- Correspond with all standing and program committee members, asking if they want to continue next year, want to change to another committee, or don't want to serve in the coming year.
- Discuss appointment of program chairs and members with President-Elect nominee and request input.
- Submit nominations for AACRAO Awards of Recognition for State/Regional Professional Activity (*generally due November 1*) and grants (*generally due December 1*).
- Begin series of video-conferencing with President-Elect and LAC Chair regarding conference plans.
- Ensure that Treasurer sends quarterly financial report to Auditing Committee, if requested (see *April*).

### **November**

- Solicit budget needs from vice presidents and committee chairs that have budget lines.
- In conjunction with Program Vice Presidents, appoint chairs for program and standing committees, confirming agreement by phone or email. Send list to President-Elect.
- Update membership information in MemberClicks by adding year and position on the committee and making sure all committee members are active with their institutions. This information needs to be updated as soon as possible so that the conference program can pull the information from MemberClicks.
- Write to Executive Committee nominees, inviting them to attend Saturday Executive Committee meeting as observers; advise of the dates and times for the February, April and June meetings and which expenses are covered by SACRAO.
- Remind EC members to submit all travel/reimbursement requests in time to be paid in December.
- Contact AACRAO representative to finalize details regarding attendance at the SACRAO meeting.
- Provide the LAC Chair and the Registration Chair, a list of the AACRAO representative and other special guests, etc.
- Contact standing committee chairs and encourage them to meet with their respective committees at the time designated prior to the Annual Meeting (*usually Sunday afternoon*) to discuss responsibilities during the Annual Meeting.

### **December**

- Determine program and standing committee members for the coming year, using recommendations from state associations, responses from current members,

recommendations from new and previous chairs and information from “I’m Available” forms. Strive for diversity of gender, ethnicity, 2-year/4-year, professional/graduate, and public/private. Send lists to President-Elect and PE nominee. Confirm appointments in writing to each chair and member.

- When names are received from the VP for Distinct Populations and Programs, send emails of congratulations to Multicultural/Emerging Leaders scholarship winners, and communicate with LAC Chair to clarify that Multicultural/Emerging Leaders scholarship winners pay their registration fee out of their scholarship awards
- When names are received from the VP for Professional and Personal Development, send emails of congratulations to Student Pre-Professional scholarship winners, and communicate with LAC Chair to clarify that Student Pre-Professional scholarship winner’s registration is waived.
- Make conference call with Finance Committee to prepare next year's annual budget.
- Purchase plaques for outgoing Executive Committee members (*share responsibility with the VP for Communication & Recognition*). SACRAO logo must be used on engraving.
- Contact state association presidents to verify information for the printed program; advise when Annual Meeting luncheon will be held and that they will receive an invitation from the SACRAO President.
- Invite state association presidents and AACRAO representative to luncheon for state association presidents with Executive Committee to be held at the Annual Meeting.
- Finalize plans (*in conjunction with the LAC Chair*) for the President’s receptions.
- Send invitations to the Monday night President’s Reception for exhibitors, past presidents honorary members, state association presidents, the AACRAO representative, and current and incoming Executive Committees, and the Tuesday night reception for program committee and standing committee chairs and members. NOTE: These invitations can be e-mailed in January.
- Make arrangements with N&E Chair and VP for Information Technology to have N&E ballot online and voting open in time for the Annual Meeting. Establish deadlines such that N&E results may be reported at Summer Planning Meeting.

## January

- When names are received from the VP for Professional and Personal Development, send letters notifying Student Pre-Professional Scholarship winners, and communicate with LAC Chair that their registration fee is waived.
- No later than January 10: E-mail preliminary agendas for the Executive Committee meeting, luncheon for state association presidents, Town Hall meeting, annual Business Meeting and annual breakfast meeting to the Executive Committee and others on the agendas. E-mail the agenda for the annual Business Meeting to standing committee chairs on the agenda (*Auditing, Resolutions, SACRAO Journal Editor, and Nominations and Elections*).
- Have everything ready for Annual Meeting. Make last-minute checks with President-Elect, Local Arrangements Chair, and Audit Committee. Inform presidents of state associations bidding for the Annual Meeting site when and where bids are to be presented to the Executive Committee; request name of person who will present the bid.
- Contact next year's Constitution and Bylaws Committee (*serve as Chair during term as Immediate Past President*) and schedule meeting during annual SACRAO meeting.
- Ensure that Treasurer sends quarterly financial report to Auditing Committee, if requested.

## February

- Attend appropriate meetings during the Annual Meeting (*see table under Annual Meeting Responsibilities at the beginning of Executive Committee section*).

- Preside at Executive Committee meeting, Opening Session, Luncheon for State Association Presidents, Town Meeting, Business Meeting and other meetings as appropriate. Attend luncheon meeting of past SACRAO presidents. Host appreciation receptions.
- Meet with next year's Constitution and Bylaws Committee during the Annual Meeting.
- Schedule other meetings as necessary to coordinate future business of association.
- Consult with incoming President and Immediate Past President to select President's Award for Outstanding Professional Presentation. See additional, related responsibilities in Appendix E.

# **Immediate Past President**

The term of Immediate Past President begins at the close of the Annual Meeting following the year of service as President.

## ***Responsibilities***

The Immediate Past President is responsible for:

- Revising the SACRAO Procedure Manual, to include policy changes from action taken at each Executive Committee and/or Business Meeting, and distribute copies to the next Executive Committee, N & E Committee and others as appropriate
- Serving as a member of the Executive Committee and acting as an advisor and consultant
- Chairing the Constitution and Bylaws Committee
- Chairing the Site Selection Committee
- Coordinating roster of Past Presidents, maintaining contact throughout the year, and planning the luncheon for Past Presidents at the Annual Meeting
- Mentoring new members
- Completing other duties as assigned by the President
- Attending the SACRAO Annual Meeting in February and the Summer Planning Meeting in June

## ***Calendar***

### **February**

- See duties for February at end of term as President.
- Attend appropriate meetings during the Annual Meeting (see table under Annual Meeting Responsibilities at the beginning of Executive Committee section).
- While at the Annual Meeting, solicit hosts for upcoming SACRAO Annual Meetings.
- Send follow-up letters or emails to those who indicated an interest in hosting a SACRAO meeting, and include bid specifications and an electronic copy of the LAC Manual.
- Send appropriate thank you letters/notes to persons who contributed to the activities at the Annual Meeting. Coordinate with incoming President immediately following meeting.
- Send congratulatory letters to new Honorary Members and other award recipients, as appropriate.

### **March**

- Notify state association presidents and Executive Committee members from states in the designated region (in the SACRAO site rotation plan) of the annual bid and selection process. Bids will be accepted as far as five years in advance (see Site Selection Committee and Appendix B).
- Submit information to Newsletter Editor for May issue, including an announcement regarding site rotation and the bid/selection process.

### **April**

- Receive final report from Local Arrangements Chair of most recent Annual Meeting.
- If attending the AACRAO Annual Meeting, attend SACRAO Executive Committee meeting, if held.
- Solicit information from Constitution and Bylaws Committee regarding any proposed changes.
- Submit nominations for the SACRAO Executive Committee and Nominations and Elections Committee.

- Submit nominations for Honorary Membership and other awards.
- Make a follow-up contact to those interested in hosting SACRAO Annual Meeting, getting specific information about hotels and possible activities.

### **June**

- At the Summer Planning Meeting, remind members of the EC and others of the deadline for receiving changes/additions to the Procedure Manual (usually late November).
- Present draft of proposed changes to the Constitution and Bylaws to the Executive Committee for discussion at the Summer Planning Meeting.
- Present a report on proposed SACRAO sites at the Summer Planning Meeting.
- Submit nominations for AACRAO leadership positions.
- Send feedback on SACRAO site proposals to the representatives making the proposal. Include instructions on proceeding with negotiations.
- Submit information to Newsletter Editor for summer e-Newsletter (deadline generally July 10), including an invitation for members to propose changes to the SACRAO Constitution and Bylaws.

### **August**

- Submit nominations for AACRAO honorary members.
- Send draft hotel contracts to the Site Selection Committee for review, and communicate recommendations back to the member working with the hotel.

### **September**

- Submit article on proposed revisions to the Constitution and Bylaws and update on site selection to the Newsletter Editor for November issue.

### **October**

- Email the current Procedure Manual to the Executive Committee and appropriate chairs for revisions; require requested edits by November 15.
- Submit nominations for AACRAO Awards of Recognition for State/Regional Professional Activity (generally due November 1).
- Receive bids for the Annual Meeting three years hence and invite representatives to present bids at SACRAO Executive Committee meeting on Saturday before Annual Meeting.

### **December**

- Contact Local Arrangements Committee Chair for location of luncheon for Past Presidents.
- Present final hotel contracts to the President for signature.
- Finalize revisions to the SACRAO Procedure Manual.

### **January**

- Contact Past Presidents of the association by email and invite them to the annual meeting; include information about the Tuesday Luncheon as well as general information about conference registration and the link to the conference website.
- Update the past-presidents spreadsheet and send to the President for use the following year.

- Coordinate plans for the Past-Presidents' Luncheon with the LAC Chair. Invite Past Presidents, current President, and current President-Elect by email (and postal mail if not done in December).
- Print the revised SACRAO Procedural Manual (approximately 35 copies needed).
- Print proposed changes to Constitution and Bylaws for distribution at annual Business Meeting (approximately 250-300 copies).

## **February**

- Attend appropriate meetings during the Annual Meeting (see table under Annual Meeting Responsibilities at the beginning of Executive Committee section).
- Distribute copies of the revised SACRAO Procedure Manual to members of the next year's Executive Committee and next year's program and standing committee chairs. (15 for Executive Committee, 5 for N & E Committee, 6 for program committee chairs, 4 for standing committee chairs not on the EC, 4 for outgoing Executive Committee members (number may vary), extras as needed.)
- Present proposed changes to Constitution and Bylaws at the annual Town Meeting and Business Meeting.
- Host luncheon meeting for Past Presidents attending the Annual Meeting. Include simple agenda of "round-robin" updates and notes to be read from those not in attendance.
- Provide as much information as possible to the incoming President-Elect (Minutes, Treasurer's Reports, etc.).
- Provide computer file of the SACRAO Procedural Manual to the incoming Immediate Past President and a back-up copy to the Treasurer.
- Sometime during the year, prepare a short (five minute) video presentation in which you talk about the highlights of your year as President of SACRAO. Send the tape to your successor, along with those from prior IPPs.



# **Program Vice President for Recruitment, Admissions, and Enrollment Management**

This SACRAO Program Vice President serves for an elected term of two years that begins at the close of the Annual Meeting. This office is elected in even-numbered years.

## ***Responsibilities***

This Vice President is responsible for:

- Coordinating and supervising the affairs of SACRAO in the professional area of recruiting, admissions, enrollment management, retention, special services, and financial aid
- Serving as a member of the Executive Committee
- Serving as a member of the Program Committee, under the direction of the President-Elect overseeing the activities of the Admissions, School Relations, Financial Aid and International (ASRFAl) Program Committee; this committee was formed from two previous committees and should have a disproportionately large number of sessions
- Coordinating program activities relative to these professional areas
- Attending the Summer Planning Meeting in June and the SACRAO meeting in February

## ***Calendar***

See Annual Meeting Program Preparation for more detailed calendar of program planning.

### **February**

- Attend appropriate meetings during the Annual Meeting (see table under Annual Meeting Responsibilities at the beginning of Executive Committee section).
- Meet with President-Elect and program vice presidents to begin planning next year's program. Also meet with chairs and program committees that report to this position.

### **March**

- Ensure program committee members and chairs are submitting proposals per the timeline.

### **April**

- If attending the AACRAO Annual Meeting, attend SACRAO Executive Committee meeting, if held.
- Submit nominations for the SACRAO Executive Committee and the Nominations and Elections Committee.
- Submit nominations for SACRAO Honorary Member and other recognitions.

### **May**

- Work with program committee chairs for this area, assist President-Elect with ratings of program session ideas and prepare information for Summer Planning Meeting.

### **June**

- Attend program and Executive Committee meetings at SACRAO's expense (see travel section).

- Submit news and information to Newsletter Editor for July issue (deadline generally June 10).

### **July**

- Submit nominations for AACRAO leadership positions.

### **August**

- Assist in securing commitments from presenters for pre-conference workshops and from program session participants. Then act as a liaison to President-Elect for all committees in jurisdiction.

### **September**

- Serve as conduit between program participants, Committee Chairs and President-Elect to finalize session commitments.
- Submit news and information to Newsletter Editor for November issue (deadline generally September 10).

### **October**

- Submit nominations for AACRAO Awards of Recognition for State/Regional Professional Activity (generally due November 1).

### **December**

- Serve as a liaison between committee chairs and the President-Elect to send reminders to program participants, making certain that all have received copies of the tentative program, the November Newsletter, and the registration information.

### **February**

- Attend appropriate meetings during the Annual Meeting (see table at the beginning of Executive Committee section).
- Attend meeting with President-Elect, program vice presidents and program committee chairs prior to beginning of Annual Meeting (Sunday afternoon). Work with program committee chairs throughout the conference to oversee sponsored sessions.
- Consult with your Program Committee Chair to select a nominee for the President's Award for Outstanding Professional Presentation and submit nomination to the incoming President.
- Send thank you notes to committee members and program session participants.

## **Vice President for Information Technology**

This Vice President serves for an elected term of two years that begins at the close of the Annual Meeting. This office is elected in even-numbered years.

### ***Responsibilities***

This Vice President serves for an elected term of two years that begins at the close of the Annual Meeting. This office is elected in even-numbered years.

### ***Responsibilities***

This Vice President is responsible for:

- Coordinating and supervising the affairs of SACRAO in the professional areas of information technology
- Serving as a member of the Executive Committee
- Attending the Summer Planning Meeting and the SACRAO meeting in February
- Serving as primary manager of the SACRAO website:
  - Liaison with the SACRAO VP for Information Technology for domain name renewal and coordinate updates to the website
  - Liaison between each year's Local Arrangements Chair, Registration Chair and the webmaster for the purpose of establishing each year's Annual Meeting module
  - Oversee and perform maintenance as needed for postings to the SACRAO Job Board by approving, editing and deleting expired postings
  - Oversee postings to the SACRAO website as needed for applications, forms, SACRAO journal, and quarterly newsletter
- Managing the technology and procedures used by the association to communicate with the membership via email
  - Maintain listserv software as needed with target populations
  - Coordinate with President and President Elect to send requested emails
- Serving as primary manager of the SACRAO Drop Box storage
  - Maintain folders and member access as needed
  - Provide incoming Executive Members and Program Chairs of instructions for use
  - Coordinate with Treasurer as backup
  - Update access for Executive Members and Program Committee chair after Annual Meeting

### ***Calendar***

See Annual Meeting Program Preparation for more detailed calendar of program planning. A separate Web Maintenance and Planning Calendar follow in the next section.

#### **January**

- Check website for bad links, outdated information. If first year in position, meet with predecessor for instructions on website accessibility, updates, and maintenance.

## **February**

- During the Annual Meeting:
  - Attend appropriate meetings (see table under Annual Meeting Responsibilities at the beginning of Executive Committee section):
  - Meet with incoming Chairs for LAC, LAC Registration, and Information Technology to discuss web issues.
  - Work with IT Program Committee Chair throughout the conference to oversee IT sessions.
  - Consult with IT Program Committee Chair to select a nominee for the President's Award for Outstanding Professional Presentation and submit nomination to the incoming President.
- Following Annual Meeting:
  - Meet with President-Elect and program vice presidents to begin planning next year's program.
  - Meet with IT Chair and committee members to discuss topics of future sessions
  - Update SACRAO webpages including the Executive Committee membership information.
  - Update as needed any changes to Constitution & Bylaws, Meeting History, and Service Award list pages (most of this is linked from the SACRAO Directory webpage) when the updated information from the Secretary is received.
  - Update security access to Drop Box folders with incoming and departing Executive and Program Chair members.
  - ⊖ Coordinate web responsibility/access transfer between President-Elect and President-Elect nominee, and ensure notifications from "I'm Available form" sent to PE nominee;
  - ⊖ Coordinate web responsibility/access between VPSRMs (every other year),
  - Send thank you notes to committee members and to program session participants.
- Check Committee Descriptions on website and update as needed.
- Update listserv software with all member types, upload the new *Journal* in .pdf format to the SACRAO website, and send email.
- Post new Nomination & Elections updated forms to the website, if available. Send email to all member types.
- Post PAE Individual Multicultural / Emerging Leader Scholarship materials to website, if available. Send email to members-only.

## **March**

- By March 15 (generally), update listserv software with all member types, upload new Recognition & Awards form to SACRAO website, and send email.
- Ensure program committee members and chair are submitting proposals per the timeline.

## **April**

- Submit news and information to Newsletter Editor for May issue (deadline generally April 10).
- If attending the AACRAO annual meeting, attend SACRAO Executive Committee meeting, if held.

- Submit nominations for the SACRAO Executive Committee and the Nominations and Elections Committee.
- Submit nominations for Honorary Membership and other recognition and awards.
- Check website for bad links, outdated information.

### **May**

- Update listserv software with all member types, upload Newsletter to the SACRAO website, and send email.

### **June**

- Attend Program and Executive Committee meetings at SACRAO's expense (see travel section).
- Submit news and information to Newsletter Editor for July issue (deadline generally June 10).
- Submit nominations for AACRAO leadership positions.

### **July**

- Check website for bad links, outdated information.

### **August**

- Update listserv software with all member types, upload Newsletter to the SACRAO website, and send email.

### **September**

- Submit news and information to Newsletter Editor for November issue (deadline generally September 10).

### **October**

- Submit nominations for AACRAO Awards of Recognition for State/Regional Professional Activity (generally due November 1).
- Coordinate with the LAC and VP for Information Technology for the new Conference and Registration modules to the SACRAO website.
- Update the EVENT webpage when contract for future site is signed by the President.
- Check website for bad links, outdated information.

### **November**

- Update listserv software with all member types, upload Newsletter to the SACRAO website, and send email.

### **December**

# **Web Maintenance Calendar**

## **January**

- (President-Elect): Work with President-Elect nominee to explain program planning module of SACRAO website and communicate any set-up issues to VP for Information Technology and webmaster.
- (President-Elect nominee): Send updated “I’m Available” form to VP for Information Technology or VPIT before Annual Meeting.
- (Treasurer): Work with Treasurer nominee on banking needs and other transitional web-related issues.
- (VP for States/Regionals and Membership): Work with VPSRM nominee to explain membership module of SACRAO website and communicate any set-up issues to VPIT and web service.
- (VPIT): Check website for bad links, outdated information; check with President-Elect nominee about “I’m Available” form; check on status on website domain with VP for Information Technology

## **February**

- (LAC Chair): Send Annual Meeting web content to VPIT.
- (LAC Treasurer): Meet with incoming LAC Treasurer to go over the account transition and reporting in conference module.
- (MAL/R&A): Send Criteria and Nomination forms for Distinguished Service Award and Honorary Membership to VPIT.
- (N&E Chair): Send Nominations & Elections nominees, vitae, and photos to VPIT for web ballot.
- (Secretary): Send update of Constitution and Bylaws (if needed) and honorees list to VP for Information Technology.
- (VPPD): Get PDF version of *SACRAO Journal* (one .pdf of full journal, plus one .pdf for each article) to VPIT.
- (VPSRM): Send Honorary Member, new EC roster, corporate member, dues structure, and other “static” membership updates to web service or VPIT.
- (VPIT): Post new N&E form if available
- (VPIT): Meet with upcoming LAC, Registration and Information Technology Chairs to discuss web issues.
- (VPIT): Post updates from Annual Meeting
- (VPIT): Check Committee Descriptions annually and update as needed.
- Update listserv software with all member types, upload the new *Journal* in .pdf format to the SACRAO website, and send email.

## **March**

- (Secretary): Send minutes of business meeting to VP for Information Technology.
- (VPPAE): Send individual Multicultural Scholarship form and instructions to VPIT.
- (VPIT): Post PAE Individual Multicultural / Emerging Leader Scholarship materials to website, if available. Send email to members-only.

## **April**

- (N&E Chair): “Turn off” web balloting.
- (VPSRM): Prepare invoices.
- (Newsletter, VP for Information Technology): Publish Spring e-newsletter.
- (VPIT): Check website for bad links, outdated information.

### **May**

- (Secretary): Send summary of April meeting and Spring teleconference meeting, if any, to VP for Information Technology.

### **July**

- (Secretary): Send summaries of Summer Planning Meeting and Executive Committee meetings to VP for Information Technology.
- (VPIT): Check website for bad links, outdated information.

### **August**

- (Newsletter, VPIT): Publish Summer e-newsletter.

### **October**

- (VPIT): Coordinate with the LAC and VP for Information Technology for the new Conference and Registration modules to the SACRAO website.
- (VPIT): Update the EVENT webpage when contract for future site is signed by the President.
- (VPIT): Check website for bad links, outdated information.

### **November**

- (Secretary): Send summary of Fall teleconference meeting, if any, to VP for Information Technology.
- (VP for Information Technology): Update documentation for web modules; update listserv software with all member types, upload Newsletter to the SACRAO website, and send email.

## **Program Vice President for Distinct Populations and Programs**

This SACRAO Program Vice President is a two-year term whose office is assumed at the close of the annual conference. This office is elected in Odd-numbered years.

Responsibilities:

- Coordinating and supervising the activities of SACRAO in the areas of access and equity, campus to campus affairs, international affairs, veteran, and athletic affairs
- Serving as a member of the Executive Committee
- Coordinating the activities of the Distinct Populations and program Committee
- Serving as a member of the Program Committee, under the direction of the President-Elect

Coordinating program topics relative to distinct populations and programs

### ***Calendar***

See Annual Meeting Program Preparation for more detailed calendar of program planning.

## **February**

- Attend appropriate meetings during the Annual Meeting (see table under Annual Meeting Responsibilities at the beginning of Executive Committee section).
- Meet throughout the conference with chairs and program committees that report to this position.

## **March**

- Ensure program committee members and chairs are submitting proposals per the timeline.

## **April**

- Submit information to Newsletter Editor for May issue (deadline generally April 10).
- If attending the AACRAO Annual Meeting, attend SACRAO Executive Committee meeting, if held.
- Submit nominations for the SACRAO Executive Committee and the Nominations and Elections Committee.
- Submit nominations for SACRAO Honorary Membership and other recognition awards.

## **May**

- Working with program committee chairs for this area, assist President-Elect with ratings of program session ideas and prepare information for Summer Planning Meeting.

## **June**

- Attend Summer Planning Meeting at SACRAO's expense (see travel section).
- Submit news and information to Newsletter Editor for July issue (deadline generally June 10).
- Submit nominations for AACRAO leadership positions.

## **August**

- Secure commitments from presenters for pre-conference workshops and from program session participants. Submit program forms to appropriate Chairs. Act as a liaison to President-Elect for all committees in jurisdiction.
- Submit nominations for AACRAO honorary membership.

## **September**

- Serve as liaison between program participants, committee chairs and President-Elect to finalize session commitments.

## **October**

- Submit nominations for AACRAO Awards of Recognition for State/Regional Professional Activity (deadline generally November 1).

## **December**

- Send reminders to program participants making certain that all have received copies of the tentative program and the November Newsletter.

## **February**

- Attend appropriate meetings during the Annual Meeting (see table under Annual Meeting Responsibilities at the beginning of Executive Committee section).



- Attend meeting with President-Elect, program vice presidents and program committee chair prior to beginning of Annual Meeting (Sunday afternoon). Work with program committee chairs throughout the conference to oversee sponsored sessions.
- Consult with your Program Committee Chairs to select a nominee from among each Committee's presenters for the President's Award for Outstanding Professional Presentation and submit nominations to the incoming President.
- Send thank you notes to committee members and to program session participants.

# **Program Vice President for Professional and Personal Development**

This SACRAO Program Vice President serves for an elected term of two years that begins at the close of the Annual Meeting. This office is elected in odd-numbered years.

## ***Responsibilities***

This Vice President is responsible for:

- Coordinating and supervising the activities of SACRAO in the areas of professional and Personal growth of the membership
- Serving as a member of the Executive Committee
- Coordinating the activities of the Professional and Personal Development Committee Serving as a member of the Program Committee, under the direction of the President-Elect overseeing the activities of the Professional and Personal Development (PD) Program Committee
- Coordinating program topics relative to professional, personal and staff empowerment, research and poster sessions, and state and regional relations
- Oversee the recruitment of poster sessions for the annual meeting
- Attending the Summer Planning Meeting in June and the SACRAO Annual Meeting in February

## ***Calendar***

See Annual Meeting Program Preparation for more detailed calendar of program planning.

### **February**

- Attend appropriate meetings during the Annual Meeting (see table under Annual Meeting Responsibilities at the beginning of Executive Committee section).
- Meet with President-Elect and program vice presidents to begin planning next year's program. Also meet with chair and program committee that report to this position

### **March**

- Ensure program committee members and chairs are submitting proposals per the timeline.

### **April**

- Submit news and information to Newsletter Editor for May issue (deadline generally April 10).
- If attending the AACRAO Annual Meeting, attend SACRAO Executive Committee meeting, if held.
- 
- Submit nominations for SACRAO Honorary Member and other recognition awards.
- Submit nominations for the SACRAO Executive Committee and the Nominations and Elections Committee.

### **May**

- Working with program committee chair for this area, assist President-Elect with ratings of program session ideas and prepare information for Summer Planning Meeting. Be sure to save one PD program session slot for the winner of previous year's Margaret Ruthven Perry Award.
- Contact the evaluation chair to secure PD conference evaluations in preparation for June meeting.

## **June**

- Attend Summer Planning Meeting at SACRAO's expense (see travel section).
- Bring copies of Professional and Personal Development Committee's program evaluations from previous Annual Meeting to Summer Meeting.
- Submit nominations for AACRAO leadership positions.
- Submit news and information to Newsletter Editor for July issue (deadline generally June 10).
- 
- Include call for poster sessions
- Update online poster session form (check the deadline, who receives email, etc.)

## **August**

- Secure commitments from presenters for pre-conference workshops and from program session participants. Submit program forms to Professional Development Committee Chair.
- Call for posters – send info to state/regional association presidents, asking them to share; send to LAC about this opportunity for local non-members
- Act as liaison to President-Elect for Annual Meeting program activities of the Professional and Personal Development Committee.
- Submit nominations for AACRAO honorary membership.

## **September**

- Work with Professional and Personal Development Committee to finalize workshops and program session commitments.
- Serve as liaison between program participants, Committee Chair and President-Elect to finalize session commitments.
- Submit information to Newsletter Editor for November issue (deadline generally September 10).
- Provide expense information needed for setting workshop fees to the President-Elect.

## **October**

- 
- First set of poster submissions to *Journal* Editor for Editorial Board review.
- Submit nominations for AACRAO Awards of Recognition for State/Regional Professional Activity (generally due November 1).

## **December**

- Send reminders to pre-conference workshop and program session participants making certain that all have received copies of the tentative program and the November Newsletter.
- Second set of poster submissions to *Journal* Editor for Editorial Board review.
- Inform poster presenters of the status of submission. Inform LAC of the number of poster Student Pre-Professional Scholarship applications are due December 15. Consult with PD Committee members and select recipients. Inform SACRAO president, president-elect, and LAC chair and the president will notify recipients. VPPD to congratulate recipients and provide them with information regarding conference registration and conference activities that invite their participation. Inform LAC chair of any hotel reservations that need to be made for the scholarship recipients.

## **January**

- Ensure that poster presenters are registered for conference and planning to attend.
- Remind LAC chair that there should be a registration packet for each poster presenter.

## **February**

- Attend appropriate meetings during the Annual Meeting (see table under Annual Meeting Responsibilities at the beginning of Executive Committee section).
- Attend meeting with President-Elect, program vice presidents and program committee chairs prior to beginning of Annual Meeting (Sunday afternoon). Work with PD Committee Chair throughout the conference to oversee sponsored sessions.
- Consult with your Program Committee Chair to select a nominee for the President's Award for Outstanding Professional Presentation and submit nomination to the incoming President.
- Send thank you notes to committee members and to program session participants.
- Check that all poster presenters are set up on the day of poster sessions.

# **Program Vice President for Records and Academic Services**

This SACRAO Program Vice President serves for an elected term of two years that begins at the close of the Annual Meeting. This office is elected in odd-numbered years.

## ***Responsibilities***

This Vice President is responsible for:

- Coordinating and supervising the affairs of SACRAO in the professional areas of records and academic services
- Serving as a member of the Executive Committee
- Serving as a member of the Program Committee, under the direction of the President-Elect, overseeing the activities of the Records and Academic Services Committee
- Coordinating program activities relative to the professional areas of academic affairs, academic progress and graduation, academic records and registration
- Attending the Summer Planning Meeting in June and the SACRAO Annual Meeting in February

## ***Calendar***

See Annual Meeting Program Preparation for more detailed calendar of program planning.

### **February**

- Attend appropriate meetings during the Annual Meeting (see table under Annual Meeting Responsibilities at the beginning of Executive Committee section).
- Meet throughout the conference with chair and program committee that report to this position.

### **March**

- Ensure program committee members and chair are submitting proposals per the timeline.

### **April**

- Submit information to Newsletter Editor for May issue (deadline generally April 10). This is optional.
- If attending the AACRAO Annual Meeting, attend SACRAO Executive Committee meeting, if held.
- Submit nominations for the SACRAO Executive Committee and the Nominations and Elections Committee.
- Submit nominations for SACRAO Honorary Membership and other recognition awards.

### **May**

- Working with program committee chair for this area, assist President-Elect with ratings of program session ideas and prepare information for Summer Planning Meeting.

### **June**

- Attend Summer Planning Meeting at SACRAO's expense (see travel section).

- Submit news and information to Newsletter Editor for July issue (deadline generally June 10).
- Submit nominations for AACRAO leadership positions.

### **August**

- Secure commitments from presenters for pre-conference workshops and from program session participants. Submit program forms to appropriate Chair. Act as a liaison to President-Elect for all committees in jurisdiction.
- Submit nominations for AACRAO honorary membership.

### **September**

- Serve as liaison between program participants, committee chair and President-Elect to finalize session commitments.

### **October**

- Submit nominations for AACRAO Awards of Recognition for State/Regional Professional Activity (deadline generally November 1).

### **December**

- Send reminders to program participants making certain that all have received copies of the tentative program and the November Newsletter.

### **February**

- Attend appropriate meetings during the Annual Meeting (see table under Annual Meeting Responsibilities at the beginning of Executive Committee section).
- Attend meeting with President-Elect, program vice presidents and program committee chairs prior to beginning of Annual Meeting (Sunday afternoon). Work with program committee chairs throughout the conference to oversee sponsored sessions.
- Consult with your Program Committee Chairs to select a nominee from among each Committee's presenters for the President's Award for Outstanding Professional Presentation and submit nominations to the incoming President.
- Send thank you notes to committee members and to program session participants.

## **Program Vice President for Topics in Higher Education**

This SACRAO Program Vice President is a two-year term whose office is assumed at the close of the annual conference. This office is elected in even-numbered years.

Responsibilities:

- Coordinating and supervising the activities of SACRAO in the topics that are relevant to the organization in higher education, including current trending topics, new legislation and updates to existing legislation, federal regulations, and important topics among the states, regionals, accreditors, and systems.
- Serving as a member of the Executive Committee
- Coordinating the activities of the Topics in Higher Education Committee
- Serving as a member of the Program Committee, under the direction of the President-Elect
- Coordinating program topics relative to Topics in Higher Education

## **Calendar**

See Annual Meeting Program Preparation for more detailed calendar of program planning.

### **February**

- Attend appropriate meetings during the Annual Meeting (see table under Annual Meeting Responsibilities at the beginning of Executive Committee section).
- Meet throughout the conference with chairs and program committees that report to this position.

### **March**

- Ensure program committee members and chairs are submitting proposals per the timeline.

### **April**

- Submit information to Newsletter Editor for May issue (deadline generally April 10).
- If attending the AACRAO Annual Meeting, attend SACRAO Executive Committee meeting, if held.
- Submit nominations for the SACRAO Executive Committee and the Nominations and Elections Committee.
- Submit nominations for SACRAO Honorary Membership and other recognition awards.

### **May**

- Working with program committee chairs for this area, assist President-Elect with ratings of program session ideas and prepare information for Summer Planning Meeting.

### **June**

- Attend Summer Planning Meeting at SACRAO's expense (see travel section).
- Submit news and information to Newsletter Editor for July issue (deadline generally June 10).
- Submit nominations for AACRAO leadership positions.

### **August**

- Secure commitments from presenters for pre-conference workshops and from program session participants. Submit program forms to appropriate Chairs. Act as a liaison to President-Elect for all committees in jurisdiction.
- Submit nominations for AACRAO honorary membership.

### **September**

- Serve as liaison between program participants, committee chairs and President-Elect to finalize session commitments.

### **October**

- Submit nominations for AACRAO Awards of Recognition for State/Regional Professional Activity (deadline generally November 1).

## **December**

- Send reminders to program participants making certain that all have received copies of the tentative program and the November Newsletter.

## **February**

- Attend appropriate meetings during the Annual Meeting (see table under Annual Meeting Responsibilities at the beginning of Executive Committee section).
- Attend meeting with President-Elect, program vice presidents and program committee chair prior to beginning of Annual Meeting (Sunday afternoon). Work with program committee chairs throughout the conference to oversee sponsored sessions.
- Consult with your Program Committee Chairs to select a nominee from among each Committee's presenters for the President's Award for Outstanding Professional Presentation and submit nominations to the incoming President.
- Send thank you notes to committee members and to program session participants.

# **Vice President for Communication and Recognition**

**Description:** This SACRAO Vice President is a two-year term whose office is assumed at the close of the annual conference. This office is elected in Odd-numbered years.

Responsibilities:

- Serving as a member of the Executive Committee
- Serving as the Newsletter Editor
- Coordinating and supervising the activities of SACRAO Journal, Newsletter, Scholarships, and Recognition and Awards
- Serving as an ex-officio member of the Journal Editorial Board
- Coordinating the activities of the Recognition and Awards Committee
- Coordinating the activities of the Scholarship Committee
- Together with the Scholarship committee, soliciting nominations and selecting up to two recipients of the Student Pre-Professional Scholarship.
- Together with the Scholarship committee, soliciting nominations and selecting up to four recipients of the Individual Multicultural / Emerging Leader Scholarship.
- Attending the Summer Planning Meeting in June and the SACRAO Annual Meeting in February

Four newsletters are published each year:

- A spring newsletter (May) to include articles from:
  - Any member of the Executive Committee who wishes to contribute an article.
    - At a minimum, submissions are required from the President, President-Elect, Secretary (summary of minutes from Annual Meeting, link and approved changes to the Constitution & Bylaws) and the Treasurer (financial statement from previous year and approved budget for current year)
  - Contributions from State organizations
  - SACRAO Journal Editor soliciting contributions
  - Annual Meeting Photos
  - Other information that can be included (depending on timing of processes):
    - Call for awards and recognition
    - Nominations & Elections call for nominations
    - Resolutions List



- PAE Scholarship and Student Pre-Professional Recipient articles, feature articles on Perry Award and Presenter Award Recipients
  - Honorary Members
  - Previous Evaluations Chair (Overall and top sessions)
  - Save the Date for Next SACRAO Conference
  - Member articles and new member institutions highlights
- A summer newsletter (July) to include articles from:
  - Any member of the Executive Committee who wishes to contribute an article.
    - At a minimum, submissions are required from the President, Past-President (Constitution & Bylaw Changes), President-Elect (list of tentative session titles for next conference), Treasurer, VP for States/Regionals and Membership on membership renewal status
    - Encourage submissions from all program Vice Presidents relative next year's conference
  - Contributions from State organizations
  - SACRAO Journal Editor soliciting contributions
  - Summer Planning Meeting Photos
  - Other information that can be included (depending on timing of processes):
    - Nominations & Elections call for nominations
    - PAE Scholarship and Student Pre-Professional Recipient call for nominations
    - Save the Date for Next SACRAO Conference
    - Member articles and new member institutions highlights
- A fall newsletter (November) to include articles from:
  - Any member of the Executive Committee who wishes to contribute an article.
    - At a minimum, submissions are required from the President, President-Elect (Program Highlights for upcoming conference), Past-President (Constitution & Bylaw Changes), Treasurer
  - Report from Local Arrangement Chair
  - Save the Date for Next SACRAO Conference
  - Nominations & Elections announcement of nominations
  - Contributions from State organizations
  - SACRAO Journal Editor soliciting contributions
  - Other information that can be included (depending on timing of processes):
    - Member articles and new member institutions highlights
- A preconference newsletter (late January, adjust based on annual conference dates):
  - This newsletter focuses strictly on the upcoming conference
    - Highlight exciting sessions
    - Highlight plenary speakers
    - Highlight the social event
  - Travel & Hotel Information
    - Airport
    - Weather
  - Information on local area such as attractions, food, shopping
  - Reminder to download conference app

The Newsletter Editor must have strong skills in desktop publishing, or have access to institutional staff with these skills, or be able to contract out the design of these publications. Time management skills are also important for this position.

The Executive Committee voted that advertisements and job postings should not appear in the SACRAO Newsletter. (1993)

The Newsletter Editor is responsible for:

- Soliciting and coordinating the receipt of materials for the newsletter from the SACRAO Executive Committee, Program and Standing Committee Chairs, and State Association Presidents
- Composing and distributing (by email) the Newsletter to the membership three times each year and arranging with the VP for Information Technology for these publications to be posted on the SACRAO website
- Composing and distributing the pre-conference newsletter via email only, does not get posted on the SACRAO Newsletter Website. Coordinate with President and President-Elect whether it should sent to all members (to generate more interest) or only those who have registered for the conference.
- Preparing an annual report for discussion at the February meeting of the Executive Committee.
- Taking/Collecting pictures for the Newsletter; these pictures could include:
  - Executive Committee - both current and new
  - Guest speakers - at the opening session and plenary
  - First-time attendee orientation
  - Winner of Margaret Ruthven Perry Distinguished SACRAO Journalism Award and Presidents' Outstanding Presenter Award winners, those receiving honorary memberships, distinguished service awards, Multicultural/Emerging Leader Scholarships, Student Pre-professional Scholarships and Certificate of Appreciation
  - Poster presentations (if applicable) during group session.
  - SACRAO social events
  - State President's Luncheon – at luncheon
  - SACRAO *Journal* Editorial Board - at breakfast meeting
  - "SACRAO resolution" at business meeting
  - Past presidents after Business Meeting and before Tuesday luncheon
  - Working lunch of program committees - Tuesday lunch meeting - and a group shot of chairs
  - All receptions, including President's receptions, SACRAO Big Event, Corporate Partners in exhibit area
  - Invitation to next meeting at Wednesday breakfast
  - NOTE: general practice has been to publish pictures that do not include alcoholic beverages.

## **Calendar**

### **February**

- Attend appropriate meetings during the Annual Meeting (see table under Annual Meeting Responsibilities at the beginning of Executive Committee section). Take pictures as noted above and encourage conference attendees to send you pictures for possible inclusion in the Newsletter and on the website.
- Distribute deadlines for upcoming issues if already established, including May.

- Distribute publication deadlines at the Luncheon for State Association Presidents (April 1, June 1, and October 1 for the May, July, and November issues, respectively). Remind State Presidents that we like to receive state reports for each Newsletter.
- Meet with the *Journal* Editorial Board.
- Give pdf version of *SACRAO Journal* (one .pdf of full *Journal*, plus one .pdf of each article published in that edition) to VPIT for web posting.
- Collect news and information to be published in the May issue, including the winners of the Student Pre-professional Scholarships announced at the recent SACRAO Annual Meeting. If possible, include comments from the Scholarship winners about the impact of the SACRAO Annual Meeting on their professional growth and involvement .
- Collect news and information to be published in the May issue, including the winners of the Individual Multicultural / Emerging Leader Scholarships announced at the recent SACRAO Annual Meeting. If possible, include comments from the Scholarship winners about the impact of the SACRAO Annual Meeting on their professional growth and involvement.
- Confirm that nomination forms and information on the SACRAO website has been updated with appropriate future deadlines and ask the President to solicit nominations at the Business Meeting.
- Review Recognition and Awards and Scholarships Committee descriptions in SACRAO Manual along with the chairs of both committees and jointly develop committee calendar/timetable.
- Get list of Recognition and Awards Committee membership and Scholarship Committee from President/Past-President and work with the respective committee chairs to contact committee members to introduce themselves, outline duties and timetable and solicit additional committee members if necessary.
- Get the scanned signature of President Elect to be used on Outstanding Presenter awards.
- Introduce yourself to Paradigm, corporate partner. They often provide certificates and covers for free for Committee Chairs, LAC committee, and Program Chairs.

### **March**

- Send out request for Spring Newsletter content to all parties and begin assembling.
- Work with President to order Outstanding Presenter Certificates. These are ordered from Paradigm Inc., and are free of charge. These should be mailed directly to the President to be signed and subsequently mailed to the recipients. Contact at Paradigm is Elizabeth: [elizabethk@paradigm-corp.com](mailto:elizabethk@paradigm-corp.com). Please refer to the Recognition and Awards DropBox for the Certificate Order Forms.

### **April**

- If attending the AACRAO Annual Meeting, attend SACRAO Executive Committee meeting, if held.
- Obtain status report on the *Journal* to be published prior to the Annual Meeting; assist Editorial Board as necessary.
- Submit nominations for the SACRAO Executive Committee and the Nominations and Elections Committee.

## **May**

- Obtain approval from President and President-Elect for Spring Newsletter before publishing on the SACRAO website.
- Arrange with VP for Information Technology to post May Newsletter on SACRAO website home page. Copy the President on email.
- Send email to membership letting them know that newsletter is available on SACRAO website and that they will have to be logged in to view it. You may also attach a pdf copy of the newsletter to the email, if you and/or president wishes.
- Work with VP for Information Technology to make any necessary updates to Student Pre-Professional Scholarship form and Multicultural / Emerging Leader Scholarship form. Share with other Executive Committee members who will represent SACRAO at state meetings so they can promote the scholarships.

## **June**

- Attend Summer Planning Meeting.
- Notify Executive Committee, State Associations, etc. of deadline for Summer Newsletter. Take pictures for inclusion in the Summer Newsletter. Include information on Student Pre-Professional Annual Meeting Scholarship and the Individual Multicultural / Emerging Leader Scholarship in newsletter.
- Have Awards and Scholarship committee chairs send an email to committee members reminding them of any general information and a timeline for selection of awards. This email should also encourage the committee to help solicit nominations and what their requirements will be for selecting recipients.
- Submit nominations for AACRAO leadership positions.

## **July**

- Collect August Newsletter information from all parties and begin assembling. Include website links to all nomination forms for scholarships and awards.

## **August**

- Obtain approval from President and President-Elect for Summer Newsletter before publishing on the SACRAO website.
- Arrange with VP for Information Technology to post May Newsletter on SACRAO website home page. Copy the President on email.
- Send email to membership letting them know that newsletter is available on SACRAO website and that they will have to be logged in to view it. You may also attach a pdf copy of the newsletter to the email, if you and/or president wishes. Arrange with VP for Information Technology to post Summer Newsletter on SACRAO website home page. Copy President on email.
- Encourage Executive Committee members who attend Fall state meetings to send photographs for possible inclusion in November Newsletter.
- Notify Executive Committee, State Newsletter Editors, etc. of deadline for the November Newsletter.
- Send email blast inviting nominations for Distinguished Service Award, Honorary Membership and Certificate of Appreciation and for both Student and Multicultural/Emerging Leader Scholarships.

## **September**

- Collect November Newsletter information and photographs from all parties and begin assembling.
- Remind members of the December 1 deadline to apply for the Student Pre-Professional Scholarship.
- Remind members of the October 15 to deadline to apply for the Individual Multicultural/ Emerging Leader Scholarship.
- Submit nominations for SACRAO Honorary Membership and other recognition awards.

## **October**

- Send out request for Fall Newsletter content to all parties and begin assembling.
- Obtain status report on the *Journal* and assist Editorial Board as necessary.
- Submit nominations for AACRAO Awards of Recognition for State/Regional Professional Activity (generally due November 1).
- Request committee members to review criteria, forms, and procedures for any needed changes.
- After October 15 deadline research and validate information on final nomination forms received for Honorary Membership and Certificate of Appreciation. Copy and paste information from the nomination and any roles held with SACRAO (found in MemberClicks) into a separate word document for each type of award. Distribute nominations to Recognition and Awards committee chair, who will share with the committee for decision/voting.
- After October 15 deadline, research and validate information on final nomination forms for Distinguished Service Award (DSA) using guidelines in the table after Recognition and Awards Committee description. Copy and paste information from the nomination form and any roles held with SACRAO (found in MemberClicks) into a word document.
- Distribute nominations to committee chair, who will share with the committee for decision/voting.
- Individual Multicultural / Emerging Leader Scholarship applications are due October 15. After October 15 deadline, copy and paste information from the nomination/application and any roles held with SACRAO (found in MemberClicks) into a work document. Distribute to committee chair, who will share with the committee for selection.
- Send information on Individual Multicultural / Emerging Leader Scholarship winners to SACRAO President, who will send letters of congratulations and coordinate with LAC Chair and Treasurer an internal transaction paying the registration fee from the scholarship award.
- Submit nominations for the SACRAO Executive Committee
- Submit nominations for AACRAO Awards of Recognition for State/Regional Professional Activity (generally due November 1).

## **November**

- Obtain approval from President and President-Elect for Fall Newsletter before publishing on the SACRAO website.
- Arrange with VP for Information Technology to post November Newsletter on SACRAO website home page. Copy President on email.
- Send email to membership letting them know that newsletter is available on SACRAO website and that they will have to be logged in to view it. You may also attach a pdf copy of the newsletter to the email, if you and/or president wishes.
- Present final recommendations for Honorary Membership and Certificates of Appreciation to the Executive Committee for approval via e-mail and/or conference call.

- Present final recommendations for Distinguished Service Award to the Executive Committee for approval via e-mail and/or conference call.
- Remind president to contact members receiving Distinguished Service Award, Honorary Membership, and Certificate of Appreciation notifying them of the honor, inviting them to attend the SACRAO Annual Meeting and requesting submission of photo and bio for posting at the annual meeting. Sometimes the President might ask VP to draft an email, some prefer to do it themselves or make personal phone calls to Honorees.
- Notify Vice President, States/Regionals and Membership of any Honorary Membership recipients to be added to the database.

## **December**

- Student Pre-Professional Scholarship applications are due December 1. After December 1 deadline, copy and paste information from the nomination/application into a word document. Distribute to committee chair, who will share with the committee for selection.
- Send information on Student Pre-Professional Scholarship winners to SACRAO President, who will send letters of congratulations and coordinate with LAC Chair and Treasurer an internal transaction paying the registration fee from the scholarship award.
- Confirm budget for plaques and certificates with President.
- As of October 2022, corporate partner Atlas Flags will provide plaques in return for in-kind credit towards their sponsorship. Order should be placed in mid-December to guarantee arrival in time for annual meeting. Adam Bright is contact, [adam.bright@atlasflags.com](mailto:adam.bright@atlasflags.com). Confirm number and types of plaques and certificates to be ordered and place order. Typically, plaques are ordered for all Distinguished Service Awards, Honorary Membership, and all out-going Executive Committee members. Plaques should be shipped directly to conference site. Either arrange to have them shipped to someone local who will be driving to the conference (LAC chair or another member of EC) or to the hotel (get instructions from LAC chair).
- Paradigm Incorporated (diploma printing company) will print certificates for SACRAO (including covers) for free. Contact Nicole Chattoo, [nicolec@paradigm-corp.com](mailto:nicolec@paradigm-corp.com).
- Certificates are ordered for Certificate of Appreciation, Local Arrangements Committee Chair (if not already being awarded a Certificate of Appreciation,) outgoing committee chairs (Certificate of Recognition), Local Arrangements committee Members (Certificate of Service) and any other certificates deemed necessary by the President. Please note Outstanding Professional Presentation Award winners from the previous year should have been sent over the summer.
- Work with the President and President Elect to order a Plaque for the President (with Gavel attached).
- Remind Journal Board Editor to Order Framed Journal/Award for the Perry Award Winner
- Remind LAC that method to display winner photos and bios at the Annual Meeting is needed. Send the list of Honorary Recipients to LAC.
- Confirm receipt of photos and bios from all recipients.

## **January**

- Ensure that scholarship recipients have registered for the conference and have secured accommodations.
- Provide names of scholarship recipients to LAC Chair for hotel reservations for the annual conference.
- Early January, order plaques (from Atlas Flags) and certificates (from Paradigm) to allow time for production and shipping. With lead times longer than in prior years, suggest placing these orders in December.

- Certificates and plaques are generally sent to the LAC chair or another local Executive Committee member who will be driving to the conference at least two weeks prior to the event.
- Prepare award winners' photos and biographies for display at the Annual Meeting.
- Prepare final report, for Executive Committee meeting and Business Meeting.
- Contact successor to obtain contact information and update Nomination forms. Update Recognition and Awards nomination form and submit changes to VP for Information Technology for posting on SACRAO website. Deadline for Distinguished Service Award nomination is October 15. Deadline for Honorary Membership and Certificate of Appreciation is October 15th.

### **February**

- Attend appropriate meetings during the Annual meeting (see table under Annual Meeting Responsibilities at the beginning of Executive Committee section).
- At Opening Session of Annual Meeting present plaques/certificates to recipients.
- Send successor all files, nomination form, email text, etc.
- Send thank you notes to committee members.
- Give report at annual Business Meeting, recognizing the two Student Pre-Professional Scholarship recipients. Make appropriate contacts prior to Annual Meeting to ensure that recipients are in attendance.
- Give report at annual Business Meeting, recognizing the four Individual Multicultural / Emerging Leader Scholarship recipients. Make appropriate contacts prior to Annual Meeting to ensure that recipients are in attendance.
- Assist scholarship recipients in getting reimbursed for conference expenses (up to scholarship amount).

## **Vice President for Program and Evaluation**

**Description:** This SACRAO Program Vice President is a two-year term whose office is assumed at the close of the annual conference. This office is elected in even-numbered years.

**Responsibilities:**

- Coordinating and supervising the activities of SACRAO in the areas of program and conference evaluations
- Serving as a member of the Executive Committee
- Prepare and maintain the Mobile Up app and instructions for evaluation
- Soliciting feedback about the session, and the conference the Mobile Up app
- Assist President-Elect with the program and assign session coordinators
- Serving as a member of the Program Committee, under the direction of the President-Elect
- Provide a summary report for the evaluations

## ***Calendar***

### **February**

- Attend appropriate meetings during the Annual Meeting (see table under Annual Meeting Responsibilities at the beginning of Executive Committee section).

- Work with current Evaluations Chair to understand the existing evaluation forms, process and software.
- Note suggestions from outgoing Evaluations Chair and new Executive Committee for possible changes to next year's questions or process.
- Coordinate with new President-Elect on software to be used for next year's Annual Meeting planning.
- Get log-in for Mobile Up from outgoing Vice President for Program and Evaluations.

### **April**

- Submit information to Newsletter Editor for May issue (deadline generally April 10). Provide personal photograph, if needed.
- If attending the AACRAO Annual Meeting, attend SACRAO Executive Committee meeting, if held.
- Submit nominations for the SACRAO Executive Committee and Nominations and Elections Committee.
- Submit nominations for SACRAO Honorary Member and other recognition awards.

### **May**

- Prepare for Summer Planning Meeting of Executive Committee by preparing summary report.

### **June**

- Communicate with incoming Executive Committee with regard to Mobile Up and processes.
- Attend Summer Planning Meeting and identify Wi-Fi.
- Submit reports to Executive Committee. Distribute drafts of assessment questions and ask for Executive Committee input.
- Submit nominations for AACRAO leadership positions.
- Submit information to Newsletter Editor for July Newsletter.

### **August**

- Submit nominations for AACRAO honorary membership.

### **September**

- Submit information to Newsletter Editor for November issue.

### **October**

- Begin Loading Schedule for the Annual Meeting into Mobile Up app.
- Finalize design of Annual Meeting program session and conference evaluation software
- Submit nominations for AACRAO Awards of Recognition for State/Regional Professional Activity (generally due November 1).

### **December**

- Begin testing Mobile Up mobile app with multiple smartphones (iPhone, Android, etc.)
- Coordinate with President-Elect an exchange of software and design different sorts of reports to be used at the Annual Meeting.
- Coordinate with President-Elect and LAC to begin encouraging members to download the Mobile Up app.

### **January**

- Prepare report(s) for Executive Committee meeting and Business Meeting as appropriate.



## **February**

- Attend appropriate meetings during the Annual Meeting (see table under Annual Meeting Responsibilities at the beginning of Executive Committee section).
- Present report of current Annual Meeting evaluations at Executive Committee meeting following Annual Meeting.
- Prepare final written report for President-Elect and Executive Committee; provide report to new Evaluations Vice President for presentation at Summer Planning Meeting.
- Submit summary article to Newsletter Editor for the May Issue.
- Make report, as appropriate at annual Business Meeting.

# **Vice President for States/Regionals and Membership**

This Vice President serves for an elected term of two years that begins at the close of the Annual Meeting. This office is elected in even-numbered years.

## ***Responsibilities***

This Vice President is responsible for:

- Improving the many relationships that SACRAO has with the state organizations in its boundaries
- Increasing the number of the various memberships in SACRAO
- Maintaining and updating the membership database
- Sending dues invoices to the membership, and collecting and recording dues and forwarding checks to the Treasurer
- Coordinating efforts to build the membership of SACRAO
- Planning and coordinating, in conjunction with the Membership Relations Committee, the First Time Attendees' Orientation/Reception at the Annual Meeting
- Updating membership data in the membership database via the website
- Working with the VP for Information Technology to maintain and update the membership database module, including the payment of dues.
- Completing special projects assigned by the President
- Attending the Summer Planning Meeting and the SACRAO meeting in February

## ***Calendar***

### **February**

- If first year in position meet with predecessor for instructions on processing web-based membership records. If in second year, train your successor. Note especially the need to at the very beginning of your term, and help your successor with this.
- Attend appropriate meetings during the Annual Meeting (see table under Annual Meeting Responsibilities at the beginning of Executive Committee section).
- Attend and assist with First-Time Attendee Orientation/Reception (coordinate if continuing in position).

- Meet with Membership Relations Committee (outgoing and incoming) to evaluate First-Time Attendee Orientation/Reception.
- Assure new Executive Committee roster, Honorary Member, Corporate member, dues structure, and other membership changes are updated through the website.

### **March**

- Prepare membership materials to be sent to institutions that are not SACRAO members.
- Contact institutions that have not paid dues.
- Update “Join SACRAO” section of the website as necessary.

### **April**

- If attending the AACRAO Annual Meeting, attend SACRAO Executive Committee meeting, if held. Observe any special sessions or services provided by AACRAO for First-Time Attendees.
- Submit nominations for the SACRAO Executive Committee and the Nominations and Elections Committee.
- Submit information to Newsletter Editor for May issue; include update on new institutional members (deadline generally April 10).
- Submit nominations for SACRAO Honorary Membership and other recognition awards.

### **May**

- Receive Membership Relations Committee's revisions to the materials used for First Time Attendee Orientation/Reception.
- Prepare dues notifications and invoices to all member institutions, corporations, educational agencies and associate and student members by mid-May. Payment deadline is September 15.

### **June**

- Attend Summer Planning Meeting at SACRAO’s expense (see travel section). Begin planning for First-Time Attendee Orientation/Reception to be held at the Annual Meeting.
- Update the membership database as dues payments and membership forms are received. Batch checks and mail them to the Treasurer. Include a payment report with each mailing. This is a continuous process, which is especially heavy from June through September.
- Direct potential new members to the membership application on the web. This is a continuous process, but June is ideal for the mass notifications.
- Submit article to Newsletter Editor for July e-Newsletter (deadline generally July 10). Include information on dues payment deadlines, membership updates, and recruiting new members.
- Submit nominations for AACRAO leadership positions.

### **August**

- Submit nominations for AACRAO honorary membership.
- Outline First-Time Attendee Orientation/Reception program and enlist assistance from other Executive Committee members as needed.

### **September**

- Contact former institutional members who have not renewed dues. Respond to inquiries about membership - this, too, is a continuous process.
- Submit information to Newsletter Editor for November issue (deadline generally September 10). Include plans for orientation/reception for first-time attendees.
- Send second invoice to institutions with unpaid dues.

## **October**

- Send final notification invoices to institutions with unpaid dues. Notify those in arrears for two years that they will be dropped from SACRAO membership unless dues are received by December 1.
- Direct new Members to update member information through the website.
- Submit nominations for AACRAO Awards of Recognition for State/Regional Professional Activity (generally due November 1).

## **November**

- Coordinate plans for Orientation/Reception with the Membership Relations Committee Chair.
- Send e-mail blast to membership requesting review of their online Directory information.
- Send E-mail messages to contact members of unpaid institutions.
- Make phone calls to contact members of unpaid institutions.
- Assist LAC with continuing to update membership once on-line registration opens. Many discover, upon registering, that they are not individual members or that their information has not been updated. Begins in November and continues until the conference.

## **December**

- Delete institutions that are two years in dues arrears from the membership database by changing their membership status to "Inactive."

## **January**

- Send invitations to First-Time Attendee functions (get list from Registration Committee Chair). Compile responses and communicate to Chair of Membership Relations Committee.
- Print First-Time Attendee Orientation materials and send to Local Arrangements Chair.
- Contact Membership Relations Committee Chair to finalize plans for the First Time Attendee Orientation and Reception.
- Work with VPSRM nominee (if applicable) to explain membership module of SACRAO website and communicate any set-up issues to VPIT and web service.

## **February**

- Attend appropriate meetings during the Annual Meeting (see table under Annual Meeting Responsibilities at the beginning of Executive Committee section).
- Coordinate First-Time Attendee Orientation/Reception at Annual Meeting.
- Give report at the annual Business Meeting.
- Meet with Membership Relations Committee (outgoing and incoming) to evaluate First-Time Attendees' Orientation/Reception.
- Send thank you notes to the Membership Relations Committee members.
- Send letters of notification of service/appreciation to the supervisors of those serving on the Membership Relations Committee.
- If second year, introduce successor to web service personnel and ensure full knowledge of member database procedures.

## ***Solicitation of New Members***

Vice President for States/Regionals and Membership gathers prospect lists from a number of sources that include:

- AACRAO members in the SACRAO region who are not SACRAO members
- Institutional members of state associations that are not SACRAO members
- Suggestions from SACRAO Executive Committee, Membership Relations Committee, and presidents of state/regional associations
- Other

Vice President for States/Regionals and Membership sends letter of invitation and membership information to prospective institutions.

Prospects submit application and dues to the Vice President for States/Regionals and Membership, who then sends a welcome letter and forwards dues to the Treasurer.

## ***Membership Renewal***

To solicit membership renewals, the Vice President for States/Regionals and Membership will:

- Write article for Newsletter
- Send renewal notice to current membership
- Send letter to non-renewals
- Send cancellation of membership with letter offering future renewal
- Drop memberships of institutions that owe two (or more) years of dues as of December 1. Prior to this action the Vice President for States/Regionals and Membership will notify the institutional representative of this policy. Institutions rejoining within one year must clear past due account. For institutions out more than one year the past due amount is forgiven.
- Waive the annual dues for new institutional and individual members joining after the Annual Meeting
- Coordinate with LAC Chair and Corporate Partner Liaison the adjustment of Corporate Member annual dues invoices for those who choose to sponsor the annual meeting. Sponsorship level includes annual dues amount regardless of sponsorship level for the year. (Ongoing whenever a Corporate Member decides to sponsor the annual meeting)

## **Secretary**

The Secretary serves for an elected term of two years that begins at the close of the Annual Meeting. The Secretary is elected in even-numbered years. Special requirements for the person holding this office include having an ability to take copious notes and transcribe an accurate report of committee deliberations.

## ***Responsibilities***

The Secretary is responsible for:

- Recording the Minutes of the Annual Meeting (Executive Committee Meetings, Opening Session, Luncheon for State Association Presidents, Town Meeting, Business Meeting and SACRAO Breakfast) and distributing to Executive Committee; include minutes of urgent business approved via email or teleconference as “Actions Taken”
- Distributing the revised copy of Constitution and Bylaws, if changes are made at the Annual Meeting, to the Executive Committee and N & E Committee Chair
- Distributing a list of Honorary Members and Award Recipients to the Executive Committee
- Recording and distributing the Minutes of the Executive Committee meetings at the annual AACRAO meeting (if held) and the Summer Planning Meeting
- Assembling archival materials and annually filing new materials at Troy University-Dothan’s Department of Wiregrass History and Culture. For information, contact Dr. Martin Olliff, [molliff@troy.edu](mailto:molliff@troy.edu); phone: 334-983-6556 x 327; fax: 334-983-6327. As of 2010, the URL for the archives is <http://dothan.troy.edu/archives/inventories/017.htm> (see July for inventory lists)
- Maintaining an indexed notebook of Minutes of previous meetings (this notebook is to be passed on to the next SACRAO Secretary)
- Sending sympathy cards to families of deceased members and submitting memorial information for inclusion in the SACRAO Newsletter
- Performing other duties as requested by the Executive Committee such as preparing and distributing communications, reports, and files
- Attending the Summer Planning Meeting in June and the SACRAO Annual Meeting in February

## ***Calendar***

### **February**

- Attend appropriate meetings during the Annual Meeting (see table under Annual Meeting Responsibilities at the beginning of Executive Committee section).
- Serve as Recorder/Secretary for Opening Session, Luncheon for State Association Presidents, Town Meeting, Business Meeting, SACRAO Breakfast and all Executive Committee meetings (incoming Secretary assumes responsibility for all meetings that follow the annual Business Meeting).
- Meeting minutes must be completed immediately after the annual meeting and sent to President and Treasurer to aid in transferring banking authority. Consider preparing draft minutes of the Business Meeting in advance to facilitate this.
- Provide letter to new Treasurer affirming election results, to facilitate transfer of authority for bank accounts.

- Prepare an updated copy of the Constitution and Bylaws and revised list of Honorary Members and Award Recipients. Distribute updated copy to Executive Committee and the N & E Committee Chair. The VP for Information Technology is responsible for updating this information on the SACRAO website.

### **March**

- By March 15, prepare and distribute to the Executive Committee the minutes and proceedings of the Executive Committee meetings (usually prior to and following the Annual Meeting), opening session, luncheon for State Association Presidents, town meeting, annual Business Meeting and annual breakfast meeting; give deadline for receipt of revisions. (Proceedings from the EC meeting prior to the conference, the opening session, Luncheon for State Association Presidents, town meeting, and annual Business Meeting should be forwarded to the outgoing Executive Committee. The Executive Committee elected at the annual Business Meeting should, for continuity, get proceedings from all meetings.)
- Send minutes of business meeting to VP for Information Technology.

### **April**

- Provide brief summaries of Executive Committee meetings and annual Business Meeting to the Newsletter Editor for the May issue.
- Distribute revisions to Minutes for the February Executive Committee, annual Business Meeting, etc. prior to the Executive Committee meeting, if held during AACRAO.
- If attending the AACRAO Annual Meeting, serve as Secretary for the SACRAO Executive Committee meeting, if held.
- Submit nominations for the SACRAO Executive Committee and the Nominations and Elections Committee.
- Submit nominations for SACRAO Honorary Member and other recognition awards.

### **May**

- By May 15, prepare and distribute Executive Committee Minutes from teleconference or meeting if held during annual AACRAO meeting. Give deadline for receipt of revisions. Send summary of these minutes to VP for Information Technology.

### **June**

- Distribute revisions to Minutes for the April Executive Committee meeting prior to the Summer Planning Meeting.
- Attend Summer Planning Meeting at SACRAO's expense (see travel section) and serve as Recorder/Secretary. Assist President-Elect as necessary during Program Committee meeting.
- Submit nominations for AACRAO leadership positions.

### **July**

- By July 15, prepare and distribute Executive Committee Minutes from June meeting. Give deadline for receipt of revisions. Send summaries of Summer Planning Meeting and Executive Committee meetings to VP for Information Technology.
- Prepare binding of annual documents for archives at Troy University-Dothan with sections for:
  - Executive Committee Agenda and Minutes
  - Minutes of other committees or groups
  - Annual Meeting program booklet
  - Revised SACRAO Constitution and Bylaws
  - Committee reports and rosters

- Roster of State Association Presidents
- Calendar of Program Committee activities for coming year
- Orientation brochures for new members, officers and any other pertinent manuals distributed
- Copies of the previous year's editions of the SACRAO Newsletter
- *SACRAO Journal*
- Financial Statements
- Other publications/documents of historical significance

### **August**

- Submit nominations for AACRAO honorary membership.
- Distribute revisions to Minutes of the June Executive Committee meeting.

### **September**

- Submit detailed summary of Minutes from last annual Business Meeting to Newsletter Editor for November issue. Include complete Minutes if space permits. Be prepared to provide complete Minutes to SACRAO members who request them.

### **October**

- Submit nominations for AACRAO Awards of Recognition for State/Regional Professional Activity (generally due November 1).

### **December**

- Have copies of annual Business Meeting Minutes available for distribution on request from membership.

### **January**

- Write Executive Committee and Standing Committee Chairs requesting that written and electronic copies of reports be provided to the Secretary when they are made at the Annual Meeting.

### **February**

- Attend appropriate meetings during the Annual Meeting (see table under Annual Meeting Responsibilities at the beginning of Executive Committee section).
- Serve as Recorder/Secretary for the Saturday Executive Committee meeting, Opening Session, Luncheon for State Association Presidents, Town Meeting, Business Meeting, SACRAO Breakfast and Wednesday/Thursday Executive Committee meeting if continuing on Executive Committee. If incumbent of this position changes at the Annual Meeting, incoming Secretary assumes responsibility for all meetings that follow the Business Meeting.
- Outgoing secretary provides incoming secretary all minutes from previous two years, plus older files as available.
- Outgoing secretary sends minutes from Annual Meeting Executive Committee and other events by March 15.

# **Treasurer**

The Treasurer serves for an elected term of two years that begins at the close of the Annual Meeting. The Treasurer must work closely with the SACRAO President, President-Elect, Immediate Past-President, Vice President for States/Regionals and Membership, and LAC Finance Chairs.

Special requirements for this office holder include:

- Knowledge of computer and banking services in order to print and maintain bookkeeping software, financial statements, and reports.
- Institutional or personal computer support to maintain and process financial records.
- Convenient access to a branch of Wells Fargo.

## ***Responsibilities***

The Treasurer is responsible for:

- Receiving the annual dues for various types of SACRAO membership from the Vice President for States/Regionals, deposited automatically via PayScape
- Paying the expenses of SACRAO according to SACRAO guidelines or upon approval by the President
- Filing corporate income tax statements, including returns from the Annual Meeting (currently handled by the independent auditors) and file the annual report with the Commonwealth of Kentucky Secretary of State
- If requested, preparing quarterly (April 30, July 15, October 15 and January 15) financial statements and transaction reports for the Auditing Committee
- Preparing a complete financial report at the end of the fiscal year, which will be audited along with QuickBooks reports and electronic files by the Auditing Committee
- Preparing documentation to the Audit Committee at each year's annual meeting in an orderly and easily reviewable electronic format
- Coordinating banking services, debit cards, credit card services, and corporation insurance, and serving as official SACRAO corporate address
  - In addition to the primary SACRAO checking and savings accounts, the treasurer also oversees two LAC accounts, one for meetings held in even-numbered years and one for meetings held in odd-numbered-years
- Monitoring and coordinating activity of the Local Arrangements Committee Treasurer; ensuring books are closed by Summer Planning meeting and documents mailed to SACRAO Treasurer with one month thereafter, along with an electronic copy of the LAC's transaction files
- Arranging an annual independent audit, and providing a copy of the auditor's report to the Auditing Committee
  - An Audit engagement letter is on file for 2008-2020; renewal is annual
- Attending the Summer Planning Meeting in June and the SACRAO Annual Meeting in February
- Coordinating with the incoming Treasurer in outgoing year to ensure a smooth transition

## ***Calendar***

### **January, prior to election**

- Work with outgoing Treasurer on MemberClicks, PayScape, and other transitional web-related issues. Transfer passwords for the all corporate business, banking, and sacraoTreasurer@gmail accounts, and establish new passwords, if necessary.



- Remove the former Treasurer's access only after the incoming Treasurer feels comfortable with the new responsibilities
- File annual report with Commonwealth of Kentucky Secretary of State.

### **February**

- Attend appropriate meetings during the Annual Meeting (see table under Annual Meeting Responsibilities at the beginning of Executive Committee section).
- Coordinate with outgoing Treasurer for access to the SACRAO bank accounts. Update address and signature cards as necessary for new Treasurer and President-Elect, and to remove outgoing Treasurer and Immediate Past President. Also, update LAC account signature cards as necessary when account is transferred to alternate year LAC.
- Coordinate annual audit with independent auditor so that the IRS Form 990 can be completed by the May deadline and the audit reported on at the Summer Planning Meeting. External auditors usually file for an extension.
- File annual report with Commonwealth of Kentucky Secretary of State.

### **March**

- Submit final financial statement (prior fiscal year) and approved budget (new fiscal year) to Newsletter Editor for May e-Newsletter (deadline generally April 10).
- Obtain a final financial report from Annual Meeting LAC Chair or Treasurer from the preceding annual meeting. Request a return of the checkbook and debit card for the LAC account and transfer any remaining balance to the primary SACRAO accounts minus the \$5,000 seed money for the next LAC.
- Arrange with auditor to file necessary forms with IRS for preceding fiscal year. Outgoing Treasurer initiates contact with the auditor prior to leaving office.

### **April**

- If attending the AACRAO Annual Meeting, attend SACRAO Executive Committee meeting, if held.
- Submit nominations for the SACRAO Executive Committee and the Nominations and Elections Committee.
- Submit nominations for SACRAO Honorary Members and other recognition awards.
- April 15 - quarterly financial statement due to Auditing Committee, if requested.

### **May**

- May 15 - deadline for filing the Federal Income Tax form. The CPA/auditor will usually file appropriate extension paperwork so that the return can be completed in June or July.
- Work with LAC Chair and President to ensure that a Conference Budget will be ready for preliminary review at SPM.

### **June**

- Prepare financial statements and attend Summer Planning Meeting of Executive Committee.
- Request the LAC Treasurer/Finance Chair to report all income and expenses for the previous calendar year to use in filing federal income tax. An accounting of income and expenses should accompany any return to SACRAO or request for additional funds.
- Submit nominations for AACRAO leadership positions.

- Post dues payments, deposit checks, and update files (a continuous process – all year round).

### **July**

- July 15 - quarterly financial statement due to Auditing Committee, if requested. Include electronic copies of the annual tax return and audit.
- Submit information to Newsletter Editor for July e-Newsletter (deadline generally July 10).

### **August**

- Renew SACRAO liability insurance. Insurance is with Traveler's.

### **September**

- Submit information to Newsletter Editor for November Newsletter (deadline generally September 10).

### **October**

- October 15 - quarterly financial statement is due to Auditing Committee, if requested.
- Submit nominations for AACRAO Awards of Recognition for State/Regional Professional Activity (generally due November 1).

### **December**

- Transition the account for the Annual Meeting LAC one and one-half years in advance, and transfer the budgeted advance. A subsidiary account exists for local arrangement committees and is linked to the SACRAO bank account. Arrange for completion of the signature card for the new account, to usually include the Treasurer, LAC Chair, and LAC Treasurer.
- Online access has already been established to the LAC bank account for the LAC Treasurer, and monitoring of the account is important.
- Prepare budget recommendations for next year. In conjunction with the current President, contact vice presidents and committee chairs for budget proposals.
- Checks and accompanying documents that have not cleared by the end of the calendar year should be included with the month in which it clears.

### **January**

- Prepare December 31 financial statements, proposed budget, and any changes to dues structure for next year for presentation to membership at annual Business Meeting.
- Request the LAC Treasurer/Finance Chair to report all income and expenses for the previous calendar year to use in filing federal income tax. An accounting of income and expenses should accompany any return to SACRAO or request for additional funds.
- Outgoing year - Coordinate with incoming Treasurer nominee to ensure smooth transition and setup of accounts.

### **February**

- Attend appropriate meetings during the Annual Meeting (see table under Annual Meeting Responsibilities at the beginning of Executive Committee section).
- Meet with the Auditing Committee for audit of general ledger, authorizations for expenditures, bank statements, and checkbook, both for the SACRAO main account and the LAC account for the previous calendar year. Provide committee members with copies of the annual audit.
- Present a financial report, proposed budget, and any proposed changes to dues structure to membership at annual Business Meeting.

- Meet with the LAC Treasurer to review procedures for transactions, records-keeping, bank accounts, etc., consistent with the Treasurer's procedures and acceptable to the Auditing Committee. Coordinate with LAC Finance chair to review and maintain the bank account that is used for collecting registration payments.
- Receive the latest update of the Executive Committee Procedure Manual from the Immediate Past President.
- During the final year of the term of office, meet with the newly-elected Treasurer to plan an orderly transition of duties and records.

## **Treasurer-Elect**

The Treasurer-Elect is a non-voting member of the Executive Committee and serves for an elected term of one year, which begins at the annual business meeting. The Treasurer-Elect's position requires a three-year commitment and institutional support because this officer succeeds to become the Treasurer of the association for a two-year term. If for any reason the Treasurer-Elect cannot complete the term of office, the Nominations and Elections Committee will nominate a slate of nominees and conduct a special election to fill the vacancy for the remainder of the unexpired term.

Attendance at the SACRAO Annual Meeting in February and the SACRAO Summer Planning Meeting in June is required. Expenses for the Summer Planning Meeting are paid by SACRAO. Institutional support of release time, e-mail access (Internet), and telephone access are other valuable assets for this position.

It is the expectation of the Treasurer-Elect to shadow the treasurer for the year. The Treasurer-Elect should be actively involved in Executive Committee meetings so as to gain knowledge of SACRAO business processes and practices. Ideally the Treasurer and Treasurer-Elect will meet several times throughout the year to pass on knowledge of SACRAO business processes and practices as well as discuss/show the tools utilized in the role.

Special requirements for this office holder include:

- Knowledge of computer and banking services in order to print and maintain bookkeeping software, financial statements, and reports is preferred. Alternatively, a willingness to learn.
- Logical and communicative decision-making.
- Transparency, accountability, and willingness to work as part of a team.
- Institutional or personal computer support to maintain and process financial records.
- Ensure a successful and smooth transition within the financial operations of the association.

- Convenient access to a branch of SACRAO's banking institution (*currently Wells Fargo*)

## **Corporate Partner Liaison**

The president appoints the Corporate Partner Liaison (CPL) for a term of three years. The CPL is required to be an active institutional member of SACRAO, have previous experience as a Local Arrangements Committee (LAC) Chair, LAC corporate partner liaison, past-president, or other engagement with corporate members and serves as a non-voting Executive Committee member.

The CPL will be responsible for maintaining and building relationships with existing corporate partners as well as cultivating relationships with new corporate partners, based on emerging technology and trends in admissions and registrar fields. The CPL will maintain regular communication with corporate partner contacts. The CPL will maintain within the official SACRAO database key information concerning corporate partner contacts, their record of participation in the annual meeting, and sponsorship levels. The CPL will provide this information to the annual meeting LAC and Corporate Partner (CP) Chair to assist them with determining appropriate sponsorship levels, based on meeting location and budget. The CPL will advise the annual meeting LAC and CP Chair on corporate partner participation and serve as a resource for each annual meeting LAC and CP Chair.

The CPL will also maintain a list of conference service providers and related costs at each annual meeting to secure the best service and pricing at each meeting.

Attendance at the SACRAO Annual Meeting in February and the SACRAO Summer Planning Meeting in June is required. Expenses for the Summer Planning Meeting are paid by SACRAO.

## **Past Local Arrangements Committee Chair**

The Past Local Arrangement Chair (PLAC) is required to be an active institutional member of SACRAO and have previous experience as a past LAC chair.

The Past Local Arrangement Chair:

- Serves as a non-voting member of the Executive Committee
- Acts as an advisor, consultant, and mentor for both the current and incoming LAC chairs

Attendance at the SACRAO Annual Meeting in February and the SACRAO Summer Planning Meeting in June is required. Expenses for the Summer Planning Meeting are paid by SACRAO.

## **Recognition and Awards Committee**

This is a standing committee, appointed by the President and chaired by one of the Members-at-Large, which is responsible for refining the guidelines and criteria for the Executive Committee's use in selecting individuals for formal recognition (Distinguished Service Award, Certificate of Appreciation, and honorary membership). The committee solicits nominations from the membership from February to October 1 for the Distinguished Service Award, and February to October 1 for Honorary Membership and Certificates of Appreciation, screens candidates according to established criteria, and recommends candidates for approval by the Executive Committee at their June Summer Planning Meeting, or by conference call in the fall. The Chair sends the nominations, including copies of the nomination forms, to the Executive Committee for review prior to the meeting. Awards are presented at the Opening Session of the Annual Meeting.

Consideration for the Distinguished Service Award and Honorary Membership is based on contributions of institutional members only. While one of these awards may be presented to a corporate member who was formerly an institutional member, consideration for the award must be based solely on points earned while that individual was an institutional member.

If an approved nominee becomes ineligible for Honorary Membership between the Summer Planning Meeting and the February conference, at which time the Honorary Member status is conferred, then the Honorary Membership status is rescinded. Individuals employed by organizations eligible for SACRAO Corporate Membership cannot be considered for honorary membership (until such employment ceases). The benefits of Honorary Membership are suspended if an Honorary Member becomes employed by an organization eligible for SACRAO Corporate Membership.

### ***Point System Guide for Distinguished Service Award (DSA)***

This guide is to be used in determining minimum qualifications for distinguished service to SACRAO. A minimum of 100 points must be earned through service. Exceptional contributions to SACRAO and/or the Admissions/Records profession may carry 0-50 points.

<b>Activities</b>	<b>Points per Year of Service</b>
President	20
President-Elect	15
Immediate Past President	15
Vice President	10
Secretary/Treasurer	10
Newsletter Editor/SACRAO <i>Journal</i> Editor	10
Member-at-Large	6
LAC Chair/MOSIS LAC Chair	10
MOSIS Program/LAC Chair	8
Committee Chair (Program, Standing)	5
Committee Member (Program, Standing)	3
Session Presenter	4
Session Coordinator	2
Attend Annual Meeting	1

Publications	4
Exceptional Contributions	0 - 50

# Appendix E: President's Award for Outstanding Professional Presentation

Awarded after the annual meeting to the SACRAO member who is judged to have presented the best session at the annual meeting. Consideration is given to delivery, preparation, relevancy, and session attendee evaluations.

The recipient will receive a framed certificate and a \$50 prize and will be recognized in the Newsletter and at the opening session of the next annual meeting. Note that the certificate will be ordered by the VP, Communication and Recognition through Paradigm.

In the event that a session with two presenters is judged to be best, both presenters will be recognized with the award. Sessions with more than two presenters are not eligible for the prize.

## Selection Process

Immediately following the annual meeting and in consultation with the appropriate vice president, each program committee chair will recommend one session from among the sessions sponsored by her/his committee. The session must have been presented by one or two SCARAO members, specifically, not non-members. Before the annual conference begins, each program committee chair and Vice President will determine the best method for making sure that every appropriate session receives consideration for the award.

For each program committee, the appropriate Vice President will submit a recommendation for the award to the SACRAO President, commenting briefly on the presenter's delivery and preparation, and the session's relevancy.

The SACRAO President, Past-President, and President-Elect will review these recommendations, along with the session evaluations for each recommended session, and choose a recipient for the award.

Following the meeting, the President will congratulate the recipient in writing, and will include with the letter an appropriate plaque or certificate along with a \$50 check from SACRAO. Also, a copy of that letter should be sent to the recipient's supervisor, or other designee of the recipient. The President will also submit an article announcing the recipient of the award for the next edition of the Newsletter, and the recipient will be acknowledged at the opening session of the next annual meeting.

Finally, the recipient will be encouraged to submit a written version of the session for possible publication in *The SACRAO Journal* or the Newsletter.

## **Local Arrangements Chair**

Local Arrangements responsibilities are performed by a committee which generally includes 20-30 people. The Chair of the Local Arrangements Committee (LAC) is responsible for coordinating the numerous activities related to the Annual Meeting with the exception of planning the program, which is the responsibility of the President-Elect.

### ***Responsibilities***

The responsibilities for the LAC Chair include:

- Serving on the Executive Committee as an ex-officio non-voting member beginning in February the year before the Annual Meeting being coordinated
- Attending the Summer Planning Meeting a year and a half (approximately 20 months) prior to the Annual Meeting for which responsibility has been accepted
- Appointing Chair and members for hospitality, registration, exhibits, finance and other subcommittees
- Consulting with the SACRAO Treasurer to ensure that LAC finances are handled in a manner consistent with the accounting procedures of the organization
- Following guidelines of conference special details as outlined in the General Policies and Guidelines of SACRAO
- Hosting the Summer Planning Meeting for Executive and Program Committees at the conference hotel (approximately 8 months before Annual Meeting being coordinated)
- Coordinating Summer Planning Meeting room assignments with the President (see travel section), as well as travel information, meeting rooms and meal plans and communicating to President and President-Elect in adequate time to inform all who will attend
- Preparing an estimated conference budget and presenting it for approval to the Executive Committee at the Summer Planning Meeting
- Monitoring the progress of LAC subcommittees, which includes continuous contact with Subcommittee Chairs to ensure timetables and responsibilities are being met
- Scheduling LAC meetings to update information and to assign possible additional duties. Detailed Minutes should be maintained for future reference and as information for President, President-Elect and the LAC for the next Annual Meeting
- Participating in conference calls with President and President-Elect, as necessary, to finalize Annual Meeting planning
- Determining the distribution of complimentary rooms in coordination with the President and working to ensure the hotel's provision of special services for VIPs
- Representing the LAC on the Program and Executive Committees; continual contact is critical
- Serving as a resource to the next LAC Chair at a briefing session during the Annual Meeting
- Sending letters/notes of appreciation within two weeks after the Annual Meeting
- Submitting final report to the next LAC Chair, the President, President-Elect, Immediate Past President and Executive Committee concerning finances, registrations and general observations, problems and recommendations, as soon as financial accounts are closed but no later than the annual AACRAO meeting in April



- Updating the LAC Manual and forwarding the updates to the next LAC Chair, the President, President-Elect, and Immediate Past President

## **Calendar**

NOTE: A more detailed LAC planning calendar can be found in the LAC Manual. The timelines are suggested but are dependent on the individual LAC circumstances.

### **Two Years Prior to Meeting:**

#### **February**

- Appointment by SACRAO President.
- Begin interviewing/selecting Subcommittee Chairs.
- Send dates to VP for IT for inclusion on the Events Page of the SACRAO website.
- Work with President and Past-President to ensure that all hotel and conference center contracts are finalized. Ideally, contracts should be in place two years out.
- Completely familiarize yourself with hotel and conference center policies and costs to ensure adequate and accurate planning during the next two years.

#### **June**

- Attend Summer Planning Meeting (expenses covered by SACRAO).
- Submit nominations for AACRAO leadership positions.

#### **July**

- Identify LAC Committee Chairs (20 months in advance) and assign duties as listed in most recent LAC manual.
- Begin working with LAC Publicity Chair and local convention and visitor's bureau to prepare publicity to be presented at the prior year's annual meeting.

#### **August**

- Submit nominations for AACRAO honorary membership and SACRAO recognitions and awards.

#### **September**

- Develop LAC logo and letterhead to be included in the conference program and *SACRAO Journal* at the prior year's annual meeting.

#### **November**

- Provide anticipated budget costs for the Summer Planning Meeting to the President and Finance Committee so that the Summer Planning and Executive Committee Travel lines will be accurate in the budget.
- Ensure the \$5000 advance is in the LAC account from SACRAO to cover initial LAC expenses and work with SACRAO Treasurer to assume responsibility for the LAC account.
- Finalize publicity for February meeting. Secure volunteers to work publicity booth at annual meeting. Collect promotional materials and door prizes.

#### **December**

- Finalize the appointment of Committee Chairs.
- Begin work on the Conference Website, with input from VP for IT.

### **Year prior to Annual Meeting being coordinated:**

### **January Prior to Conference**

- Draft preliminary conference budget.

### **February Prior to Conference**

- Receive briefing by current LAC Chair and closely observe subcommittees at work. Adjust preliminary conference budget accordingly. Arrange for committee chairs to “shadow” their counterparts at the annual meeting.
- Attend appropriate meetings during the Annual Meeting (see table under Annual Meeting Responsibilities at the beginning of Executive Committee section).
- Promote next SACRAO conference at exhibit during Annual Meeting and make presentation at SACRAO Breakfast.

### **March Prior to Conference**

- Hold a Local Arrangements Committee Meeting in spring, ideally to include a tour of the conference facility and hotel.
- Bring up Conference Website shell with initial information about the area and the hotel.

### **April Prior to Conference**

- If attending the AACRAO Annual Meeting, attend SACRAO Executive Committee meeting, if held.
- Submit promotional information about Annual Meeting to the Newsletter Editor for the May issue (deadline generally April 10).
- If budgeted, order complimentary promotional shirts for Executive Committee members so that shirts may be worn during various state meetings. Distribute shirts at Summer Planning Meeting.
- Submit nominations for the SACRAO Executive Committee and Nominations and Elections Committee.
- Submit nominations for SACRAO Honorary Membership and other recognition awards.

### **May Prior to Conference**

- Work with President and President-Elect to finalize plans and the budget for summer planning meeting.

### **June Prior to Conference**

- Host Summer Planning Meeting at SACRAO’s expense (see travel section). Attend Program and Executive Committee meetings and present proposed LAC budget to Executive Committee.
- Enhance conference website with tour, transportation, Tentative Schedule information.
- Assist President-Elect in checking Preliminary Conference Program section.
- Finalize preliminary conference budget.
- Submit article to Newsletter Editor for Summer e-Newsletter (deadline generally July 10).
- Submit nominations for AACRAO leadership positions.

### **August Prior to Conference**

- Begin working with hotel to ensure that the room reservation system will be ready to link to website in October.
- Ensure that registration and finance chairs, and VPIT, begin work on the conference registration system and PayPal for an October go-live.
- Ensure Corporate Partner chair prepares exhibitor information including contract and sponsorship details for an October mailing.
- Submit nominations for AACRAO honorary membership.

### **September Prior to Conference**

- Submit article to Newsletter Editor for November issue (deadline generally September 10).

### **October Prior to Conference**

- Go live with conference registration and hotel by the end of the month. Continue expanding website with more information.
- Send e-blast to membership announcing the conference and opening registration and hotel reservation system by Nov 1, and send promotional materials to prospective Corporate Partners.
- Conduct another Local Arrangements Meeting in the fall.

### **November - December Prior to Conference**

- Weekly monitoring of all aspects of LAC.
- Send postcard mailing, if budgeted, in December.

### **January of Conference Year**

- Weekly teleconferences with president and president-elect and regular contact with committee chairs.
- Send e-blast reminder to membership about conference registration deadline.
- Closely monitor conference registrations and room reservations. Arrange for extra rooms or overflow hotel if necessary. As appropriate, extend deadlines for “early bird” registration and for hotel room reservations (if possible).
- Secure names of scholarship recipients from VP of PAE and VPPD for hotel reservations/registrations for annual conference

### **February of Conference Year**

- Send Annual Meeting web content to VP for Information Technology.
- All LAC committees serve in designated roles during conference.
- Host lunch meeting of current and incoming LACs; chairs meet with counterparts to discuss responsibilities.
- LAC Finance Chair meets with upcoming LAC Finance Chair to go over PayPal setup and reporting in conference web module.
- Attend Executive Committee meetings (Saturday and Wednesday/Thursday).

### **Year following Annual Meeting:**

#### **March After Conference**

- Prepare and mail "Thank You" notes.

### **April After Conference**

- Close accounts.
- When the LAC Treasurer closes out the books for the year and submits a check to the SACRAO treasurer, the checkbooks and any debit cards should follow within 30 days.
- Present final report to President, President-Elect, Immediate Past President and Executive Committee.

### **May After Conference**

- Update LAC Manual and distribute to next LAC Chair, the President, President-Elect and Immediate Past President.

# Committees

The various committees of SACRAO are the means by which SACRAO functions. The level and quality of activity of committee members directly affects the success of SACRAO. The Association has a strong tradition of active, able participation on its committees by volunteers from the membership.

## **Auditing Committee**

This is a standing committee, established in the Bylaws, that is responsible for developing the procedures and guidelines to be followed by the Treasurer and LAC Finance Chairs in carrying out the financial affairs of SACRAO. The Committee conducts an annual review of SACRAO's financial records, including LAC records, and submits its findings to the membership at the Annual Meeting. The Auditing Committee Chair and its members are appointed by the President for one year. The Treasurer serves as ex-officio member of the Committee. If a Committee member is unable to fulfill assigned duties, the Chair may recommend to the President an individual to fill the vacancy.

Members of the Auditing Committee should hold no other elected or appointed position within SACRAO during the year of service on the Auditing Committee (this includes N&E, LAC, EC, and program chair).

## ***General Responsibilities of the Chair***

The Chair of the Auditing Committee is responsible for:

- Acting as liaison between the Auditing Committee and the Executive Committee
- Attending the Annual Meeting, including Executive Committee meetings as requested
- Presenting an annual report and the auditor's report to the membership at the Business Meeting
- Conducting committee business

## ***Specific Committee Duties***

The Chair must attend the Annual Meeting in February and will schedule a time for the committee to meet during the conference. The committee members will receive a letter with the date, place, and time of the meeting and advance information about the issues to be discussed. A copy of the letter will be sent to the President, the Treasurer and the incoming chair, who are invited to attend the meeting.

The Chair will either designate a secretary or arrange for selection by the committee. The secretary will maintain minutes of the meeting, retain a copy for a working notebook, and send a copy to each committee member, the Newsletter Editor, the President and the Treasurer.

The main purpose of the committee meeting is to review all SACRAO financial records. The Treasurer will make available to the committee the electronic checkbook, receipts, invoices of all transactions, financial statements, and other documentation. Books for the Local Arrangements Committee will also be available for committee review. The committee will be provided with the most recent external auditor's report and will review the budgetary processes and procedures of SACRAO. The committee will discuss items which could make the financial transactions of SACRAO more understandable and easier to manage.

The Auditing Committee will sample the following items:

- Checks against receipts
- Checks against bank statements
- Financial statement balances against bank statements
- Invoices against deposits
- Computer printouts of deposits and checks against actual checks, deposits and receipts
- General condition (organization) of the "books"

In addition to the required annual review, the Committee may at its discretion conduct a quarterly review of the financial records, and report findings to the Executive Committee. The Committee Chair may request from the Treasurer electronic copies of documentation of sample transactions for review by the Committee.

Committee recommendations will be recorded and given to the President who will request the Chair to present them to the SACRAO membership. The Executive Committee will discuss the recommendations at the next Executive Committee meeting and, if appropriate, implement the action or put the issue to a vote by the membership at the next Annual Meeting.

The Chair may submit articles on the committee's activities, as appropriate, for inclusion in the Newsletter. The Newsletter Editor shall notify the Chair of deadlines for each edition.

Copies of all correspondence will be sent to the President, the Treasurer and to appropriate Executive Committee members or committee chairs. SACRAO stationery may be requested from the President.

The Chair will send thank you notes to committee members immediately after the Annual Meeting.

The outgoing Chair will give all minutes, working notebook, records, etc. to the new Chair by March 1. The new Chair will receive a *SACRAO Procedures Manual for Executive Committee and Committee Chairs* from the Immediate Past President. The outgoing Chair is encouraged to be available as needed to respond to inquiries from the new Chair.

## **Constitution and Bylaws Committee**

This is a standing committee, established in the Bylaws, and chaired by the Immediate Past President, which is responsible for reviewing the Constitution and Bylaws and for recommending changes to the membership at the Annual Meeting. Suggested changes come from membership concerns or evolve from committee deliberations.

## **Distinct Populations and program**

This committee is responsible for developing program sessions and workshops relating to access and equity, campus to campus affairs, international affairs, veteran, and athletic affairs. This committee reports to the Program Vice President for Distinct Populations and Programs.

## **Federal Advocacy**

Federal Advocacy Committee appointed by the President to assist SACRAO and provide guidance in regard to federal regulations and other federal initiatives and reports to the President.

## **Finance Committee**

This committee is a standing committee, established in the Bylaws and comprised of the President, President-Elect, Immediate Past President, and Treasurer, with the outgoing Treasurer as ex-officio. It oversees the financial activities of SACRAO, develops the annual budget for approval by the Executive Committee, annually reviews the investments and directs the Treasurer on how to manage the CDs, and proposes and recommends to the Executive Committee changes in policy and procedures related to budgeting, approval of expenditures, investments and dues.

## **Local Arrangements Committee**

This committee is a standing committee, established in the Bylaws, that is responsible for planning and carrying out all activities related to the Annual Meeting, except for the program. Financing (including an advance from the SACRAO Treasurer), hotel arrangements, hospitality, equipment, registration, and exhibits are included in the committee's charge. The committee works with the President and the President-Elect, who oversees the program for the Annual Meeting. The Chair serves as an ex-officio member of the Executive Committee. The Local Arrangements Committee usually numbers well over twenty people, serving on six or more subcommittees.



# **Membership Relations Committee**

This committee is a standing committee, appointed by the President that is responsible for assisting the Vice President for States/Regionals and Membership in increasing membership in SACRAO and in planning and coordinating the First-Time Attendee Orientation/Reception at the Annual Meeting.

## ***Calendar for the Chair***

### **February**

Two weeks prior to the conference, obtain the email addresses of first time attendees (FTA) from LAC registration chair. Send FTAs a welcome email and notification of the FTA orientation/reception.

Plan orientation reception with Vice President for States/Regionals and Membership.

Purchase 2-3 Kindles or drawing prizes for FTA questionnaire winners.

- Attend and assist with First-Time Attendees' Orientation/Reception at the Annual Meeting.
- Meet with Vice President for States/Regionals and Membership and the Membership Relations Committee (outgoing and incoming) to evaluate First-Time Attendee Orientation/Reception and begin planning for next year.

### **March**

- Assist in identifying prospective members and send names and addresses to the Vice President for States/Regionals and Membership.

### **April**

- Attend Annual Meeting of AACRAO, if possible. Observe any special sessions or services provided by AACRAO for First-Time Attendees.

### **May**

- Review materials used at the most recent First-Time Attendee Orientation/Reception. Send proposed changes to the Vice President for States/Regionals and Membership.

### **November**

- With the Vice President for States/Regionals and Membership, finalize plans for the First-Time Attendee Orientation/Reception at the upcoming Annual Meeting.

### **January**

- Draft and send an email to all identified new SACRAO attendees (obtain list from LAC), reminding them of the special events for first time attendees at the conference. Attach the *First Time Attendee Handbook* (obtained from outgoing committee chairperson or Vice President for States/Regionals and Membership).
- Coordinate a schedule with the other committee members so the Member Relations table will be staffed during the conference.

## **February**

- Attend and assist with First-Time Attendee Orientation/Reception at the Annual Meeting.
- Meet with Vice President for States/Regionals and Membership and the Membership Relations Committee (outgoing and incoming) to evaluate First-Time Attendee Orientation/Reception for future planning.

# **Nominations and Elections Committee**

This is a standing committee, established in the Bylaws and elected by the membership. The Chair is the candidate receiving the largest number of votes in the previous year's election and who served as Chair-Elect for that year. This committee meets at SACRAO expense in the fall. The SACRAO Executive Committee has set as a guideline the rate of \$45.00 per day for meals, including tips, for all SACRAO-sponsored functions, including the Nominations and Elections Committee meeting. Each year a budget is allocated for the Nominations and Elections Committee based on expected expenses.

## ***Responsibilities***

The five committee members are responsible for:

- Canvassing the membership for nominees for expiring Executive Committee positions and the Nominations and Elections Committee for the next year
- Selecting a slate of well-qualified individuals as representative of the diverse membership as possible
- Presenting the slate for the membership's consideration at the Annual Meeting
- Submitting candidates, including biographical sketches, for the Nominations and Elections Committee online ballot, which will be made available to the membership by the start of the annual meeting.

## ***Calendar for the Chair***

### **October of Chair-Elect Year**

- Chair-Elect observes process of selection of nominees for next year's ballot and is prepared to supervise process in Chair's absence.

### **December of Chair-Elect Year**

- Chair-Elect writes N & E nominees asking for biographical profiles of professional activities for the online ballot; arranges for group photo at Annual Meeting.

### **January of Chair-Elect Year**

- Chair-Elect sends draft of nomination form to President for review. Verify offices to be filled for next year.
- Chair-Elect sends N&E nominee names, vitae, and photos to VP for Information Technology for web ballot so that online voting may begin at the Annual Meeting (web balloting deadline generally May 31).

## **February**

- Work with VP for IT to get "Call for Nominations" along with the directions for voting on the website and notify the membership of the September 1 deadline (adjust date if September 1 is on a weekend).

- Attend Annual Meeting and distribute information to conference attendees regarding online voting for the N & E Committee. Promote online voting at the meeting.
- Record and plan accordingly for any revisions to the Constitution and Bylaws that may affect the nominations and elections process.

### **March**

- Send article to Newsletter Editor for inclusion in May issue (deadline generally March 10).
- Set up database for nominations as they are received. Nominations should be sorted by name, office and state, and include on report: admissions/records background, level of institution (4-year/2-year/professional school), public or private institution, ethnicity, and gender.

### **April**

- Write a Call for Nominations message for an email blast to the membership by the VP for Information Technology. This should include a reminder about the September 1 nomination deadline along with the directions pertaining to the voting process (adjust date if September 1 is on a weekend).

### **May**

- Turn off web balloting after May 31 N & E voting deadline.

### **June**

- Tabulate results of N & E committee ballot. Notify SACRAO President of top four nominees prior to Executive Committee Summer Planning Meeting; include voting summary (number of votes cast with historical data for comparison).
- Communicate with those elected to the N & E Committee (top four); notify the one with the highest number of votes of the election as Chair-Elect; inform the first alternate of this position. Include a calendar for the committee's work and survey the members for a fall meeting. Set the meeting date as soon as possible to avoid later calendar conflicts.
- Communicate with those on the N & E Committee ballot who were not elected.
- NOTE: If an elected member becomes ineligible between election and the meeting, the vacancy will be filled by the alternate.

### **July**

- Work with VP for IT to get an additional Call for Nominations message on the website and an additional e-blast and remind the membership of the September 1 deadline (adjust date if September 1 is on a weekend).
- Obtain approval from President for the N & E meeting. Arrange meeting in a location most convenient and economical for all committee members and submit a budget to the President BEFORE making any travel arrangements.
- Arrange for N & E meeting travel according to instructions from the President and Treasurer.
- Notify N & E Committee members of date/site of meeting, how to make travel reservations and travel reimbursement policies.

### **September**

- Close nominations after September 1 deadline.

- Confirm with the Vice President of States/Regionals and Membership that all nominees' institutions are current in their SACRAO dues.
- Following nominations deadline date, notify nominees of their nominations. Send each nominee confirmation of the position(s) for which the nominee has been nominated, the appropriate job description(s) (including position calendar). Notify each member by email or phone that has either accepted, declined, or are still undecided about a position they have been nominated for. Each group will have a different email forwarded to them.
- Send a summary of nominations received to the N&E Committee members, President and President-Elect.
- Consult with the President to discuss issues related to the performance of the Executive Committee over the past year and to address perceived needs and challenges facing the organization and the Executive Committee for the immediate future. Discuss any critical skill sets required for certain key positions, such as Treasurer, Vice President for States/Regionals and Membership and Vice President for Information Technology. This conversation is meant to allow for constructive dialog between the Executive Committee and the N & E Committee prior to the N & E Committee deliberations on officer nominations.
- Contact candidates being considered for an officer position and ask that they be available on the date of the N & E Committee Meeting for a telephone confirmation, if selected.

### **October**

- Supervise meeting of N & E Committee; encourage Chair-Elect to make observations for preparations for next year. The Chair-Elect should be prepared to supervise the process in the Chair's absence. Ensure that all provisions in the Constitution and Bylaws are followed regarding the nominations and elections process.
- Seek balanced slate of officers (type of institution, gender, race, state). Choose alternates (if possible) for all officer positions and one for the N & E Ballot.
- Get telephone confirmation from officer nominees selected before committee meeting concludes.
- Notify the SACRAO President and President-Elect of nominees for Executive Committee and slate of N & E candidates.
- Following the meeting, communicate with the officer nominees and those selected to be on the slate of N & E Committee ballot.
- Communicate with those not selected, thanking them for their willingness to serve.
- Send request for reimbursement for committee duties to SACRAO Treasurer. N & E Chair may have expenses for other N & E members sent to him/her for submission to Treasurer.
- Send an email blast announcing the slate of officers and N&E Committee ballot names to the membership.

### **November**

- Send thank you letters to the current committee members.
- Send slate of Executive Committee nominees and N & E Committee ballot names to Newsletter Editor for inclusion in November issue to satisfy the constitutional provision requiring that the membership receive thirty days notification prior to the vote at the annual Business Meeting (deadline generally September 10).

### **December**

- Contact the President for the order of business at the annual Business Meeting.

## **February**

- Present report at the annual Business Meeting.
- Send N & E Committee manuals and other information to the new Chair.

## **Professional and Personal Development Committee**

The Professional and Personal Development Committee is a program committee that reports to the Program Vice President for Professional and Personal Development. The committee is responsible for developing programs and workshops addressing professional growth and development, personal and professional issues and their interactions, staff development and office and staff management issues. Other topics to address include professional concerns, such as legal issues, that span the areas represented in SACRAO's membership. The Committee may also engage in research related to the professional growth of SACRAO members and may deal with matters related to the work of SACRAO members. The chair assists with the recruitment and logistics of the annual meeting poster presentations, as needed.

## **Recognition and Awards Committee**

This is a standing committee, appointed by the President, which is responsible for refining the guidelines and criteria for the Executive Committee's use in selecting individuals for formal recognition (Distinguished Service Award, Certificate of Appreciation, and honorary membership). The committee solicits nominations from the membership from February to May for the Distinguished Service Award, and February to August for Honorary Membership and Certificates of Appreciation, screens candidates according to established criteria, and recommends candidates for approval by the Executive Committee at their June Summer Planning Meeting, or by conference call in the fall. The Chair sends the nominations, including copies of the nomination forms, to the Executive Committee for review prior to the meeting. Awards are presented at the Opening Session of the Annual Meeting. This committee reports to the Vice President for Communication and Recognition.

Consideration for the Distinguished Service Award and Honorary Membership is based on contributions of institutional members only. While one of these awards may be presented to a corporate member who was formerly an institutional member, consideration for the award must be based solely on points earned while that individual was an institutional member.

If an approved nominee becomes ineligible for Honorary Membership between the Summer Planning Meeting and the February conference, at which time the Honorary Member status is conferred, then the Honorary Membership status is rescinded. Individuals employed by organizations eligible for SACRAO Corporate Membership cannot be considered for honorary membership (until such employment ceases). The benefits of Honorary Membership are suspended if an Honorary Member becomes employed by an organization eligible for SACRAO Corporate Membership.

## ***Point System Guide for Distinguished Service Award (DSA)***

This guide is to be used in determining minimum qualifications for distinguished service to SACRAO. A minimum of 100 points must be earned through service. Exceptional contributions to SACRAO and/or the Admissions/Records profession may carry 0-50 points.

<b>Activities</b>	<b>Points per Year of Service</b>
President	20
President-Elect	15
Immediate Past President	15
Vice President	10
Secretary/Treasurer	10
Newsletter Editor/SACRAO <i>Journal</i> Editor	10
Member-at-Large	6
LAC Chair/MOSIS LAC Chair	10
MOSIS Program/LAC Chair	8
Committee Chair (Program, Standing)	5
Committee Member (Program, Standing)	3
Session Presenter	4
Session Coordinator	2
Attend Annual Meeting	1
Publications	4
Exceptional Contributions	0 - 50

## **Records and Academic Services**

The Records and Academic Services Committee is a program committee that reports to the Program Vice President for Records and Academic Services. The committee is responsible for developing programs and workshops relating to:

- Academic Records
- Academic Progress and Graduation
- Academic Affairs
- Articulation agreements, transfer credit evaluation, non-traditional credit evaluation, military/veterans credit evaluation
- Commencement exercises, diploma practices
- Issues related to adult learners, the military and veterans (including certifications), students with disabilities, online and other distance education programs, certificate programs (both undergraduate and graduate), and learning communities
- Registration (term, program, block, yearly), orientation, academic advising support, degree audit, facilities management, event and academic scheduling (policy, tools, processes)
- Grading systems and processes, records management and retention, determination of academic standing, credentials fraud, office and records security, transcript practices, enrollment certification, athletic eligibility, veteran certification
- Federal and accreditation compliance issues
- Admissions publications
- Academic policies
- Academic catalogs, curriculum and catalog management systems
- Academic calendaring
- Course/class schedules and bulletins, final exam schedules
- Student directories
- Office policy and procedures/documentation
- Communication strategies and tools

## **Recruitment, Admissions and Enrollment Management**

The Admissions, School Relations, Financial Aid and International Committee is a program committee that reports to the Program Vice President for Recruitment, Admissions and Enrollment Management. The committee is responsible for developing programs and workshops relating to recruiting, admissions, enrollment management, retention, special services, and financial aid.

## **Resolutions Committee**

This is a standing committee, appointed by the President that is responsible for preparing resolutions on issues and concerns and presents them to the membership at the Wednesday Breakfast meeting.

## **Scholarship Committee**

Scholarship Committee appointed by the President and reports to the Vice President for Communication and Recognition. This committee would be responsible for awarding all scholarships. This committee solicits and reviews applications for the Student Pre-Professional Annual Meeting Scholarship and selects two recipients annually. This committee also solicits and reviews applications for the Individual Multicultural / Emerging Leader Annual Meeting Scholarship and selects four recipients annually.

## **The SACRAO Journal**

The general purpose of *The SACRAO Journal*, an annual publication, is to provide an opportunity to share with the SACRAO membership the interchange of ideas on topics of common interest.

The goal of the *Journal* is to publish articles on technological advances, innovative uses of computer software, new developments and best practices in the areas of records, admissions and enrollment management, and management theory. The *Journal* format is designed to encourage new writers to publish their manuscripts.

Preference is given to articles authored by SACRAO members. Active *Journal* Editorial Board members may not submit articles for publication; book reviews and commentaries by Board members may be published at the discretion of the Editor.

## **Editorial Board**

The Editorial Board consists of six or more members appointed annually by the President. The Vice President for Communication and Recognition serves as an ex-officio member of the Board.

The *SACRAO Journal* Editorial Board, established in the Bylaws and appointed by the President, is responsible for publishing the official journal of SACRAO. The Board is responsible for:

- Soliciting and screening articles for the Journal and recommending revisions

- Exercising editorial control in publishing the Journal according to standards and procedures approved by the Executive Committee
- Selection of the Margaret Ruthven Perry Distinguished SACRAO Journalism Award for best published article
- Inform recipient of Margaret Ruthven Perry Distinguished SACRAO Journalism Award of expectation to present at next Annual Meeting
- Reviewing and selecting the poster presentations for the annual meeting

## ***Responsibilities of the Editor***

The *Journal* Editor is appointed to a one-year term by the President and may be reappointed annually for a maximum of three years. The Editor reports to the Vice President for Communication and Recognition.

The *Journal* Editor has responsibility for:

- Serving as Chair of the Editorial Board
- Acknowledging the receipt of manuscripts and forwarding copies to Board members
- Contracting with the publisher and reading all galley proofs
- Applying for a bulk postage permit with the U.S. Postal Service when necessary
- Obtaining a mailing list of members, honorary members and friends of SACRAO from the Vice President of States/Regionals and Membership, and mailing the publication
- Monitoring content of the *Journal*
- Designing the Journal cover, including appropriate use of the SACRAO logo
- Producing the Journal, including calendar and contracts with printers
- Serving as the liaison between the Journal Board and the Vice President for Professional Development
- Reviewing the poster presentation submissions for the annual meeting
- Reporting to the Executive Committee, through the Vice President for Professional Development

The *Journal* Editor makes a primary impact on the image of SACRAO and the professionalism of its membership. The *Journal* reflects the expertise of contributing authors, endorses valid research, and nurtures creativity and innovation. The *Journal* articulates the ideas and issues in the SACRAO professions and in higher education.

The Editor and the Editorial Board must possess the skills and knowledge to evaluate research, professional writings, and the relevance of subjects submitted in manuscripts. The Editor, with assistance from the Editorial Board, must have the ability to judge scholarly writing and to make constructive criticisms to ensure the quality of the *Journal*. The Editor should have institutional support for the performance of the substantial duties of the Editor.

## ***Calendar for the Editor***

### **November of Prior Year**

- Appointment by the SACRAO President of the Editor and the Editorial Board.

### **February**

- Meeting of the Editorial Board at the annual SACRAO meeting, at a Monday or Tuesday breakfast meeting.



- Editor solicits articles/manuscripts from the membership.
- Editor submits article to Newsletter Editor for the May issue requesting manuscripts for potential publication (deadline generally April 10). A “call for papers” also may be sent through an e-blast to the membership.

### **March**

- Editor writes to highly-rated presenters at Annual Meeting to request manuscripts for the *Journal*. (Obtains session evaluations from the Evaluations Committee Chair.)

### **April**

- Editor submits report, through the Vice President for Professional Development, to the Executive Committee regarding progress and confirm projected budget (contact Treasurer, if necessary).

### **May**

- Editor sends copies of articles to Editorial Board for their critique as they are received.

### **June**

- Editor submits report, through the Vice President for Professional Development, to the Executive Committee regarding status of the *Journal*.
- Editor submits article to Newsletter Editor for July e-Newsletter (deadline generally June 10).

### **July**

- Editor secures proposal from printer for publishing the *Journal*.

### **August**

- First drafts normally due August 31.

### **September**

- Editor submits article to Newsletter Editor for November issue (deadline generally September 10).
- Editor notifies authors of articles regarding the acceptance status of their articles.
- *Journal* Board reviews first drafts and submits suggested revisions to authors by September 30.

### **October**

- Editor begins finalizing articles with Editorial Board.

### **November**

- Authors submit final drafts by November 30.
- Works with the Vice President for Professional Development and the Journal Board to approve poster presentations for the annual meeting

## **December**

- Editor prepares articles for forwarding to the printer. All copy should be delivered to printer by December 30.
- Editor requests membership file for mailing from Vice President for States/Regionals and Membership.
- Works with the Vice President for Professional Development and the Journal Board to approve poster presentations for the annual meeting

## **January**

- Printer prepares *Journal*. When appropriate, make arrangements with mailing service.
- Editorial Board selects recipient of Margaret Ruthven Perry Distinguished SACRAO Journalism Award and Editor prepares the certificate for presentation at the Annual Meeting.
- Editor mails *Journal* to membership and subscribers in time to be received just prior to the Annual Meeting.
- Editor sends PDF of *Journal* to VP for Information Technology, for addition to *Journal* Archives on SACRAO website.
- Editor sends press release following publication to institutions of authors, Chronicle of Higher Education, AACRAO, and other outlets.
- Editor submits annual report, through the Vice President for Professional Development, to Executive Committee.

## **February**

- Editor presents *Journal* Award at the Opening Session of the Annual Meeting and makes a brief report at the Business Meeting.

## ***Solicitation of Manuscripts***

A call for manuscripts should be printed in the SACRAO Newsletter and made at the Annual Meeting. The Editor should work with the President-Elect, the Vice Presidents and Chairs of Program Committees in contacting Annual Meeting presenters to invite them to submit their presentations for publication. It is hoped that the Editorial Board will have at any one time at least ten manuscripts for consideration.

## **Format of Manuscripts**

Manuscripts must be prepared and submitted according to instructions in the *SACRAO Journal* on the page entitled "Information for Authors".

## ***Margaret Ruthven Perry Distinguished SACRAO Journalism Award***

This award is presented annually to the author of the paper that the Editorial Board selects as the best paper published in the *SACRAO Journal*. Margaret Ruthven Perry, who was the first Editor of the *Journal*, initially established the award. The award was named in her honor following completion of her service as Editor.

## **Site Selection Committee**

This is a standing committee, consisting of past-presidents and SACRAO LAC Chairs that is appointed by the President and chaired by the Immediate Past President. It is responsible for soliciting bids for SACRAO meetings. The committee works with local SACRAO members to solicit bids from hotels,

negotiate terms, and present a contract to the Executive Committee for review and ultimate approval. The committee may also recommend an LAC Chair. Target dates for signing SACRAO contracts are 3 years out.

**Site Rotation Plan**

In February 1994, the SACRAO Executive Committee approved a three regions plan. These are Eastern (FL, GA, NC/SC, PR, VA/WV), Central (AL, KY, MS, TN), and Western (AR, LA, OK, TX). West Virginia was added to the Eastern region in 2016.

<b>Western</b>	<b>Eastern</b>	<b>Central</b>
AR, LA, OK, TX	FL, GA, NC/SC, PR, VA, WV	AL, KY, MS, TN
<b>Rotation Years for Bids</b>		
2004 (Fort Worth, TX)	2005 (Myrtle Beach, SC)	2006 (Lexington, KY)
2007 (Little Rock, AR)	2008 (Williamsburg, VA)	2010 (Chattanooga, TN)
2009 (New Orleans, LA)	2011 (Atlanta, GA)	2012 (Covington, KY)
2013 (San Antonio, TX)	2014 (Raleigh, NC)	2015 (Mobile, AL)
2016 (Oklahoma City, OK)	2017 (St. Pete Beach, FL)	2018 (Murfreesboro, TN)
2019 (Baton Rouge, LA)	2020 (Alexandria, VA)	2021 Virtual Conference
2022 (Little Rock, AR)	2023 (Charlotte, NC)	2024 Kentucky?
2025 TX?	2026 FL or WV?	2027

The Immediate Past President will contact state associations in the designated regions to invite them to submit bids for the conference four years hence. Bids will usually be reviewed by the Executive Committee at the Annual Meeting. Bids may also be reviewed at the Summer Planning Meeting. If there are no bids from the designated region, states in the next region in the rotation plan are invited to bid.

**Topics in Higher Education**

This committee is responsible for developing program sessions and workshops relating to the organization in higher education, including current trending topics, laws, legal and policy and important topics among the states, regionals and systems. This committee reports to the Program Vice President for Topics in Higher Education.

# Annual Meeting Program Preparation

## **Program Committee**

This committee, appointed by the President, is composed of the President-Elect as Chair; the Vice President for Program and Evaluations; the Program Vice Presidents and other members of SACRAO organized in a series of program committees. It is responsible for planning and presenting the program sessions and pre-conference workshops at the Annual Meeting. Based on feedback from evaluation forms from the prior year and general knowledge of the issues facing our profession, the committee identifies topics and participants for program sessions, and develops a schedule for the Annual Meeting program. Program Committees and the reporting Vice Presidents are:

- Program Vice President for Distinct Populations and Programs
  - Distinct Populations and Programs Committee
- Program Vice President for Professional and Personal Development
  - Professional and Personal Development Committee
- Program Vice President for Records and Academic Services
  - Academic Calendars, Scheduling and Publications Committee
  - Records and Academic Services
- Program Vice President for Recruitment, Admissions, and Enrollment Management
  - Recruitment, Admissions, and Enrollment Management Committee
- Program Vice President for Topics in Higher Education
  - Topics in Higher Education Committee

These committees normally meet during or at the close of the annual SACRAO meeting to begin program planning for the following Annual Meeting. The Committee Chairs may also meet during the annual AACRAO meeting. The Chairs meet at SACRAO's expense as a part of the SACRAO Summer Planning Meeting at the site of the next Annual Meeting.

## ***Duties of Program Chairs***

There are six program committee chairs, appointed by the President and reporting to the appropriate program Vice Presidents. The program committee chair leads a committee of approximately 8-10 members, whose primary responsibility is to propose and plan Annual Meeting sessions, workshops, fireside chats, and forums.

The program committee chair solicits program ideas from committee members and other SACRAO members, compiles those program proposals in conjunction with the appropriate Vice President, and presents them at the summer program planning meeting. Once sessions are selected, the Chair must coordinate the committee's activities in soliciting program participants, complete program data files and continue to monitor program sessions at the Annual Meeting.

Given the nature of the various committee charges, and the overlap that might occur between session proposals during the program planning process, it is possible that a session proposed by one committee might more appropriately be sponsored by another committee. It is understood that such program sessions might be moved under another committee during the summer planning meeting, and that committee would then take over the responsibility for that session.

Responsibilities of the Chair require attendance at the SACRAO Annual Meeting after appointment as Chair, and the Annual Meeting for which the sessions are being planned. At these meetings, the committee chair will be expected to attend appropriate program planning meetings as called by the President-Elect. The chairs will also attend the annual June Summer Planning Meeting, which is paid for by SACRAO.

## ***Calendar for Chairs***

The information given below is a general guideline. Timing will depend on the method of program development being used. If the method is electronic, most of the forms will not be used. The President-Elect will distribute a detailed calendar at the program planning meetings during the Annual Meeting.

### **February**

- I'm Available Forms will be distributed in registration packets, during the Business Meeting and at the SACRAO Breakfast.
- Initial meeting of the President-Elect, vice presidents, and committee chairs.
- Luncheon meeting of the President-Elect, vice presidents, committee chairs and committee members to begin planning next Annual Meeting program.

### **April**

- Work with committee members and together make entries into the session proposal database.

### **May**

- Vice president ranks, in consultation with committee chair, all preliminary program session topics, and sends information to President-Elect.
- President-Elect mails summary of all program proposals to committee chairs and vice presidents for review prior to Summer Planning Meeting.

### **June**

- Chairs attend Summer Planning Meeting where President-Elect, vice presidents, and committee chairs select sessions and finalize topics and time slots for Annual Meeting. Meeting to be held at SACRAO expense.
- Committee chairs contact committee members with program selections from the Summer Planning Meeting. Remind committee members of deadline for entering final program session information in the online program planning module.
- Confirmation of program participation should be provided to presenters and session coordinators (send copy to President-Elect).

### **August**

- Committee chairs enter final program session information to database.

### **September**

- First draft of program distributed by President-Elect, vice presidents and committee chairs.
- Each committee chair will assign a committee member to oversee and coordinate each program session.

## **October**

- President-Elect sends confirmation letters and job descriptions to all presenters and Coordinators.

## **February**

- Brief meeting of President-Elect, vice presidents, and committee chairs before Annual Meeting.
- Committee chairs monitor program sessions and workshops to insure all participants are in attendance and all needs are met.
- Assist the Vice President in the selection of the most outstanding presenter nominee for your committee.
- Vice presidents and committee chairs send thank-you notes to Presenters and Coordinators.

# **Program Development Guidelines**

When developing program proposals, contact the proposed presenters to discuss the proposed topic and determine their willingness to participate and attend the meeting if the proposal is approved at the Summer Planning Meeting in June. Make sure the participants understand this is a proposal and that you will notify them in late June of the decisions reached at the Summer Planning Meeting.

When contacting participants for a session, ask if they have already agreed to participate in another session at the Annual Meeting. If so, thank them for their participation and contact someone else. If an individual wants to commit to your session instead of the first one, you must contact the other committee member immediately, so he/she can select another participant. (See Participant Criteria and Duplicate Participants)

Use of SACRAO members on the program is encouraged, and their respective institutions are expected to cover all of their travel expenses to the Annual Meeting. If non-SACRAO members are recruited as presenters, SACRAO does not normally provide expenses for them. All exceptions (and exceptions are extremely rare) must be approved in advance of any commitment by the President-Elect and the President. Committee chairs must notify vice-presidents prior to the Summer Planning Meeting of any participants that will require SACRAO funding.

Presenters should be encouraged to use audio-visual aids and may provide handouts at the session. SACRAO will provide the best audio-visual equipment available, but presenters typically must bring their own laptops. Presenters need to understand in advance that limited resources will prevent SACRAO from responding to last minute requests. In addition, SACRAO does not reimburse presenters for the cost of handouts. The President-Elect will confirm equipment needs with presenters. Presenters are encouraged to send electronic handouts and other presentation materials to the SACRAO website, following the guidelines provided.

The committee proposing the workshop and the vice president to whom that committee reports will handle pre-conference workshop proposals.

## ***Participant Criteria***

SACRAO wants to give members the opportunity to hear a variety of programs and presenters and to maximize participation among members. For this reason, there are some guidelines for selection of participants:

- Participants (presenters and session coordinators) should participate in only one session.

- Exceptions: Same person may participate in one workshop and one session; or in a session and a forum or fireside chat or user group; or in two sessions if the second one is a continuation of the first.
- Sessions need both a coordinator and presenter(s).
- Panels should have three presenters and a coordinator.

### **Duplicate Participants**

It is important to solve problems with duplicate presenters as soon after the Summer Planning Meeting as possible. To assist in this process, the President-Elect will provide the vice presidents and chairs with a list of duplicate presenters after the Summer Planning Meeting. It is the responsibility of the chairs to work out these problems with the individual participant, and then notify the committee member of appropriate action. In some instances, two chairs may need to work together to solve a problem that affects more than one committee.

## ***Suggestions for Committee Members***

### **Pre-conference**

Before the conference, committee members should:

- Make travel arrangements which will enable you to attend all scheduled meetings
- Develop two or more program ideas including title, description, type of presentation, and possible presenters
- Plan to attend all meetings set by the President-Elect, Vice President and Committee Chair

### **Program Development**

Plan to contact your session participants at least 5 times during the year:

- Soon after the Annual Meeting to confirm interest in developing a session
- After the summer planning conference to let them know the session status
- During the fall semester to remind them of the commitment
- Near the end of December to ask if any assistance is needed
- One week prior to the conference as a last-minute check

Don't be discouraged if a participant is suddenly unable to attend. Make your Chair aware of the problem and immediately begin looking for a replacement.

Ask participants to confirm to you in writing. You will be more likely to get correct information and less likely to have cancellations.

Make one last call to all participants within one week of Annual Meeting to make sure no problems have surfaced.

### **Annual Meeting**

Check to make sure participants have arrived.

Suggest that participants check their presentation rooms and let you know if they will need anything that is not there.

## ***Tips for Developing a Successful Session***

Don't offer the exact same program again next year. Even though the program was superb, give it a different emphasis or use at least one new presenter.

Watch listservs for program topics and potential presenters.

Most programs should be of interest to a wide audience, such as both public and private, two-year and four-year, etc.

Make sure the title is catchy but descriptive. Many members decide which session to attend based solely on the program title. Similarly, session descriptions should clearly and concisely describe the topics and issues to be addressed in the session.

As a committee, offer a variety of presentation types—workshop, forum, professional presentation, etc.

If you have several programs centered on one topic, such as Distance Education, make sure their content is different.

If a corporate partner is a presenter, there must also be a SACRAO institutional presenter, and the presentation must focus on the type of service or product in a generic manner. It cannot be a "sales pitch" for a particular product or service. If space allows, there will be an "exhibitor track" of program sessions, available to exhibitors on a first-come, first-serve basis, and those sessions can be used for any purpose the exhibitor wishes. Exhibitor track timeslots are paid for through the LAC, which determines whether (and how many) exhibitor track timeslots are available. A company must be an exhibitor at an Annual Meeting to qualify to pay for an exhibitor track session timeslot.

Consider having at least two presenters for a session so you don't have to cancel the session should one presenter be unable to attend. Also, if one presenter turns out to be weak, the second presenter should be able to carry the session through.

Watch for excellent programs at state meetings and other professional meetings and consider them for a SACRAO session.

## ***Tips for Selecting an Outstanding Presenter***

During the conference, attend sessions with similar or related topics to those you intend to propose for next year, looking for possible presenters

Look for persons who ask good questions, provide knowledgeable responses and clearly articulate comments. These are good presenter possibilities for next year.

If you have not heard a presenter, verify with someone who knows the person to confirm good presentation skills.

Make sure the person regularly attends SACRAO. If they do not, be very careful to get commitment to attend the meeting.



Explain SACRAO's "one presentation per person" rule. It's OK for a person to be on multiple "proposed" sessions but, by the end of the Summer Planning Meeting, that person can only be a presenter at one session. Make sure the person has not been contacted to participate in another session. SACRAO strives to have each person involved in only one session.

If the speaker presented this year, check his/her evaluations.

Do not schedule the same person as a Coordinator and a Presenter.

If you are having difficulty finding a presenter, consider contacting a SACRAO officer, committee chair, or the president of a state association. You might also consider putting a request on a list-serve.

### ***Suggestions for Committee Chairs***

A few weeks after the Annual Meeting, send a message to each of your committee members, reminding them of their responsibilities and offering assistance if needed. Ask each committee member to propose at least three sessions.

As programs are submitted, send your own letter to coordinators and presenters thanking them for being willing to participate in the session, should it be selected. Tell them to contact you immediately if they have not been asked to participate. This will help you sort out problems very early.

Have a few names in the back of your mind to suggest as coordinators for last-minute cancellations.

If a committee member is volunteering to do a program, it is your responsibility to make sure that person is a good presenter. If not, make sure other presenters are also on the program.

Use email for quick responses.

Proofread descriptions for content and grammar. Proofread titles for clarity. Edit where necessary.

### **Cautions**

Don't volunteer to solve problems for committee members, such as finding coordinators. You will have enough work to do as it is.

Some people will volunteer to do programs because it eliminates most of the work of finding and tracking presenters. It is up to you to make sure this will be a good program.

Some people will want to repeat the same program, because it is easy. Check attendance and evaluations to make sure this is a good suggestion. Also consider some modifications.

Some people do not contact participants. Make sure you emphasize the importance of this step, and then follow up.

# Appendix A: Constitution and Bylaws

## Constitution

### Article I. Name

The name of the corporation shall be the Southern Association of Collegiate Registrars and Admissions Officers, Inc., hereinafter also referred to as SACRAO.

### Article II. Purposes

The corporation is a non-profit, professional association whose purposes shall be to provide for the spread of information and the interchange of ideas on problems of common interest; to contribute to the advancement of higher education in its fullest and broadest implications; to foster a friendly spirit of unity and cooperation among its members; and to function as a unifying and coordinating agency among the separate state organizations represented in SACRAO, and with the American Association of Collegiate Registrars and Admissions Officers. SACRAO shall encourage and promote cooperation with the state/regional associations within SACRAO and assist in their separate meetings and professional development activities.

Specifically, the association shall promote and advance the improvement of academic records, admissions, data management, enrollment services, financial aid management, international education, and registration practices through study, education, and research; advance professional knowledge and techniques by fostering the exchange of experiences and information; and develop and advance standards of competence in the profession.

In the event of the dissolution of the corporation, after all debts of the corporation are paid, any remaining assets will be donated to charitable organizations for the advancement of higher education as determined by the Executive Committee.

### Article III. Membership and Voting

#### Section 1. Institutional Membership

Institutional membership shall be open to employees of any collegiate institution located in the states of Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia or West Virginia, as well as the Commonwealth of Puerto Rico.

The employees should have job responsibility in at least one of the following areas: academic records, admissions, data management, enrollment services, financial aid management, international education, and registration.

The institution must be accredited as a collegiate level degree-granting institution, or be approved as a candidate for accreditation, by the appropriate regional accrediting agency [the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) or the Higher Learning Commission (HLC)]. The institution must also either be a member or eligible for membership in its respective state/regional association which must be in the SACRAO region. Institutions meeting the above conditions may enter SACRAO by submitting to the Vice President for States/Regionals and Membership a written request, including documentation showing state/regional association membership

or eligibility. Institutions not meeting these qualifications may become members upon approval of the Executive Committee.

Any state/regional association desiring to have its state(s) added to the membership of SACRAO must petition the Executive Committee of SACRAO. The petitioning state/regional association's request must be approved by the Executive Committee and later by a majority vote of the members present at the Annual Meeting.

### **Section 2. Honorary Membership**

Individuals no longer eligible for institutional membership in the Association may be recommended for continued affiliation as honorary members. This honor is reserved for persons retiring or leaving the Association who made significant contributions to the profession and to the Association. A membership fee is not required of honorary members. This membership is non-voting.

If an honorary member becomes eligible for active or corporate SACRAO membership, the benefits of honorary membership will be suspended until the individual is no longer eligible for active or corporate membership.

### **Section 3. Educational Agency Membership**

State Educational Boards or Agencies of Higher Education, within the SACRAO borders, may apply for educational agency membership. This membership is non-voting.

### **Section 4. Corporate Membership**

Organizations that are not collegiate or state-related educational boards or agencies may apply for corporate membership. This membership is non-voting.

### **Section 5. Graduate Student Membership**

Graduate students interested in pursuing careers in the profession are eligible to apply for graduate student membership. This membership is non-voting.

### **Section 6. Associate Membership**

Individuals who are not otherwise eligible for any other membership in SACRAO and who desire to participate in its activities may apply for associate membership. This membership is non-voting.

### **Section 7. Voting**

Voting is limited to institutional members. An institutional member is one for whom current institutional membership dues have been paid.

## **Article IV. Executive Committee Duties, Responsibilities and Elections**

### **Section 1. Executive Committee**

The Executive Committee shall be composed of fourteen officers, the Chair of the Local Arrangements Committee for the upcoming Annual Meeting, the Chair of the Local Arrangements Committee for the next consecutive Annual meeting, the Chair of the Local Arrangements Committee for a past Annual

meeting, the Corporate Partner Liaison, and the Treasurer-elect. Executive Committee members must be institutional members of the Association.

The fourteen officers are: President; President-Elect; Immediate Past President; Secretary; Treasurer; Vice President for Communication and Recognition; Vice President for Information Technology; Vice President for Program and Evaluation; Vice President for States/Regionals and Membership; Program Vice President for Distinct Populations and Programs; Program Vice President for Professional and Personal Development; Program Vice President for Records and Academic Services; Program Vice President for Recruitment, Admissions and Enrollment Management; and Program Vice President for Topics in Higher Education.

Voting members of the Executive Committee are the officers. The Chair of the Local Arrangements Committee for the upcoming Annual Meeting, the Chair of the Local Arrangements Committee for the next consecutive Annual meeting, the Chair of the Local Arrangements Committee for a past Annual meeting, the Corporate Partner Liaison, and the Treasurer-elect are non-voting.

The President shall be the Chair of the Executive Committee. The Committee shall have those duties specifically assigned in the Constitution and Bylaws and in the Executive Committee operational manual. In addition, it shall consult with the President on important policy matters. Members of the Executive Committee must be institutional members of the Association.

## **Section 2. Terms of Office**

The term of office shall be one year for the President, the President-Elect, and the Immediate Past President.

The term of office shall be two years for the Secretary; Treasurer; Vice President for Communication and Recognition; Vice President for Information Technology; Vice President for Program and Evaluation; Vice President for States/Regionals and Membership; Program Vice President for Distinct Populations and Programs; Program Vice President for Professional and Personal Development; Program Vice President for Records and Academic Services; Program Vice President for Recruitment, Admissions and Enrollment Management; and Program Vice President for Topics in Higher Education.

The following officers shall be elected in even-numbered years: Treasurer-elect; Secretary; Vice President for Information Technology; Vice President for Program and Evaluation; Vice President for States/Regionals and Membership; Program Vice President for Recruiting, Admissions and Enrollment Management; Program Vice President for Topics in Higher Education.

The following officers shall be elected in odd-numbered years: Vice President for Communication and Recognition; Program Vice President for Distinct Populations and Programs; Program Vice President for Professional and Personal Development; Program Vice President for Records and Academic Services.

All officers shall assume office at the close of the Annual Meeting at which they are elected.

The President shall assume office after serving as President-Elect. All officers shall be elected at the Annual Meeting. A simple majority of active members present and voting shall be

necessary for election. Any officer who completes a full term in office may not be re-elected immediately to that office, but may be elected to a second and final term after being out of office for at least one calendar year. Past Presidents of the Association, however, may not be re-elected to serve on the executive committee.

In the event a position of the Executive Committee is discontinued, the change of the position shall be effective with expiration of the term for the incumbent.

The president appoints the Corporate Partner Liaison (CPL) for a term of three years, and a past LAC chair for a term of one year.

### **Section 3. Duties of Officers**

- A. The President shall implement all provisions of the Constitution and Bylaws of the Association; shall preside at all meetings of the Association at which present; shall act as Chair of the Executive Committee; and shall be responsible for the supervision of all Association activities.
- B. The President-Elect shall be the principal assistant to the President; shall coordinate the Annual Meeting program; shall perform all of the duties of the President in the absence of that officer; and shall perform other assignments, which may be delegated by the President.
- C. The Immediate Past President shall chair the Constitution and Bylaws and SACRAO Site Selection Committees and perform other duties, which may be requested by the Executive Committee.
- D. The Vice Presidents shall have the following responsibilities:
  1. The Program Vice President for Recruiting, Admissions and Enrollment Management shall be responsible for coordinating the affairs of the Association in the professional areas of recruiting, admissions, enrollment management, retention, special services, and financial aid. This Vice President shall serve as a member of the annual Program Committee and shall be responsible for coordinating program activities relative to these professional areas.
  2. The Program Vice President for Topics in Higher Education shall be responsible for coordinating the affairs of the Association in the topics that are relevant to the organization in higher education, including current trending topics, laws, legal and policy and important topics among the states, regionals and systems.
  3. The Program Vice President for Distinct Populations and Programs shall be responsible for coordinating the affairs of the Association in areas of access and equity, campus to campus affairs, international affairs, veteran, and athletic affairs. This Vice President shall serve as a member of the annual Program Committee and shall be responsible for coordinating program topics relative to distinct populations and programs.
  4. The Program Vice President for Professional and Personal Development shall be responsible for activities relating to professional and personal growth of the membership and to issues of the profession. This Vice President shall serve as a member of the annual Program Committee and shall be responsible for coordinating program topics relative to professional,

personal and staff empowerment, research and poster sessions, and state and regional relations

5. The Program Vice President for Records and Academic Services shall be responsible for coordinating the affairs of the Association in the professional areas of academic affairs, academic progress and graduation, academic records and registration. This Vice President shall serve as a member of the annual Program Committee and shall be responsible for coordinating program activities relative to these professional areas.

6. The Vice President for Information Technology shall be responsible for coordinating the affairs of the Association in the professional areas of information technology.

7. The Vice President for States/ Regionals and Membership shall be responsible for liaison between the Association and state/regional members and issues related to membership. This Vice President solicits and collects the annual dues, forwards funds to the Treasurer, and updates membership records.

8. The Vice President for Program and Evaluation shall be responsible for assisting the President Elect, and evaluations will fall under this vice president.

9. The Vice President for Communications and Recognition shall be responsible for the scholarship committee which would be responsible for awarding all scholarships. The Journal editor reports to this vice president and is selected by the President. The journal editor can serve up to three years. The Vice President of Communications and Recognition serves as the Newsletter editor. Recognition and Awards committee reports to this vice president who will serve as ex officio member for the scholarship and recognition and awards committee.

E. The Secretary shall keep the minutes of the Annual Meeting and meetings of the Executive Committee; shall be responsible for management of the archives of the Association; and shall perform other duties, which may be requested by the Executive Committee.

F. The Treasurer shall record the payment of annual dues; shall be responsible for the payment of expenses of the Association; shall secure the approval of the President before payment; shall prepare financial statements for the Executive Committee; and at the close of the fiscal year shall prepare a complete financial report. This report shall be audited by the Auditing Committee appointed by the President, and the report of the Auditing Committee shall be presented to the Executive Committee and to the Association. The Treasurer shall perform such other duties as may be requested by the Executive Committee.

G. The Treasurer-Elect is a non-voting member of the Executive Committee and serves for an elected term of one year, which begins at the annual business meeting. The Treasurer-Elect's first year is to learn the processes and procedures related to the position of Treasurer, along with other duties, as assigned. This officer succeeds to become the Treasurer of the association for a two-year term, at which point they become voting members of the Executive Committee.

H. The Corporate Partner Liaison (CPL) is a non-voting member of the Executive Committee and serves for an appointed term of three years, which begins at the annual business meeting. The CPL will be responsible for maintaining and building relationships with existing corporate partners as well as cultivating relationships with new corporate partners, based on emerging technology and trends in

admissions and registrar fields. The CPL will advise the annual meeting LAC and CP Chair on corporate partner participation and serve as a resource for each annual meeting LAC and CP Chair.

I. The Past Local Arrangement Chair (PLAC) is required to be an active institutional member of SACRAO and have previous experience as a past LAC chair. The Past Local Arrangement Chair serves as a non-voting member of the Executive Committee and acts as an advisor, consultant, and mentor for both the current and incoming LAC chairs.

#### **Section 4. Election of the Executive Committee**

The slate of nominees for the SACRAO officer positions proposed by the Nominations and Elections Committee shall be submitted to the membership in writing at least thirty (30) days in advance of the Annual Meeting. The Nominations and Elections Committee will make every reasonable effort to reflect among the selected candidates a variety of personal and professional characteristics represented in the membership such as professional area of responsibility, gender, ethnicity, state and institutional type. No state shall be represented by more than two voting members on the Executive Committee in any given year, except in a case where a member who was elected by the membership moves to another state which is already represented by two voting members.

## **Section 5. Unexpired Terms**

With the exception of the office of President-Elect, the Executive Committee shall have the authority to fill any vacancy by the appointment of another member for the remainder of the unexpired term. In the event of a vacancy in the office of President-Elect, the Nominations and Elections Committee shall nominate a slate of nominees for the office and conduct a special election to fill the vacancy for the remainder of the unexpired term. Any individual elected or appointed to serve an unexpired term shall be eligible to serve a succeeding full term or terms, as provided for in the constitution.

## **Article V. Amendments**

The Constitution may be amended at any Annual Meeting or by online vote by majority vote of eligible institutional members voting, provided the substance of the proposed amendment shall have been submitted to the membership in writing at least thirty (30) days in advance of the Annual Meeting or of the closing of online voting. If not proposed in advance, the amendment shall require a two-thirds vote of the members voting.

# **Bylaws**

## **Article I. Meetings**

### **Section 1.**

The Annual Meeting of the Association shall be held at a time and place to be fixed by the Executive Committee.

### **Section 2.**

Special meetings of the Association may be called by the Executive Committee upon written notice to the general membership at least thirty (30) days prior to the called meeting.

### **Section 3.**

Meetings of the Association shall be conducted in accordance with the current edition of Robert's Rules of Order, Newly Revised. Prior to each meeting of the Association, the President shall appoint a Parliamentarian whose role shall be to assist the chair in questions of meeting order and parliamentary procedure.

## **Article II. Membership/Dues**

### **Section 1. Membership Year**

The membership year of the Association shall be from July 1 through June 30.

### **Section 2. Dues**

Changes to the dues for institutional, educational agency, corporate, graduate student, and associate members will be submitted to the membership for approval at the Annual Meeting by the Executive Committee.

### **Section 3. Membership Renewal**

Renewal notices shall be mailed to the membership by June 1 with dues payable on or before October 15.



### **Article III. Fiscal Year**

The fiscal year of the Association shall be from January 1 through December 31.

### **Article IV. Committees and Appointments**

#### **Section 1.**

A five-member Nominations and Elections (N&E) Committee shall be elected by the membership. N&E Committee members must be institutional members of the association. Election shall be from a pool of eight candidates proposed by the membership and selected by the Nominations and Elections Committee. No state shall be represented by more than two candidates including the incoming chair. The Nominations and Elections Committee will make every reasonable effort to reflect among the candidates selected the variety of personal and professional characteristics represented in the membership such as professional area of responsibility, gender, ethnicity, state and institutional type. The election, to be concluded no later than May 30, shall be conducted by the Chair of the Nominations and Elections Committee, who is also responsible for tabulating the votes and reporting the results to the membership. Among the four candidates receiving the largest number of votes, the individual receiving the highest vote total will be the Chair-Elect. The Chair-Elect will assume the role of Chair in the second year to provide continuity. Except for the Chair-Elect, no member shall be eligible to serve again on the Nominations and Elections Committee until five years have elapsed from the end of the year's service. This same provision shall apply to the Chair-Elect after serving as Chair. After election to the committee membership and during service on the committee, a member shall not be eligible for nomination to an association office nor become eligible by resigning from the committee. Past Presidents of the Association may not serve on the Nominations and Elections Committee.

#### **Section 2.**

The President shall appoint a Chair for the Local Arrangements Committee for the next consecutive Annual Meeting.

#### **Section 3.**

An Auditing Committee shall be appointed by the President for each Annual Meeting. This Committee shall review the books of the organization to include Treasurer and LAC for the preceding year.

#### **Section 4.**

A Finance Committee, composed of the President, the Immediate Past President, the President-Elect, the Treasurer, the Treasurer-Elect, and the Corporate Partner Liaison, shall oversee the fiscal activities of the Association. The outgoing Treasurer shall serve as an ex-officio member of this Committee.

#### **Section 5.**

A Constitution and Bylaws Committee shall be appointed by the President, chaired by the Immediate Past President, to recommend any necessary changes which need to be brought before the Association.

#### **Section 6.**

A Federal Advocacy Committee shall be appointed by the President to assist SACRAO and provide guidance in regards to federal regulations and other federal initiatives.

#### **Section 7**

A Recognitions and Awards Committee shall be appointed by the President and will report to the Vice President for Communications and Recognition.

#### **Section 8**

A Scholarship committee shall be appointed by the President and will report to the Vice President for Communications and Recognition

#### **Section 9.**

A *SACRAO Journal* Editorial Board shall be appointed by the President.

#### **Section 10.**

The President may appoint other committees as necessary.

### **Article V. Amendments**

These Bylaws may be amended at any Annual Meeting by majority vote of members present and voting, provided the substance of the proposed amendment shall have been submitted to the membership in writing at least thirty (30) days in advance of the Annual Meeting. If not proposed in advance, amendment shall require a two-thirds vote of the members present and voting.

To allow for input from those who may not be able to attend the annual meeting, bylaws may also be amended by online vote of the SACRAO membership. Online votes are subject to the requirement of thirty (30) days notice prior to the vote, or the amendment shall require a two-thirds majority of the votes cast.

# Appendix B: Annual Meeting Bid Requirements and Recommendations

## Preparing a SACRAO Bid

### *General Guidelines*

In February 1994, The SACRAO Executive Committee approved a three-region rotation plan. The regions are Eastern (FL, GA, NC/SC, VA, PR), Central (AL, KY, MS, TN, and Western (AR, LA, OK, TX). The site projection for the next several years is as follows:

- Eastern 2008, 2011, 2014, 2017, 2020, 2023
- Central 2009, 2012, 2015, 2018
- Western 2010, 2013, 2016, 2019, 2022
- Virtual 2021

The Site Selection Committee is chaired by the Immediate Past President. The following comments may be useful as proposed annual meeting locations are being considered.

Proposals to host a SACRAO Annual Meeting should include the support of the host state or regional organization (such as CACRAO or FACRAO), the proposed location, usual weather conditions for February, and the names of nearby SACRAO member institutions that have agreed to help with local arrangements.

Proposals should highlight special features or attractions of the area or annual meeting facility.

### *Considerations*

#### *Travel*

The host city should be easily accessible by air, either directly or via connections from a southern hub (e.g., Atlanta, Charlotte, Cincinnati, Dallas, Houston, or Memphis). The availability of alternate means of transport (train, bus, interstate highway, etc.) is a plus.

#### *Lodging*

The annual meeting hotel should have sufficient lodging and meeting rooms in a single or adjoining facility. Complimentary suites for the President, President-Elect, and LAC hospitality functions and a complimentary room for the AACRAO representative should be provided. The hotel should also provide a number of complimentary or reduced-price rooms for the summer planning meeting. Overflow accommodations should be secured as necessary within easy walking distance of the primary meeting hotel/meeting facility.

#### *Costs*

Hotels will not usually commit to fixed rates more than a year before the annual meeting. Rates provided at the time of the bid should contain an escalation cost indicating what rates will be offered for the annual meeting. Final room rates and costs for food functions, meeting rooms, audio visual equipment, etc. should be provided in writing by the hotel no later than one year prior to the meeting. Special room rates (e.g. king, leisure, suites) **should** be noted.

It is desired that the hotel extends the annual meeting accommodations rate to attendees three days prior to and three days following the meeting. Usually, complimentary rooms are provided at the rate of one room night for every 40-50 room nights booked by the annual meeting attendees. The rate should be stated in the contract. Complimentary parking and in-room internet connections should be negotiated for guests when feasible.

### ***Audio Visual***

SACRAO has regularly (1) secured the services of a private firm/outside provider to manage the majority of the session needs (refer to the Physical Arrangements section for specifics), or (2) has utilized the hotel's in-house AV company, or convention center. Make certain this firm is allowed to provide services in the meeting facility and ascertain if any charges are involved.

### ***Local Arrangements Committee Chair***

This person must be able to serve for three years (2 as Chair, and 1 as Immediate Past-Chair), be located in or near the host city, and have given evidence of exceptional organizational skills through participation at state or regional levels. Essential talents are the ability to identify good workers and to delegate responsibility. A good LAC Chair does not do it alone.

### ***Competition***

Although it has not happened in recent years, one of the goals of the "bid" process is for the EC to have more than one state (or more than one city within a state or more than one hotel within a city) bidding to host the meeting. Such a competitive process could result in more favorable negotiations.

### ***Bids must guarantee the following minimum requirements:***

#### ***Summer Planning Meeting***

- Complimentary, or discounted, accommodations for the Summer Planning Meeting (SPM), held usually in early to mid-June, and attended by both the Executive Committee, Conference LAC and their Chairs. This meeting generally requires includes single occupancy lodging rooms for 24-25 persons for the first two nights, 15 persons for the third nights, and possibly two persons (not always the same gender) for the fourth night.
- Meeting room space and a hospitality suite should be included. SACRAO does not encourage attendance by nor provide complimentary meals or lodging for spouses/guests.
- Care should be taken to select dates for the SPM that do not coincide with any state association meetings.

#### ***Hotel Facilities***

- Hotel name, address, phone, contact/point person for all conference planning questions.
- Number of available rooms, with a reserved block of about three-hundred fifty (350) lodging rooms, with potential overflow nearby. In addition, handicap-accessible rooms need to be secured as well.
- Proposed coasts for single rooms, double rooms, and suites which are within the approved government rates for the host state.

- Hotel registration system (web or toll-free access) for including with conference registration information. Include policy for room release date and payment policy for holding room.
- Complimentary suites for the President, President-Elect, and LAC Chair, and other complimentary VIP rooms as agreed by hotel/local arrangements and written into contract.
- Complimentary rooms policy or proposal. (Complimentary rooms are usually granted upon reservation of certain numbers of lodging rooms.)
- Internet address or toll-free number for reservations, available beginning in early October. Include cancellation deadline and any pre-payment requirements.
- Overflow hotel space availability, procedure, and rates.
- Friday night move-in for LAC, including LAC Chair suite, LAC room, Presidential Suite, and President-Elect Suite.
- President and President-Elect suites available through Noon on Thursday.
- An appropriately sized hospitality area should be available. Depending on the facility, it can work best to use a room that is not also being used as a sleeping suite, such as a meeting room that is otherwise not needed.
- Alcohol and food from outside should be allowed in the hospitality room. If the hotel can provide catering for hospitality, doing so may decrease the liability risk if the hotel is supplying the alcohol, but it usually increases the cost. For budgeting purposes, it is more financially feasible to see if the hotel will allow the LAC to bring in outside food and beverage for the hospitality room.
- Parking and in-room Internet arrangements and costs.

### ***Meeting Facilities***

- Area for registration in a conspicuous location, with outlets for electrical hookups and internet access.
- Convenient and secure room for Physical Arrangements Committee meetings and storage (registration equipment, possibly A/V equipment).
- Rooms for use by Evaluations and LAC Committees (LAC Fri – Weds).
- Sunday space for 2-3 concurrent workshops, registration area, Program Chairs/VPs meeting, First-Time Attendee Orientation/Reception, evening full reception, and an opening session (after workshops, before reception).
- Available meeting rooms by size (150-200, 100- 149, 50-99, 30-49, under 30).
- Breakout rooms (at least 10-12) at each time slot during the day on Monday, Tuesday, and Wednesday morning with a minimum of 5 rooms with capacity of at least 75-100. Ability to convert 3-5 rooms to workshop style.
- An assembly room (theater style) for 500 for opening session, Business Meeting (Tuesday 10 A.M.), and Wednesday Invitation Breakfast.
- Ballroom dining for 600 at tables of 6-10 each.
- Exhibit hall for 35-50+ exhibitor booths (approx. 10'x10' each). This space should not conflict with other meetings and must include space for hospitality service areas. After-hours security must be available, and all standard charges must be specified in the contract, along with what is included in the cost (set-up, tables, chairs, electricity, etc.). If outside agencies are used – need a list of acceptable recommendations from the hotel, and who are approved agencies.

- Charge for meeting rooms (SACRAO will generally not expect to pay for meeting rooms). If the contract requires a charge for meeting space if the hotel room block is not met, this needs to be clearly stated.
- Saturday afternoon Executive Committee meeting (catered/or option for outside food), plus hospitality suite.
- Space in hotel or nearby for special lunches for Monday and Tuesday at Noon (State Association Presidents and Past-Presidents, LAC Committees).
- Tuesday Noon space for program committee meeting/luncheon.
- Wednesday afternoon meeting room for Executive Committee.

***Additional Considerations***

- Preference will be given to hotels/facilities with comprehensive services and of such size that SACRAO will be the dominant activity.
- The annual meeting rates should be available a few days in advance and after the meeting for attendees arriving early or departing late.
- The ability to bring in A/V equipment, or the names of approved providers and rates.
- Space and policy for holding corporate partner equipment until setup.
- Ability to use a master account to bill charges to the LAC.
- Support from local convention and visitors bureau or chamber of commerce to assist with promotional materials.
- Distance from airport to annual meeting facility.
- Availability and cost of transportation between hotel and airport (include names of companies).

# Annual Meeting Historical Information

## **Room Pick-up**

Year	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
1989		10	204	296	304	272	29	11
1990		8	150	300	300	300		
1991	1	11	168	293	291	250	23	
1992			151	285	298	268	22	
1993		16	219	344	343	307		
1994	2	17	208	295	296	266	26	2
1995	1	12	226	312	313	312	31	2
1996			119	302	315	268	34	2
1997		22	267	454	451	408	55	
1998		36	250	364	360	337	45	
1999	1		196	370	373	375		
2000		19	226	392	395	365	35	
2001		25	155	271	268	259	22	
2002		9	130	331	335	269	19	
2003	1	29	202	396	407	357	31	2
2004		40	209	355	355	318	33	
2005	0	25	100	350	350	250	25	0
2006	0	21	169	307	306	265	22	0
2007^		25	200	350	350	225	25	
2008	6*	69	252	443	441	408	49	4**
2009		33	144	287	284	261	29	
2010		18	65	274	292	252	21	2
2011#	0	20	114	303	314	251	21	0
2012								
2013								
2014	0	13	124	361	361	344	38	0
2015		22	142	316	321	284	33	
2016		12	118	319	331	294	32	3
2017	-	32	232	429	427	405	43	5
2018	-	11	103	254	256	239	17	-
2019	0	12	116	309	313	291	22	0
2020	1	30	221	344	345	326	39	4
2021	Virtual	-	-	-	-	-	-	-
2022								

^room block is provided as room pickup was not available

\*includes 2 from Wednesday \*\* includes 1 from Friday

#2011 230 nights in other hotels (1-Fri., 27-Sat., 68-Sun., 68-Mon., 64-Tues., 2-Wed.)

## **Location and LAC Chair**

<b>Year</b>	<b>City/State</b>	<b>Hotel</b>	<b>LAC Chair</b>	<b>Institution</b>	<b>Attend</b>
1989	Tulsa, OK	Kensington and Grandview	Leanne Brewer	Tulsa Junior College	510
1990	Charleston, SC	Omni	Terry Davis	University of S Carolina	673
1991	Lexington, KY	Hyatt Regency Lexington	Paul Taylor	Lexington Community College	625
1992	Birmingham, AL	Wynfrey at Riverchase Galleria	Jerry Smith	Jacksonville State University	601
1993	Ft. Worth, TX	Radisson Plaza	Jack Thornton	Tarrant County Jr College	677
1994	Norfolk, VA	Norfolk Waterside Marriott	Bruce Cunningham	Old Dominion University	663
1995	Jackson, MS	Holiday Inn-Downtown	Jayne Perkins	Millsaps College	670
1996	Ponte Vedra Beach, FL	Marriott at Sawgrass Resort	Debbie Carver	Daytona Beach Community College	563
1997	Louisville, KY	Galt House	Ray Stines	University of Louisville	702
1998	Corpus Christi, TX	Omni Bayfront	Bill Morris	University of Texas-Pan American	556
1999	Savannah, GA	Hyatt Regency Savannah	Marsha Welch	Floyd College	669
2000	Memphis, TN	The Peabody	Glenn Munson	Rhodes College	635
2001	Oklahoma City, OK	Westin	Rick Skeel	University of Oklahoma	565
2002	Birmingham, AL	Birmingham Sheraton	John Fletcher	Auburn University	608
2003	Biloxi, MS	Beau Rivage Resort Hotel	Patti Holloway	Mississippi Gulf Coast Community College	651
2004	Ft. Worth, TX	Radisson Plaza	Chris Stevens	Tarrant County College	592
2005	Myrtle Beach, SC	Radisson – Convention Center	Dorinda Harmon	College of Charleston	700
2006	Lexington, KY	Hyatt Lexington	Chuck Morgan	Berea College	647
2007	Little Rock , AR	Peabody Hotel	Tammy Rhodes	Arkansas Tech University	601
2008	Williamsburg, VA	Williamsburg Lodge; Woodlands; Inn	Sallie Marchello	College of William and Mary	658
2009	New Orleans, LA	Astor Crowne Plaza	Robert Doolos	Louisiana State University	499
2010	Chattanooga, TN	Marriott; Sheraton Read House; Chattanooga Convention Center	Tim Amyx	Volunteer State Community College	497
2011	Atlanta, GA	Sheraton Atlanta Downtown Hotel	Katherine Sweeney	Augusta State University	595



<b>Year</b>	<b>City/State</b>	<b>Hotel</b>	<b>LAC Chair</b>	<b>Institution</b>	<b>Attend</b>
2012	Covington, KY	Northern KY Convention Center	Kim Taylor	Northern Kentucky University	489
2013	San Antonio, TX	Westin La Cantera	Shelby Stanfield	University of Texas	554
2014	Raleigh, NC	Marriott City Center & Sheraton Raleigh (split block)	Michelle Johnson	North Carolina State University	673
2015	Mobile, AL	Renaissance Mobile Riverview Plaza Hotel; Mobile Convention Center	Landon Waid	University of Alabama	500
2016	Oklahoma City, OK	Renaissance Oklahoma City Convention Center Hotel	Rick Edgington	Northern Oklahoma College	500
2017	St. Pete Beach, FL	TradeWinds Island Grand Resort	Karen J. Beckett	University of Miami	511
2018	Murfreesboro, TN	Embassy Suites by Hilton Hotel & Conference Center - Nashville SE	Megan Mitchell	Austin Peay State University	527
2019	Baton Rouge, LA	Hilton Baton Rouge Capitol Center	Brian Antie	Louisiana State University	432
2020	Alexandria, VA	Hilton Alexandria Mark Center	Hope Reynolds	Virginia Tech Carilion School of Medicine	499
2021	Virtual Conference	NA	Steve McLeod (EC as LAC)	Harding University	847
2022	Little Rock, AR	Little Rock Marriott	Chris Riggins	University of Central Arkansas	
2023	Charlotte, NC	Charlotte – Concord/Golf Resort & Spa	Heather Hill	Western Carolina University	
2024					

## **Appendix C: MOSIS Conference Historical Information**

NOTE: In February 2003, the SACRAO Executive Committee voted to discontinue the annual MOSIS Meeting after the final meeting held in July 2003 in San Antonio, Texas. This decision was made for a variety of reasons, including dwindling attendance, lack of site proposals for future meetings, lack of volunteers for program and local arrangements responsibilities, tightened institutional travel budgets, and the emergence of several “competing” meetings, such as the AACRAO Technology Conference and various user groups. The information listed below is included in this manual for historical reference.

### **Attendance and Room Nights**

<b>Year</b>	<b>Attendance</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>
1988	259	room counts unavailable					
1989	321	8	79	194	198	181	12
1990	no conference						
1991	259	10	64	156	164	135	7
1992	319	32	166	218	218	196	21
1993	260	3	89	152	159	141	8
1994	218	4	120	172	183	174	
1995	233	2	94	158	171	153	10
1996	189		87	117	120	115	13
1997	386	26	129	204	207	183	15
1998	285	22	147	243	243	216	9
1999	185		63	157	161	132	
2000	272	17	86	141	142	130	
2001	no conference						
2002	137	10	60	100	100	88	
2003	102						

### **Location and Coordinator**

<b>Year</b>	<b>Hotel</b>	<b>City, State</b>	<b>Coordinator/Program Chair</b>	<b>Institution</b>	<b>Attendance</b>
1988	Baton Rouge Hilton	Baton Rouge, LA	Robin Montgomery & Ron Hay	Louisiana State University	259
1989	Dallas Marriott Quorum	Dallas, TX	John Hall	Southern Methodist University	321
1990	no conference				
1991	Westin Peach Tree Plaza	Atlanta, GA	Bill Leslie	Georgia Tech	259
1992	Ramada Resort Hotel	West Palm Beach, FL	Scott MacLachlan	Palm Beach CC	319
1993	Baton Rouge Sheraton	Baton Rouge, LA	Robin Montgomery & Ron Hay	Louisiana State University	260

<b>Year</b>	<b>Hotel</b>	<b>City, State</b>	<b>Coordinator/Program Chair</b>	<b>Institution</b>	<b>Attendance</b>
1994	Doubletree at Warren Place	Tulsa, OK	Doc Doherty	Tulsa Junior College	218
1995	Hyatt Regency	Lexington, KY	Les Grigsby	Eastern Kentucky University	233
1996	Biscayne Bay Marriott	Miami, FL	J. Tom Stewart	Miami-Dade CC	189
1997	Hyatt Regency Austin	Austin, TX	David Stones	University of Texas-Austin	386
1998	North Raleigh Hilton	Raleigh, NC	Martha Welch & Tom Black	North Carolina State & Duke	285
1999	Adams Mark Hotel	Daytona Beach, FL	Joe Roof	Seminole CC	185
2000	Northwest Arkansas Holiday Inn	Fayetteville, AK	Cindy Farrier	University of Arkansas-Fayetteville	272
2001	no conference				
2002	Westin Francis Marion	Charleston, SC	Dorinda Harmon & Bob Askins	College of Charleston & University of So Carolina-Columbia	137
2003	Holiday Inn-Riverwalk	San Antonio, TX	Steve Bazan & Barbara Blaney	Southwest Texas State & University of South Carolina-Columbia	102

# **Appendix D: Multicultural / Emerging Leader Award Individual Scholarships**

In order to increase the involvement of SACRAO members from under-represented populations, SACRAO offers four individual awards, up to a maximum of \$1250 each, based on self-nomination or nominations from the SACRAO membership. Individuals nominated must be persons in the SACRAO region who are members of an under-represented population and who deserve recognition for their contributions to their state associations. The application process for the individual awards begins immediately after each annual meeting. The scholarships must be used the year they are received; they may not be carried over to the following year.

The Vice President for Professional Access and Equity should provide SACRAO Expense Reimbursement Vouchers (available online) to the scholarship winners. The scholarship winners should send the completed vouchers, along with all receipts, to the Vice President for Professional Access and Equity and the President for reimbursement authorization. The President will forward these documents to the Treasurer for payment.

A sample application for the Individual Multicultural / Emerging Leader Annual Meeting Scholarship follows. The schedule for the selection process appears in the responsibilities of the Vice President for Professional Access and Equity.

**Sample Application: Individual Multicultural / Emerging Leader Annual Meeting Scholarship**

**APPLICATION/NOMINATION  
Individual Multicultural / Emerging Leader Annual Meeting  
Scholarship**

These awards are for emerging leaders in the admissions and records profession as well as professionals from under-represented populations in the SACRAO region who show promise for advancing multicultural participation and activities or are seen as emerging leaders within their state organization and within SACRAO.

Recognition will be based on many factors, including the following:

- Professional success at the institutional level
- Professional involvement at the state level
- Participation in multicultural activities and programs (not required but helpful)
- Promise for further participation in the activities of SACRAO

**APPLICATION INSTRUCTIONS:**

- Application may be completed by the individual, the AACRAO State President, the designated Professional Access and Equity representative of the state/regional association or members of SACRAO.
- Complete this application in its entirety. Consideration will only be given to applicants with completed applications. Selections for awards will be based solely on the information provided on this application.
- If additional space is needed to complete the application, please type or print on a separate page and reference the appropriate question or section to which you are responding.
- Please return completed applications to: xxx, SACRAO Vice President for Professional Access and Equity, (insert address here)
- DEADLINE: December 15. Late applications will not be considered.

Please print or type all requested information

**I. Nominating Body (check one) SELF \_\_\_ OTHER \_\_\_**

Name of Person Submitting Nomination (If Other) \_\_\_\_\_

Email address: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_  
State/Regional Organization \_\_\_\_\_  
Title/Institution \_\_\_\_\_

**Multicultural/Emerging Leader Annual Meeting Scholarship Award**

**Page 2**

**II. Information on Nominee**

A. Name \_\_\_\_\_

B. Email address \_\_\_\_\_

C. Address \_\_\_\_\_

\_\_\_\_\_

D. City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E. Telephone Number \_\_\_\_\_

F. Profession \_\_\_\_\_

G. Title/Institution \_\_\_\_\_

**Career History**

Please describe your professional career to date (dates and places of employment, titles). Elaborate on any special training, projects, promotions, and/or recognitions that may be relevant to your application.

**State Association Participation and Activities**

Please describe your activities within your state ACRAO organization (committee work, conferences attended, leadership roles, etc.).

## **Multicultural/Emerging Leader Annual Meeting Scholarship Award**

### **Page 3**

#### **Personal Activities**

Please feel free to describe any personal education, involvements, and/or achievements which may be relevant to your application.

#### **SACRAO**

Please describe your interest in SACRAO and comment on the likelihood that you may be able to participate in SACRAO activities beyond the next year.

#### **Additional Information**

Please feel free to add anything else that may be relevant to your application. The Committee would be particularly interested in your ideas/suggestions for improving multicultural involvement and activities within state and regional professional organizations.



# Appendix E: President's Award for Outstanding Professional Presentation

Awarded after the annual meeting to the SACRAO member who is judged to have presented the best session at the annual meeting. Consideration is given to delivery, preparation, relevancy, and session attendee evaluations.

The recipient will receive a plaque or framed certificate and a \$50 prize, and will be recognized in the Newsletter and at the opening session of the next annual meeting.

In the event that a session with two presenters is judged to be best, both presenters will be recognized with the award. Sessions with more than two presenters are not eligible for the prize.

## Selection Process

Immediately following the annual meeting and in consultation with the appropriate vice president, each program committee chair will recommend one session from among the sessions sponsored by her/his committee. The session must have been presented by one or two SCARAO members, specifically, not non-members. Before the annual conference begins, each program committee chair and Vice President will determine the best method for making sure that every appropriate session receives consideration for the award.

For each program committee, the appropriate Vice President will submit a recommendation for the award to the SACRAO President, commenting briefly on the presenter's delivery and preparation, and the session's relevancy.

The SACRAO President, Past-President, and President-Elect will review these recommendations, along with the session evaluations for each recommended session, and choose a recipient for the award.

Following the meeting, the President will congratulate the recipient in writing, and will include with the letter an appropriate plaque or certificate along with a \$50 check from SACRAO. Also, a copy of that letter should be sent to the recipient's supervisor, or other designee of the recipient. The President will also submit an article announcing the recipient of the award for the next edition of the Newsletter, and the recipient will be acknowledged at the opening session of the next annual meeting.

Finally, the recipient will be encouraged to submit a written version of the session for possible publication in *The SACRAO Journal* or the Newsletter.

# Appendix F: Student Pre-Professional Annual Meeting Scholarships

Two scholarships per annual meeting will be selected. These awards are for traditional, usually full-time, undergraduate or graduate students within the SACRAO region, who have research or interest in the higher education admissions or records professions, usually working with or attending a SACRAO member institution, who show promise for advancing within the profession. The award is for up to \$1,200 to be used toward travel and accommodation to the SACRAO annual meeting, plus includes a waiver of the registration fee. The Professional Development committee will determine the scholarship eligibility requirements and oversee the scholarship application review, with support from the EC.

Recognition will be based on many factors, including the following:

- Selection for participation in the upcoming annual meeting as session presenter or poster presentation submission
- Previous participation in SACRAO through committee, presenter, or other activity
- Interest in the field of admissions, records, or area relevant to the mission of SACRAO
- Promise for further participation in the activities of SACRAO

The Vice President for Professional Development should provide SACRAO Expense Reimbursement Vouchers (available online) to the scholarship winners. The scholarship winners should send the completed vouchers, along with all receipts, to the Vice President for Professional Development and the President for reimbursement authorization. The President will forward these documents to the Treasurer for payment.

A sample application for the Student Pre-Professional Annual Meeting Scholarship follows. The schedule for the selection process appears in the responsibilities of the Vice President for Professional Development.

## Sample Application: Student Pre-Professional Annual Meeting Scholarship

### APPLICATION/NOMINATION Student Pre-Professional Annual Meeting Scholarship

These awards are for traditional, usually full-time, undergraduate or graduate students within the SACRAO region, who have research or interest in the higher education admissions or records professions, usually working with or attending a SACRAO member institution, who show promise for advancing within the profession. The award is for up to \$1,200 to be used toward travel and accommodation to the SACRAO annual meeting, plus includes a waiver of the registration fee.

Recognition will be based on many factors, including the following:

- Selection for participation in the upcoming annual meeting as session presenter or poster presentation submission
- Previous participation in SACRAO through committee, presenter, or other activity
- Interest in the field of admissions, records, or area relevant to the mission of SACRAO
- Promise for further participation in the activities of SACRAO

**APPLICATION INSTRUCTIONS:**

- Application may be completed by the individual student, a StateACRAO president, the designated Professional Development representative of the StateACRAO, or members of SACRAO
- Complete this application in its entirety. Consideration will only be given to applicants with completed applications. Selections for awards will be based solely on the information provided on this application.

**Online form**

**I. Student Applicant**

Name:

Email Address:

Complete Mailing Address:

Institution:

Degree/Major Seeking:

Anticipated Graduation Date:

**II Nominating Person (Check One) SELF \_\_\_\_ OTHER \_\_\_\_**

Name of Person (if other):

Professional Title/Relationship to Applicant:

Email Address:

Telephone Number:

SACRAO Institution:

StateACRAO:

**III. Why the student would like to attend the SACRAO annual meeting.**

**IV. Pre-professional objectives relevant to the fields of admissions, records, or other relevant SACRAO field.**

**V. Any previous SACRAO participation?**

**VI. Personal Activities:** Please feel free to describe any personal education, involvements, and/or achievements which may be relevant to and support your application.