

WACRAO HANDBOOK

I. INTRODUCTION

II. ORGANIZATIONAL STRUCTURE

Elected and Ex-officio Positions
Executive Board (Executive Committee)
Function of Appointed Positions and Committees
Description of Appointed Positions and Committees

III. KEY RESPONSIBILITIES, AND TIMELINES

Elected and Ex-officio Positions:

President
President-Elect
Past President
Secretary
Treasurer

Member Services Coordinator
Nominations and Awards Committee

Appointed Positions/Committees:

Conference Local Arrangements Committee
Conference Site Selection Chair
Evaluations Coordinator
Historian
Newsletter Editor
Session Facilitator
Standing Committee (Program Committee)
Web Site Manager

Appointed Resource/Liaison Positions:

ACT
College Board
Financial Aid
Government Affairs
Parliamentarian
Wisconsin Education Fairs (WEF)

IV. POLICIES

Financial
Membership
Reimbursement
Awards

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I. INTRODUCTION

This is the thirteenth update of the WACRAO Handbook, a document originally published in 1968 and most recently updated in 2013. Not only will it be of special value to officers and committee members with its delineation of responsibilities and suggested timelines, but also it will provide for all WACRAO members a better perspective on our organization.

This document will be maintained by the WACRAO Secretary from minutes of the Executive Board meetings, the annual business meeting, and from information submitted by officers and other organization leaders. All substantive changes are reviewed and approved by the Executive Board.

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

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

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

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

II. ORGANIZATIONAL STRUCTURE

Elected and Ex-officio Positions

WACRAO is led, and its business affairs are conducted or overseen, by its elected officers, who meet regularly as an Executive Board (also called Executive Committee). The Member Services Coordinator serves ex-officio as a non-voting member of Executive Board.

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

Executive Board (Executive Committee)

- Consists of the elected officers (all of whom are voting members of the Board) of President, President-Elect, immediate Past President, Secretary, and Treasurer, as well as the Member Services Coordinator (an appointed, non-voting member of the Board). The Executive Board may, at its discretion, invite other appointed positions to attend meetings of the Executive Board, and may create other (non-voting) appointed positions to the Board.
- Advises the President on all matters of association business.
- Is, in addition, charged with these specific activities:
 - Determine the date and place of the annual conference and approve final arrangements.
 - Investigate and approve or deny applications for membership in the association.
 - Approve nominees for elective office, honorary membership and other awards

- Appoint individuals to fulfill the unexpired terms should vacancies occur in elected offices.
- Monitor voting procedures.
- Authorize all fiscal commitments.

Nominations and Awards Committee

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

Function of Appointed Positions and Committees

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

Unless otherwise specified, appointments are made by the current president (often in consultation with the Executive Board), and new committee members and other appointees typically assume their positions after the annual conference in November. However, there are some exceptions.

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

Description of Appointed Positions

Conference Local Arrangements Committee Chair (LAC Chair)

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

Conference Site Selection Coordinator

- Researches and recommends the selection of a site for the annual conference, and presents this information to president for review and approval by the Executive Board.

Evaluations Coordinator

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

Historian

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

Newsletter Editor

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

Description of Appointed Committees

Conference Local Arrangements Committee (LAC)

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

Professional Development Committee

- Coordinates and plans professional and staff development workshops.
- Develops new member services and mentoring.
- Invited to attend Standing Committee (Program Committee) meeting to assist in planning annual conference sessions.

Standing Committees (also called Program Committees)

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

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

- ***Access, Diversity, and Equity***
Focus on issues of diversity and inclusivity with attention to special populations (i.e. low income, minorities, non-traditional, etc.).
- ***Admissions and Enrollment Management***
Focus on admission policies and practices, enrollment management, financial aid, recruitment and marketing, school/college relations, transfer and articulation, international admission, ACT, SAT, WEF.
- ***External Relations***
Focus on compliance, federal and state legislative issues, legislative updates, legal issues.
- ***Information Technology and Research***
Focus on technology, institutional research.
- ***Records, Registration, and Academic Services***
Focus on academic progress and graduation, retention, distance education, registration and academic support, student academic records, study abroad.

Veterans Advisory Committee

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

III. KEY RESPONSIBILITIES AND SUGGESTED TIMELINES FOR SELECTED POSITIONS AND COMMITTEES

ELECTED AND EX-OFFICIO POSITIONS AND COMMITTEES

Executive Board (Executive Committee)

The Executive Board (also called the Executive Committee) comprises all of the elected WACRAO officers, plus the appointed Member Services Coordinator.

Only individual members of member institutions shall be eligible for election as an officer. The officers shall be elected by the Voting Representatives at the annual meeting of the Members. If the individual is a non-voting member, the member gains/retains voting rights for the term of office and the voting rights of the existing voting members of the same institution are retained. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as convenient. Each officer shall hold office for a term specified below or until his or her successor shall have been duly elected or until his or her prior death, incapacity, resignation or removal.

President

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

Key responsibilities:

- Leads the Executive Board in the operation of WACRAO.
- Serves as the regional representative to AACRAO.
- Ensures that the WACRAO by-laws are current and followed.

Suggested timeline:

- Hold an Executive Board meeting or teleconference shortly after the first of the year. JAN
- Send information regarding AACRAO state and regional leadership training, to be held at AACRAO annual conference to select members in leadership roles. JAN
- Identify, with the Executive Board, a region or general location for the conference at least two years in advance. Appoint a Site Selection Chair to research and recommend one or more specific locations and facilities for the conference.
- Arrange the UMACRAO/WACRAO joint reception at AACRAO Annual Meeting and Conference. The UMACRAO president-elect is the contact for UMACRAO. Arrangements must be approved by the Executive Board. Each organization pays for a percentage of its attendees.
- Review membership dues for the year. Approve an increase, if necessary.
- Approve mileage reimbursement rate for the year.
- Attend the conference planning meeting organized by the president-elect. Hold an unofficial Executive Board meeting while the standing committees are working on the conference planning. FEB

- Send handbook to all WACRAO leadership to review roles and timelines. JAN
- Contact AACRAO to determine an AACRAO representative to the annual meeting and conference. MAR
 - Contact AACRAO representative about presenting a concurrent session and/or speaking at the business meeting. Forward information about AACRAO attendee to president-elect and local arrangements chair.
- If AACRAO representative's travel schedule allows, invite him/her to the Executive Board meeting held on Wednesday morning of the annual meeting and conference.
- Attend the AACRAO annual meeting and conference, if possible. MAR/APR
 - Represent WACRAO at functions as requested by AACRAO.
 - Attend AACRAO, if possible
- Hold an Executive Board meeting. LATE MAY/
EARLY JUN
- Arrange for a WACRAO member to attend the UMACRAO conference. AUG
- Hold an Executive Board meeting. LATE AUG/
EARLY SEP
- If applicable, invite those individuals receiving honorary membership awards and/or certificates of appreciation to the annual meeting and conference. Check with the local arrangements chair for deadline dates for RSVP. SEP
- Appoint members to fill open positions. This includes appointed resource, appointed positions. Forward names to membership coordinator and Web Site Manager for publication. SEP
- Arrange for an Executive Board meeting the morning of the first day of the annual meeting and conference. SEP
- Obtain the name of the UMACRAO representative to the WACRAO conference; forward to local arrangements chair. OCT
- Prepare a script for the annual meeting. OCT
- Arrange for a parliamentarian for the annual meeting. OCT
- Prepare and distribute the agenda for the annual business meeting prior to the meeting. OCT
- Preside over the annual business meeting. LATE OCT/
EARLY NOV

President-Elect

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

Key responsibilities:

- Coordinate the planning of the annual conference sessions.
- President Elect is liaison between LAC and executive committee.
- Observe and learn from the current president and other members of the Executive Board in preparation to assume the presidency a year hence.

Suggested timeline:

- Review WACRAO handbook, by-laws, and policies. AFTER ACCEPTING
NOMINATION
- Attend Executive Board meeting the morning of the first day of the annual meeting and conference. LATE OCT/
EARLY NOV
- Meet (at the conference) with the outgoing President-elect for purposes of receiving information, materials, and guidance concerning the duties and

- responsibilities of the President-elect.
- Arrange for an annual conference planning meeting, typically in the Wisconsin Dells or other central location, for February/March. NOV/DEC
- Send a note of welcome to the new committee chairs with a brief outline of the tentative calendar for the year. NOV
- Work with Local Arrangements Committee on general plans for the conference. Confirm the space for concurrent sessions to know how many to plan for. Confirm conference schedule. JAN
- Attend Executive Board meeting or teleconference. JAN
- Finalize details for planning meeting. All committee members should attend. The evaluations coordinator should provide last year's session and conference evaluations for aid in planning. Discuss planning timeline with committees. Review session proposal form and the need for it to be completed in entirety. Ideally presenters will bring their own laptops/projectors. JAN
- Attend conference planning meeting. FEB
- Follow-up with standing committee chairs on session planning. MID-MAR
- Attend Executive Board meeting. LATE
- o Present the preliminary program including all requested honoraria or travel expenses. MAY/EARLY JUN
- Report to standing committee chairs any changes from the Executive Board or any reimbursements that won't be made. Confirm final program. LATE
- Send final conference program information to the newsletter editor for inclusion in the newsletter and to the local arrangements chair for preparation of the web registration materials. Follow up with changes. MAY/EARLY JUN
- Send final conference program information to the newsletter editor for inclusion in the newsletter and to the local arrangements chair for preparation of the web registration materials. Follow up with changes. LATE JUL
- Appoint new committee members. Select a chair where appropriate/needed. AUG
- Provide local arrangements committee with a list of needed equipment for sessions. LATE AUG/
EARLY SEP
- Attend Executive Board meeting. LATE AUG/
EARLY SEP
- Plan a meeting of standing committee members to be held at the annual meeting and conference. This meeting should include all current and new members. The meeting should include a review of responsibilities, time lines, and financial guidelines. SEP
- Follow up with local arrangements chair on any changes to the program in time for the program printing deadline. OCT
- Work with president on script for annual meeting. The script should include recognition of the local arrangements committee and standing committees. (The Treasurer has the Certificates of Appreciation.) After the gavel is passed, the first duty is to recognize the outgoing president and treasurer or secretary. (The Treasurer orders the plaques.) LATE
OCT/EARLY NOV

(Immediate) Past President

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

Key responsibilities:

- Serve as special counsel to the President.
- Provide a historical perspective to current issues being addressed by the Executive Board.
- Coordinate special projects as requested by the President.

- Serve as a member of the Nominations and Awards Committee (3 year term) and acts as liaison between that committee and the Executive Board.

Secretary

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

Election typically alternates years with the election of a treasurer.

Key responsibilities:

- Record the meeting minutes of the Executive Board meetings and annual business meeting.
- Provide the minutes to the web site manager for publication.
- Update/maintain the WACRAO Handbook.
- Serve as a back-up to the President-Elect or President should either not be able to fulfill his/her duties.

Treasurer

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

Election typically alternates years with the election of a secretary.

Key responsibilities:

- Responsible for all accounts receivable and accounts payable.
- Maintain a record of all fiscal matters.
- Coordinate dues renewal with the Member Services Coordinator.
- Provide a fiscal accounting to the Executive Board at each Executive Board meeting.
- Provide a complete year-end fiscal (October 1 to September 30) report to the membership at the annual conference.
- Prepare materials for an annual audit, either by an accountant and/or the Financial Advisory Committee.
- File taxes.
- Order plaques, certificates and pins presented at the annual conference.

Suggested timeline:

- | | |
|--|----------------------------------|
| • Meet (at the conference) with the outgoing Treasurer for purposes of receiving information, materials, and guidance concerning the duties and responsibilities of the Treasurer. | AFTER
ACCEPTING
NOMINATION |
| • Submit the Wisconsin Nonstock Corporation Annual Report along with the filing fee—due December 31 st . | LATE NOV/
EARLY DEC |
| • Start preparing taxes 990 EZ—due February 15 th . | DEC/JAN |
| • Obtain non-personalized signature cards for Associated Bank LAC account. | JAN/FEB |
| • Prepare Treasurer’s report for Executive meeting or teleconference. | JAN |
| • Send draft taxes to CPA. | JAN |
| • Attend Executive Board meeting or teleconference. | JAN |
| • Taxes due February 15 th . | FEB |
| • Pay mileage reimbursements and other costs associated with the Conference Planning meeting | FEB/MARCH |
| • Prepare Conference Planning report | MARCH |
| • Finalize LAC report | SPRING |
| • Prepare Treasurer’s report and attend Executive meeting. | LATE
MAY/EARLY |
| | JUNE |
| • Deposit payments for Veterans Conference. | MAY/JUNE |

- Membership Coordinator sends renewal notices to designated contact person(s) at each institution. JUNE
- Deposit payments for membership renewals. JUNE THROUGH NOV
- Prepare Treasurer’s report and attend Executive meeting LATE AUG/ EARLY SEP
- Order gift boxes for Honorary members. OCT
- Print certificates for outgoing Standing Committee chairs, LAC chair(s), LAC Committee members, and Certificate of Appreciation recipient(s). OCT
- Purchase certificate folders for certificates. OCT
- Obtain non-personalized signature cards from BMO Harris (checking account). OCT
- Obtain non-personalized signature cards from Associated Bank (money market). OCT
- Prepare annual (Oct 1 –Sept 30) report for WACRAO conference. Print 1 copy per table at conference. OCT
- Prepare Treasurer’s report for Executive meeting at the conference. OCT
- Obtain signatures for BMO Harris checking account, Associated Bank money market account, and certificates at Executive Board meeting. NOV
- Give report at Business Luncheon meeting. NOV

Member Services Coordinator

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

Key responsibilities:

- Coordinate the dues renewal notification to current membership with the Treasurer.
- Update the membership directory and provide the updated version to the web site manager.
- Create a membership directory for honorary members.
- Provide a master set of member names, titles, and addresses to Newsletter editor and Historian.
- Oversee the planning of workshops by the Professional Development Committee.
- Serve as a non-voting member of the Executive Board.

Nominations and Awards Committee

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

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

Key responsibilities and suggested timeline:

- Determine the nominees for elected office by no later than July 1. Nominees typically will be presented to the Executive Board for approval at their summer meeting.
- Determine individuals to receive honorary membership, certificates of appreciation, or other types of awards/recognition, ideally also in time for the summer Executive Board meeting but no later than September 1.

- Coordinate with the treasurer to insure that any needed materials (e.g. pins, plaques, certificates, etc.) are ordered/prepared in a timely manner.
- Prepare the printed program for the annual conference awards ceremony.

OTHER APPOINTED POSITIONS

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

Conference Local Arrangements Committee Chair (LAC Chair)

Term of office: 1 year

Key responsibilities:

- Plan and coordinate the physical details (hotel site, food, etc.), events/entertainment, vendors, registration, and keynote and plenary speakers for the annual conference.
(Note: the Chair should be familiar with the financial policies in this handbook.)

Suggested timeline:

- Form a Local Arrangements Committee of representatives from all host institutions. OCT (13 months before event)
- Schedule regular meetings with the conference hotel staff. NOV (1 year before event)
- Begin consultation with the new President-elect. NOV
- Hold first meeting of Local Arrangements Committee. Form sub-committees for various conference activities. Suggested subcommittees include, but aren't limited to: NOV
 - conference treasurer
 - conference materials (i.e. printed program, local area interests, etc.)
 - entertainment
 - facilities (guest hotel rooms, audiovisual equipment)
 - vendors/sponsors
 - keynoter/plenary speaker
 - food
 - registration
- Begin mailing for vendor/sponsor solicitations. JAN
- Set a tentative budget. The conference should provide a profit back to WACRAO. No set amount is designated, although it is suggested to be \$2,000. JAN
Check with the WACRAO Treasurer for a sample of the final report that will be submitted post-conference. It will ease budget planning and knowledge of what a final report should look like.
- Select a keynote and plenary speaker. Although there is typically not an honorarium, authorization for an exception must be approved at the June Executive Board meeting. FEB
- Arrange meeting with local convention bureau to determine items in which bureau may help; e.g., nametags, personnel, etc. FEB
- Determine conference theme. FEB
- Attend conference planning meeting of WACRAO standing committees. FEB
- Meet with Executive Board. FEB/MAR
- Obtain the WACRAO checkbook used for conference purposes. The account will start with \$750.

- Complete tentative fall conference schedule of events, and give to President-Elect for slotting of professional sessions. MAR
- Follow up with vendors and sponsors. It is desirable to have as many vendors and/or sponsors as possible to off-set WACRAO's cost of the conference. MAR/APR
- Provide Newsletter Editor with a "conference ad" for the summer newsletter, inviting and encouraging members to attend. MAR/APR
- Submit conference fee recommendation to Executive Board, via the President-Elect. Fee recommendations should include a one-day rate, and if desired, a one-day rate for support staff of host institutions. The one-day rate for Thursday should include program, breaks, lunch, but may not include dinner. The attendee could opt for an additional meal cost for the banquet. A non-member conference fee for persons who are not employees of member institutions should also be set. JUN
- Receive a copy of the fall conference program (with sessions) from President-Elect. Slot program sessions into rooms based on equipment needs, times, and availability. JUL
- Contact WACRAO web site manager, or designee, to begin work on the conference web page and online registration. JUL
- Meet with hotel representatives to finalize meals, meeting rooms, and audio visual support. AUG
- Finalize fall conference events and consult with President-Elect on finalizing program sessions. AUG
- Consult with President regarding AACRAO and UMACRAO guests who will be attending the conference. Reserve rooms for the AACRAO and UMACRAO representatives, if necessary. If complimentary rooms are granted by the hotel use them for the AACRAO guest. Make arrangements for a member of the LAC to pick up AACRAO/UMACRAO guests at the airport, if necessary. AUG
- Contact the President to learn the names of the new honorary membership and/or certificate of appreciation recipients. The President will extend the invitation for honorary members to attend the conference. The new honorary members should register online, if possible. AUG
- Provide Newsletter Editor with a "conference ad" for the fall newsletter, inviting and encouraging members to attend. AUG
- Contact the Member Services Coordinator to send an e-mail to the WACRAO list announcing the opening of online conference registration. Coordinate with the President to send a registration notice to the AACRAO and UMACRAO guests. SEPT
- Print program. OCT
- Prepare conference materials for attendees, including name tags. OCT
- Seek conference volunteers to assist with check-in table, evaluation distribution and pick up, and other needed help. OCT
- Utilize online registration to provide meal information to the hotel. OCT
- Utilize the online registration system, in consultation with the President-Elect, to change any concurrent session rooms based on pre-registration attendance and room size. OCT
- Host the conference. NOV

- Use the LAC checking account to cover hotel costs of the UMACRAO representative and AACRAO representative, if complimentary rooms are not available. NOV
- Provide registration data to Historian (lists or copies of registration forms) DEC
- Send the check for the conference profit and the conference checkbook to the Treasurer. JAN
- Forward a full report of income and expenses from the annual conference to the Treasurer. JAN
- Transfer conference materials to new Local Arrangements Chair. JAN

Conference Site Selection Chair

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

Key responsibilities:

- Determine a conference site for the annual conference

Suggested timeline:

- Form a small team from area member institutions to assist with site selection. JAN/FEB
- Contact the local convention bureau or similar resource(s) to determine the assistance they can provide in making convention arrangements. JAN/FEB
- Arrange for site visits by the team to local hotels and conference centers. JAN/FEB
- Provide a preliminary report to the President. APR
- Select a site based upon the following specifications:
 - Number of conference attendees: 200–225.
 - Number of guest rooms needed: 100–120 depending upon the location and the number of commuters (more rooms needed in northern locations). Some hotels offer a complimentary guest room for every 50 rooms booked. The AACRAO representative is given priority.
 - Banquet Seating: 200+ for the banquet on Thursday evening.
 - Theatre seating: 170+ for opening general session. 150+ for a closing general session.
 - Six breakout rooms to hold simultaneous sessions of approximately 50 persons per session.
 - Space for registration activities.
 - Area for vendor booths.
 - Space for congregating during breaks located near vendor booths.
 - Possible overflow hotels in the vicinity. (This is considered an enhancement, not a requirement.)
- Coordinate the signing of the contracts for conference site. JUN/JUL

Evaluations Coordinator

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

Key responsibilities:

- Review and update the questionnaire used to evaluate the conference.
- Coordinate the distribution and collection of session evaluations at the annual conference.
- Arrange for an electronic survey of the overall conference.
- Tabulate and organize the results for distribution.
- Provide a conference (overall and session) evaluation report at the February Standing Committee meeting.

- Assist with other survey/evaluations tasks if requested.

Historian

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

Key responsibilities:

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

Newsletter Editor

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

Key responsibilities:

- Publish the WACRAO Newsletter. In recent years, we have typically published three issues each year according to the calendar indicated below:
 - January-Feb
 - May-June
 - September-October (include program for upcoming annual conference)
- Frequency and/or specific publication dates may be reviewed and adjusted as appropriate.
- Primary content is news stories about institutions of higher education in Wisconsin, activities of individual members, information about regulations or legislation of potential impact to WACRAO members, and other news relevant to WACRAO members.
- A primary role of the Newsletter Editor is to develop and maintain communications with newsletter contacts at each institution to provide campus updates.
- Print a sufficient quantity to mail (bulk rate) a copy to:
 - current members (as listed in the membership directory)
 - honorary members
 - affiliate members
 - historian (two copies)
- Maintain newsletter mailing list.
- Provide mailing labels upon request.
- Attend Executive Board meetings as requested.
- Carry out or assist with other communication-related tasks as requested.

Session Facilitator

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

Key responsibilities and recommended timeline:

Prior to the conference:

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

At the conference:

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

Standing Committee (also called Program Committee) Chair

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

Key responsibilities and timeline:

Coordinate with the President-Elect a timetable for committee responsibilities.

- Hold an initial meeting at the annual conference. This initial meeting will enable Chairs to meet their new committee members and make general plans for next year's conference. It also permits new members to meet their committee colleagues and become oriented to committee responsibilities, expectations and work schedule. NOV
- Meet in committee to plan specific session topics. Provide the President-Elect with tentative topics for sessions including presenters. Review evaluations and suggestions from most recent conference from the Evaluations Coordinator, other sources, and President-Elect. Early FEB

- Confirm session topics and presenters and submit any financial requests to President-Elect. APR
 - Confirm the selection of presenters for all sessions approved by the Executive Board MAY
 - Finalize annual conference sessions, room and equipment needs with President-Elect. JUN
 - Make a personal contact to all session presenters and facilitators. Assist in last minute details. SEP
- Suggest to the President-Elect the names of committee members who would be good candidates for chair the following year.
- Attend the meeting of the new committee at the subsequent annual conference to assist the new chair and to provide a historical perspective of committee activities for the new members.

Standing Committee (also called Program Committee) Member

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

Key responsibilities:

- Plan a session for the annual conference to be sponsored by his/her committee, including presenters and facilitators. Typically no honorariums are available, but if necessary to obtain a desired speaker, prior approval must be granted from the President-elect.
- Confirm the participation of all individuals involved with the session, shortly before the conference date.
- Send a note of thanks to all session participants after the conference.
- Attend Standing Committee meetings.

Professional Development Committee Member

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

- Coordinate a new member orientation at the annual meeting and conference. Work with the local arrangements committee on a time and place. Personally invite new members.
- Plan workshops outside of the annual conference.
- There is no specific required number of members on this committee.

Web Site Manager

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

- Maintain up-to-date information on the web site, including, but not limited to:
 - membership information
 - officer and committee lists
 - WACRAO by-laws and Handbook
 - conference and workshop information
 - newsletter
 - useful links to other sites
- Serve as liaison in contracting with an internet service provider.
- Communicate with the Executive Board. Suggest redesign and upgrades when needed.
- Provide a brief annual report to the Executive Board at the November meeting.

APPOINTED RESOURCE/LIAISON POSITIONS

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

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

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

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

POLICIES AND PROCEDURES

Financial

- The Executive Board should attempt to keep a financial balance of the equivalent of two years' operating costs for the organization.
- The fiscal year will be from October 1 to September 30.
- Use of teleconference, fax, and email in program planning is encouraged for most committee business, as these are both effective and economical. One in-person meeting per year may be advisable in order to ensure that all pertinent matters for the annual program have been accomplished.
- Committee meetings should be completed the same day and committee members should attempt to coordinate travel to meetings. Overnight committee meetings must be approved in advance by the President.
- Advance approval must be obtained from the Executive Board for any activities which will result in charges to the WACRAO budget.
- WACRAO will cover the travel expenses for the WACRAO individual attending the UMACRAO Annual Conference. Conference fees are covered by a reciprocal agreement with UMACRAO. The two organizations reciprocate the attendance of a member at the other's annual meeting and conference. Each organization waives the conference registration for the reciprocated member. The organizations may opt to reciprocate on the lodging as well. The member's organization pays travel costs.
- The Local Arrangements Committee will propose various conference fees and refund policies to the Executive Board for approval.
- The Local Arrangements Chair will be provided with a conference checking account for conference expenses and revenues.
- WACRAO Local Arrangements will cover conference expenses for each honorary member inductee and the meal costs for his/her guest. Lodging and travel expenses are not included.

- Previous honorary members (those inducted at prior conferences) may attend the conference at the cost of the meals, as determined by the Local Arrangements Committee. His/her guest, if attending, would also be responsible for all meal costs. Lodging and travel expenses are not included. However, previously inducted honorary members who return to the workforce and wish to attend the conference will pay the entire conference registration fee, along with any lodging and travel costs incurred.
- WACRAO Local Arrangements will cover the cost of the banquet meal for a member, and a guest, receiving the Certificate of Appreciation at the banquet. Other meals, lodging, and travel expenses are not included.
- WACRAO Local Arrangements will cover conference expenses for an AACRAO representative, if attending. Local arrangements should provide a complimentary hotel room to the AACRAO representative. AACRAO will cover travel expenses.
- WACRAO Local Arrangements Committee will cover conference expenses for the UMACRAO representative. Local Arrangements should provide a complimentary hotel room to the UMACRAO representative. UMACRAO will cover travel expenses.
- Non-participating guests attending the annual conference pay for their meals at a cost determined by the Local Arrangements Committee.

Membership and Voting Members

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

Service on WACRAO Standing Committees (also called Program Committees)

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

Reimbursement Policy

- The Executive Board at the first meeting following the Annual Conference will specify the maximum per diem for committee activities. Lodging and meal expenses will be reimbursed at the highest of the UW System rates in effect.
- See the WACRAO Expense Form procedure on the WACRAO web site, listed under "Forms."

Awards and Recognition Policy

- Individuals no longer eligible for active membership in WACRAO may be recommended for continued affiliation as honorary members. This honor is reserved for persons who are both retiring and leaving the profession after at least ten years of service, and who have made *significant* contributions to the profession and to WACRAO.

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