

TACRAO COMMITTEE DESCRIPTIONS

As extracted from pages 24-53

TACRAO PROCEDURES MANUAL

Last updated November 2008 by Janie Neighbors, Past President

SESSION PLANNING COMMITTEES

Session planning committee Chairs and Members are appointed by the Executive Committee at its June meeting and are expected to attend the next two annual conferences. Session planning committees report to the Vice President as follows:

Admissions: Health Sciences, Graduate and
Professional Schools
Strategic Enrollment Management
Access and Equity for Students and Staff
Student Success
Undergraduate Admissions and Recruitment

Records and Registration: Certification and Legal Issues
Community and Technical Colleges and Transfer
Technology and Data Collection
Management, Organization and Professional Development
Registration and Records Management

Structure: Chair and four-five members.

Term of Office: One year beginning at the Annual Conference.

Duties and Responsibilities:

- Begin to develop program ideas at the Annual Conference.
- Submit session ideas, suggested presenters and estimated budget expenses through the Committee Chair to the Vice President.
- Develop approved sessions and workshops to be offered at the Annual Conference including confirmation of presenters, facilitators and audiovisual needs.
- Enter data on each session in the Conference Planning Databases.

Health Sciences, Graduate and Professional Schools

Purpose: To submit, plan and execute program sessions and workshops at the Annual Conference.

Structure: Chair and four-five members. One member is named as chair for the following year. All other members rotate off. Reports through the Vice President for Admissions

Term of Office: One year

Income Generated: None.

Session Topics (Examples): HOT TOPICS: Health Sciences, Graduate and Professional Schools; Admissions Issues for Health Sciences, Graduate and Professional Schools; Recruitment of Health Science, Graduate and Professional School Students; New Student Orientations for Health Science, Graduate and Professional School Students; Graduate and Professional School International Student Admission Issues.

Duties and Responsibilities:

Chair: To oversee the coordination and implementation of sessions providing leadership to the session planning committee. The chair must ultimately insure that all relevant topics are being covered; that stipends, if necessary, are secured; that presenters and facilitators are secured and that all the information is correct in the TACRAO session database. The chair assigns the planning of sessions to each committee member following up on each session until it is presented at the conference.

Committee: Each committee member is responsible for the development and coordination of sessions for the conference. This includes the securing of the topic to be presented, the securing of the presenters and facilitators as well. Each committee member must also input this information into the TACRAO session database. As a committee, they should submit 12-15 sessions for review by the TACRAO Executive Committee. Each committee member must follow up on sessions submitted up until the session is presented at the conference.

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Strategic Enrollment Management

Purpose: To submit, plan and execute program sessions and workshops at the Annual Conference.

Structure: Chair and four-five members. One member is named as chair for the following year. All other members rotate off. One member will serve jointly on the Strategic Enrollment Management Standing Committee. Reports through the Vice President for Admissions

Term of Office: One year

Income Generated: None.

Session Topics (Examples): HOT TOPICS: Enrollment Management Issues; Uniform Recruitment and Retention Updates; “Closing the Gaps” Updates; Retention Strategies and Updates; Retention Models; The Role of Enrollment Managers and Enrollment Services.

Duties and Responsibilities:

Chair: To oversee the coordination and implementation of all sessions providing leadership to the session planning committee. The chair must ultimately insure that all relevant topics are being covered; that stipends, if necessary, are secured; that presenters and facilitators are secured and that all the information is correct in the TACRAO session database. This includes planning of the Fred Russell Enrollment Management pre-conference workshop. The chair assigns the planning of sessions to each committee member following up on each session until all sessions until it is presented at the conference.

Committee: Each committee member is responsible for development and coordination of sessions for the conference. This includes the generation of topic ideas, the securing of the presenters and facilitators as well. Each committee member must also input this information into the TACRAO session database. As a committee, they should submit 12-15 sessions for review by the TACRAO Executive Committee. Each committee member must follow up on sessions submitted up until the session is presented at the conference.

Access and Equity for Students and Staff

Purpose: To submit, plan and execute program sessions and workshops at the Annual Conference.

Structure: Chair and four-five members. One member is named as chair for the following year. All other members rotate off. Reports through the Vice President for Admissions

Term of Office: One year

Income Generated: None.

Session Topics (Examples): Clearinghouse Updates; How to Create Training Manuals; Updates from High School Counselors.

Duties and Responsibilities:

Chair: To oversee the coordination and implementation sessions providing leadership to the session planning committee. The chair must ultimately insure that all relevant topics are being covered; that stipends, if necessary, are secured; that presenters and facilitators are secured and that all the information is correct in the TACRAO session database. The chair assigns the planning of sessions to each committee member following up on each session until all sessions have been approved by the TACRAO Executive Committee and are presented at the conference.

Committee: Each committee member is responsible for the development and coordination of sessions for the conference. This includes the securing of the topic to be presented, the securing of the presenter and facilitators as well. Each committee member must also input this information the TACRAO session database. As a committee member, they should submit 12-15 sessions for review by the TACRAO Executive Committee. Each committee member must follow up on sessions submitted up until the TACRAO Executive Committee approves them and they are presented at the conference.

Student Success

Purpose: To submit, plan and execute program sessions and workshops at the Annual Conference.

Structure: Chair and four-five members. One member is named as chair for the following year. All other members rotate off. Reports through the Vice President for Admissions

Term of Office: One year

Income Generated: None.

Session Topics (Examples): Student Success Initiative Updates and Strategies; High School Student Perspective Panels; THEA Updates.

Duties and Responsibilities:

Chair: To oversee the coordination and implementation of sessions providing leadership to the session planning committee. The chair must ultimately insure that all relevant topics are being covered; that stipends, if necessary, are secured; that presenters and facilitators are secured and that all information is correct in the TACRAO session database. The chair assigns the planning of sessions to each committee member following up on each session until all sessions are approved by the TACRAO Executive Committee and until the session is presented at the conference.

Committee: Each committee member is responsible for development and coordination of sessions for the conference. This includes the securing of the topic to be presented, the securing of the presenters and facilitators as well. As a committee, they should submit 12-15 sessions for review by the TACRAO Executive Committee. Each member must follow up on sessions submitted up until the session is presented at the conference.

Undergraduate Admissions and Recruitment

Purpose: To submit, plan and execute program sessions and workshops at the Annual Conference.

Structure: Chair and four-five members. One member is named as chair for the following year. All other members rotate off. Reports through the Vice President for Admissions

Term of Office: One year

Income Generated: None.

Session Topics (Examples): HOT TOPICS: Admissions; HOT TOPICS: Student Recruitment; Recruiter Olympics; Session for New Admission Professionals, Part I; Session for New Admission Professional, Part II; New Admission Strategies; New Student Recruitment Strategies; New Student Programs (Orientation Programs); Using Student Ambassadors in the Recruitment Process; How to Conduct Campus Tours; Visitor Center Sessions; Texas Common Application Updates; Undergraduate International Admission Issues; SEVIS Updates; College Open Houses or Preview Days.

Duties and Responsibilities:

Chair: To oversee the coordination and implementation of sessions providing leadership to the session planning committee. The chair must ultimately insure that all relevant topics are being covered; that stipends, if necessary, are secured; that presenters and facilitators are secured and that all information is current in the TACRAO session database. The chair assigns the planning of the sessions to each committee member following up on each session until it is approved by the TACRAO Executive Committee and until the session is presented at the conference.

Certification and Legal Issues

Purpose: To submit, plan and execute program sessions and workshops at the Annual Conference.

Structure: Chair and four-five members. One member is named as chair for the following year. All other members rotate off. Reports through the Vice President for Records and Registration.

Term of Office: One year

Income Generated: None.

Session Topics: Affirmative Action, FERPA, SEVIS Updates, Residency, Subpoenas, State Auditor's Office (Compliance/Updates), NCAA Certification, THECB Pre-Conference Workshop, THECB Reporting Changes, Veteran Affairs Issues, Texas Legislature Update, Theft Issues (Identity, School Seal, etc.), Security of Records

Duties and Responsibilities:

Chair

.... Coordinate the planning and implementation of the Session Planning Committee

Committee

.... Begin to develop session ideas at the Annual Conference.

.... Submit session ideas, suggested presenters and estimated budget expenses through the Committee Chair to the President and update the information in the Data Base.

.... Develop approved sessions and workshops to be offered at the Annual Conference and enter all session information in the Data Base.

.... Confirm presenters, non-TACRAO presenter's expenses, facilitators and audiovisual needs and update this information in the Data Base.

Community and Technical Colleges and Transfer

Purpose: To submit, plan and execute program sessions and workshops at the Annual Conference.

Structure: Chair and four-five members. One member is named as chair for the following year. All other members rotate off. Reports through the Vice President for Records and Registration.

Term of Office: One year

Income Generated: None.

Session Topics: Transfer Issues, Core Curriculum, Partnerships, SACS Criteria Changes, TAKS, TAAS, Dual Credit Updates

Duties and Responsibilities:

Chair

.... Coordinate the planning and implementation of the Session Planning Committee

Committee

.... Begin to develop session ideas at the Annual Conference.

.... Submit session ideas, suggested presenters and estimated budget expenses through the Committee Chair to the President and update the information in the Data Base.

.... Develop approved sessions and workshops to be offered at the Annual Conference and enter all session information in the Data Base.

.... Confirm presenters, non-TACRAO presenter's expenses, facilitators and audiovisual needs and update this information in the Data Base.

Technology and Data Collection

Purpose: To submit, plan and execute program sessions and workshops at the Annual Conference.

Structure: Chair and four-five members. One member is named as chair for the following year. All other members rotate off. Reports through the Vice President for Records and Registration.

Term of Office: One year

Income Generated: None.

Session Topics: Data Assessment, Data Security, Surviving Conversions, Software Decisions, Implementing An Imaging System, Web Development Standards, Degree Audit, Web Accessibility, Enrollment Management, Use of E-Mail Addresses, On-Line Applications, WebCT, Web Grade Submission, Web Publishing, Hot Topics-Technology.

Duties and Responsibilities:

Chair

..... Coordinate the planning and implementation of the Session Planning committee

Committee

.... Begin to develop session ideas at the Annual Conference.

.... Submit session ideas, suggested presenters and estimated budget expenses

through the Committee Chair to the Vice President and enter the information

in the Data Base.

.... Develop approved program sessions and workshops to be offered at the Annual Conference, and enter all session information in the Data Base.

.... Confirm presenters, non-TACRAO presenter's expenses, facilitators and audiovisual needs and update this information in the Data Base.

Management, Organization and Professional Development

Purpose: To submit, plan and execute program sessions and workshops at the Annual Conference.

Structure: Chair and four-five members. One member is named as chair for the following year. All other members rotate off. Reports through the Vice President for Records and Registration.

Term of Office: One year

Income Generated: None.

Session Topics: Office Organization and Management, Record Management, Professional Development, Effective Communication Between Departments, Training Manuals, Student Worker Training.

Duties and Responsibilities:

Chair

..... Coordinate the planning and implementation of the Session Planning committee

Committee

..... Begin to develop session ideas at the Annual Conference.

.... Submit session ideas, suggested presenters and estimated budget expenses through the Committee Chair to the President and update the information in the Data Base.

.... Develop approved sessions and workshops to be offered at the Annual Conference and enter all session information in the Data Base.

.... Confirm presenters, non-TACRAO presenter's expenses, facilitators and audiovisual needs and update this information in the Data Base.

Registration and Records Management

Purpose: To submit, plan and execute program sessions and workshops at the Annual Conference.

Structure: Chair and four-five members. One member is named as chair for the following year. All other members rotate off. Reports through the Vice President for Records and Registration.

Term of Office: One year

Income Generated: None.

Session Topics: Record Management and Retention, Registration Techniques, Transcript Issues, Transfer Credit Issues, AACRAO Transcript Guide Changes, Virtual College of Texas, Texas Success Initiative, Workshop for New Records and Registration Professionals I and II, Hot Topics-Registrars.

Duties and Responsibilities:

Chair

.... Coordinate the planning and implementation of the Session Planning committee

Committee

.... Begin to develop session ideas at the Annual Conference.

.... Submit session ideas, suggested presenters and estimated budget expenses through the Committee Chair to the President and update the information in the Data Base.

.... Develop approved sessions and workshops to be offered at the Annual Conference and enter all session information in the Data Base.

.... Confirm presenters, non-TACRAO presenter's expenses, facilitators and audiovisual needs and update this information in the Data Base.

STANDING COMMITTEES

Assessment Committee

Purpose: To oversee the coordination and implementation of the organization's assessment efforts.

Structure: Chair, five members, and an ex-officio member representing the Local Arrangements Committee for the Annual Conference.

Term of Office: Three years. Two members rotate off each year. The ex-officio serves for one year only and rotates off as soon as the conference is over.

Income Generated: None.

Duties and Responsibilities:

Chair:

- Meet with the TACRAO Executive Committee (TEC) as needed to determine the TEC's assessment needs.
- Make budget recommendations to the TEC to carry out the duties and responsibilities of the committee.
- Convene meetings of the committee as necessary to conduct the committee's assessment responsibilities.
- Assist the Local Arrangements Chair with the Annual Conference evaluations (sessions and overall conference).
- Prepare an annual report of the committee activities to be presented to the membership at the Annual Business Meeting.
- Identify and recommend potential committee members to the Executive Committee.

Committee Members:

- Assist the with the various assessment activities of the committee.
 - Assist with the session evaluations and the overall evaluation of the Annual Conference.

Auditing

Purpose: To annually review the financial transactions of the Association as reflected in the financial records of the Treasurer of the Association and the immediate past Local Arrangements Committee and any committee which generates funds or handles money.

Structure: Chair and two members.

Term of Office: Three years beginning at the Annual Conference with the last year serving as Chair.

Income Generated: None.

Duties and Responsibilities:

Chair

- Identify and recommend potential committee members to the Executive Committee.
- Prepare an annual report of committee activities to be presented to the membership at the Annual Business Meeting.

Committee

- Audit the financial records of the Local Arrangements Committee (including bank statements, canceled checks, receipts for expenditures, and registration receipts) not later than February 1 each year. Invite the LAC Chair for the upcoming conference to attend.
- Submit an audit report of Local Arrangements Committee financial records to the Executive Committee prior to its February meeting.
- Audit the financial records of the Association (including bank statements, canceled checks, receipts for expenditures, and income deposits) after the close of the fiscal year, usually at the Annual Conference.
- Establish procedures and guidelines to be followed by the Treasurer and the Local Arrangements Chair in executing the financial responsibilities of each office including provisions for compliance with IRS section 501(c)(3) concerning tax exempt status and state laws governing state sales tax exemption.

SEE ADDENDUM FOR AUDIT GUIDELINES AND PROCEDURES

Communications

(November 2006)

Purpose: To publish and distribute the Association newsletter

Structure: Chair (Newsletter Editor), seven members who serve as regional reporters (north, east, southeast, south, central, west, and panhandle) and Ex officio: Webmaster.

Term of Office: Chair - three years. Member - three years plus one year as an apprentice. (Revised 2006)

Income Generated: None.

Duties and Responsibilities:

Chair

- Coordinate the activities of regional editors.
- Receive, edit, and organize information to publish three newsletters annually as specified in the Association calendar.
- Print and mail the Association newsletter.
- Prepare an annual report of committee activities to be presented to the membership at the Annual Business Meeting.
- Schedule and chair a committee planning meeting at the Annual Conference.
- Identify and recommend potential committee members to the Executive Committee.
- Publish minutes from Conference Business Meeting in Spring Newsletter.
- Post newsletter to the web and the TACRAO listserv. (Revised 2006)

Committee

- Solicit, edit, and submit information and materials for each newsletter from member institutions in the region.
- Attend the committee planning meeting at the Annual Conference.

Community College Issues

Purpose: To identify issues facing community colleges and provide a forum (usually in late July) for discussion among community colleges, the Coordinating Board, state auditors, and others groups or agencies as needed.

Structure: Chair and two members. One member rotates off each year.

Term of Office: Three years with the last as Chair.

Income Generated: Registration fees for summer conference.

Duties and Responsibilities:

Chair

- Identify and recommend potential committee members to the Executive Committee.
- Submit an annual financial report to the Treasurer by July 31.
- Prepare an annual report of committee activities to be presented to the membership at the Annual Business Meeting.
- Prepare a detailed accounting report of expenses and income for summer meeting for audit by Auditing Committee.
- Income the financial report, records and account balances in excess of \$500 are forwarded to TACRAO Treasurer by August 15th.

Committee

- Monitor and make community college representatives aware of statewide issues affecting community colleges.
- Plan, organize, and present the Community College Annual Summer Meeting, traditionally held the last week of July. Plan in conjunction with University Summer Meeting Committee.

Conference Site Selection

Purpose: To select the conference site for future conferences.

Structure: Chaired by the current Past-President with two members with experience in conference site selection or local arrangements.

Term of Office: The Chair serves one year. The two members serve two years with one member rotating off each year.

Income Generated: None

Duties and Responsibilities:

Chair

- Solicit the membership for interest in serving as Local Arrangements Chair.
- Get bids from hotels that meet TACRAO requisites.
- Get detailed contract from chosen hotel.
- Sign contract and send copies to committee members, current president and treasurer and potential LAC Chair. (The Treasurer will keep the original.)

Committee

- Visit hotels and make recommendation to TEC with potential LAC Chair.
- Review and approve contract.

Council of Past Presidents

Purpose: To serve the Executive Committee in an advisory capacity.

Structure: Chaired by the current Past-President with membership limited to active members who have served as President of the Association.

Term of Office: Until retirement from the profession.

Duties and Responsibilities:

Chair

..... Prepare an annual report of committee activities to be presented to the membership at the Annual Business Meeting.

Committee

..... Meet just prior to the Annual Meeting.

..... Recommend goals and issues to be addressed by the Association.

..... Perform tasks or provide leadership as assigned by the Executive Committee.

Graduate and Professional School Relations

Purpose: To provide and promote recruitment opportunities for graduate and professional school programs and to address issues related to the unique needs of these programs.

Structure: Chair plus five members.

Term of Office: Chair - three years. Member - five years.

Income Generated: None

Duties and Responsibilities:

Chair

- Publish the "Texas Swing" recruiting calendar.
- Identify and recommend potential committee members to the Executive Committee.
- Prepare an annual report of committee activities to be presented to the membership at the Annual Business Meeting.

Committee

- Plan and implement a geographically based schedule of graduate and professional school recruitment activities (Texas Swing).
- Provide opportunities to enhance relationships among graduate and professional school recruiters.

High School Relations

Purpose: To organize, plan, and present a statewide schedule of high school day/night college programs.

Structure: Chair plus eleven members designated as regional coordinators for the following districts of the state:
Districts 1 & 2 - Valley and Coastal Bend
Districts 3, 4, & 5 - Gulf Coast and Beaumont
Districts 4 & 6 - Houston area
Districts 7 & 8 - East Texas
Districts 9 & 11 - Fort Worth area
Districts 10 & 11 - Dallas area
Districts 12 & 13 - Austin & Waco
Districts 14, 15, & 18 - West Texas
Districts 16 & 17 - Panhandle
District 19 - El Paso area
District 20 - San Antonio area

Term of Office: Chair three years. Members - five years with a balanced number rotating off each year. An apprentice is appointed during the fifth year to provide transition.

Income Generated: Sale of annual Schedule of College Day/Night Programs.

Duties and Responsibilities:

Chair

- Work with the Executive Committee, particularly the Secretary and Treasurer, to identify and correspond with affiliate members and schedule subscribers
- Finalize the program calendar by May each year.
- Publish the annual TACRAO Schedule of Day/Night Programs for distribution in July each year.
- Identify and recommend potential committee members to the Executive Committee.
- Submit an annual financial report to the Treasurer by July 31.
- Prepare an annual report of committee activities to be presented to the membership at the Annual Business Meeting.

Committee

- Work with high school counselors to schedule college day/night programs at high schools and community colleges across the state.
- Recommend procedures to enhance the relationship between high school counselors and college admissions recruiters/counselors.
- Meet at the Annual Conference to begin developing the program.

Historical

Purpose: To collect and archive materials and memorabilia related to the organization's activities and the conduct of business.

Structure: Chair plus two members. One member rotates off each year.

Term of Office: Three years with the last as chair.

Income Generated: None.

Duties and Responsibilities:

Chair

- Arrange for delivery of boxed and bound materials to the Southwest Collection of Texas Tech University, Lubbock, Texas 79409-4349.
- Identify and recommend potential committee members to the Executive Committee.
- Prepare an annual report of committee activities to be presented to the membership at the Annual Business Meeting.

Committee

- Collect and organize historical information following the established retention policy and records management plan.
- Bind and/or box materials as outlined in committee guidelines.

SEE ADDENDUM FOR RECORDS GUIDELINES AND RETENTION POLICY

Honorary Membership and Recognition Awards

Purpose: To recommend to the Executive Committee individuals eligible for honorary membership and/or special recognition.

Structure: Chair and two members. One member rotates off each year.

Term of Office: Three years with the last as Chair.

Income Generated: None.

Duties and Responsibilities:

Chair

- Collect personal information to be used in introducing honorary membership recipients to the membership at the Annual Conference including name, address, family members (with a special note of those in attendance), employment history in higher education, personal highlights or memories of TACRAO, hobbies, current and future plans.
- Identify and recommend potential committee members to the Executive Committee.
- Prepare an annual report of committee activities to be presented to the membership at the Annual Business Meeting.
- Present honorary membership recipients at the recognition ceremony at the Annual Conference.

Committee

- Identify individuals who have been active TACRAO members and are potentially eligible for honorary membership based on retirement from the profession or a career change that precludes any future active membership in the Association.
- Establish eligibility (minimum of 60 points) for honorary membership using the approved point system based on outstanding service, leadership and participation in TACRAO activities. Individuals who have demonstrated outstanding service to TACRAO may receive credit for attending the annual conference.
- Recommend to the Executive Committee individuals eligible for honorary membership, including a breakdown of points earned by each candidate, for approval and presentation at the next Annual Conference.
- Identify individuals eligible for special recognition using the following definition: The recognition award is reserved for the active TACRAO member who has exhibited outstanding service and contributed significantly to the Association. Recommendation to honor a member in this manner will be based upon specific actions undertaken by that member, which may include leadership ability,

development and/or implementation of programs, and meaningful advancement of the Association.

- Nominate individuals who have made outstanding professional contributions to the Executive Committee for consideration of merit/distinguished service awards and certificates to be presented at the next Annual Conference.
- Assist in gathering professional information necessary to annually update the point system database maintained by the Secretary.

SEE ADDENDUM FOR HONORARY MEMBERSHIP POINT SYSTEM

Legislative Issues

Purpose: To monitor and respond to proposed and passed legislation affecting higher education in the general areas pertaining to the TACRAO membership.

Structure: One Chair, one Co-Chair, and four members representing each of the TACRAO regions not represented by the Chair and Co-Chair.

Term of Office: Chair - two years beginning with an odd numbered year (non-legislative year) with a Co-Chair to be appointed each even numbered year rotating to Chair the following year.
Members - one year with possible reappointment.

Income Generated: None.

Duties and Responsibilities:

Chair/Co-Chair

- Arrange meetings with House and Senate educational staff to discuss proposed legislation.
- Provide testimony on behalf of the Association before legislative committees as needed.
- Post regular legislative updates on the TACRAO listserve and coordinate with the WebMaster for similar information to be available on the web site.
- Organize and participate in discussion groups as directed by the Executive Committee.
- Prepare an annual report of committee activities to be presented to the membership at the Annual Business Meeting.
- Identify and recommend potential committee members to the Executive Committee.

Committee

- Maintain a working relationship with both the House and Senate legislative liaisons for educational issues and appropriate Coordinating Board staff.
- Work closely with legislative staff members during the interim period between legislative sessions to develop relationships and provide information on upcoming issues.
- Obtain copies of pertinent legislative proposals and distribute to other committee members and the Executive Committee as appropriate.
- Solicit input from the Executive Committee and the TACRAO membership on pertinent issues.

Local Arrangements

Purpose: To plan, organize, manage, and present the Annual Conference in early November each year.

Structure: Chair and 5-6 members, appointed by the Local Arrangements Chair, who serve as LAC sub-committee chairs. Co-Chair or Vice Chair is optional.

Term of Office: 1-2 years as needed for planning, presentation, and close of business.

Income Generated: Annual Conference registration fees, vendor fees, and donations.

Duties and Responsibilities:

- Plan and coordinate with the Executive Committee the physical arrangements, special events, refreshments and meal functions, audio visual needs, special arrangements for outside speakers, and vendors for the Annual Conference.
- Develop a conference budget for Executive Committee approval.
- Establish the conference bank account and maintain all finances.
- Serve as liaison with the conference hotel for all arrangements.
- Plan the Fred Russell Memorial Golf Tournament to raise funds in coordination with the LAC to pay for the workshop and the golf tournament and raise funds for the Fred Russell Scholarship. (Revised June 2006)
- Publish conference materials.
- Receive and process conference registrations.
- Organize and staff on-site conference support activities.
- Prepare an annual financial report for the Treasurer.
- Prepare an annual report of committee activities to be presented to the membership at the Annual Business Meeting.

SEE TACRAO LOCAL ARRANGEMENTS MANUAL FOR DETAILED INFORMATION

Newcomer

Purpose: To plan and present activities for new TACRAO members and/or first-time attendees at the Annual Conference

Structure: Chaired by Past President plus three members with one serving as Committee Coordinator. One member rotates off each year.

Term of Office: Chair - one year in conjunction with term as Past President.
Member - three years with last served as Committee Coordinator.

Income Generated: None.

Duties and Responsibilities:

- To promote the admissions/registrars/record professions and encourage the involvement of new professionals in the Association.
- To introduce new members and first-time conference attendees to established members for the purpose of mentoring.

Chair

- Solicit active TACRAO members to serve as mentors to new members.
- Facilitate activities at Newcomer Mixer and Newcomer Orientation (Session 1.1.1) at the Annual conference.
- Make arrangements with the Local Arrangements Chair to have reserved tables for mentors and mentees at the Recognition Luncheon.

Coordinator

- Assist in gathering and receive information about both mentors and new members and first-time attendees (mentees) prior to and at the Annual Conference.
- Match mentors and mentees.
- Attend the Newcomer Mixer and Newcomer Orientation Session at the Annual Conference and assist in activities planned for both.
- Facilitate introduction of mentors and mentees at Newcomer Orientation Session at the Annual Conference.

Member

- Assist in activities of the committee as instructed by the Chair and/or Committee Coordinator.

Nominations

Purpose: To recommend a slate of in-coming officers to the Executive Committee and to the membership for approval at the Annual Business Meeting.

Structure: Chair, Chair-Elect, and three members each elected by the membership. Individual receiving highest number of votes each year serves as Chair-Elect rotating to Chair the following year.

Term of Office: Chair/Chair-Elect - two years. Member - one year.

Income Generated: None.

Duties and Responsibilities:

Chair

- Print, mail, and receive ballots for election of Chair-Elect and committee members.
- Solicit nominations for available executive offices from the membership.
- Schedule and preside over annual committee meeting.
- Report nominations to the Executive Committee.
- Prepare an annual report of committee activities to be presented to the membership at the Annual Business Meeting.
- Identify and recommend potential committee members to the Executive Committee.

Committee

- Attend annual committee meeting.
- Recommend and confirm a nominee for each available executive office with consideration given to such factors as position held, areas of expertise, type of institution, geographical balance, and participation in association activities.

Resolutions

Purpose: To prepare and present resolutions to the membership that state a goal or position on issues pertinent to the Association.

Structure: Chair and two members. One member rotates off each year.

Term of Office: Three years with the last year served as Chair.

Income Generated: None.

Duties and Responsibilities:

Chair

Prior to Annual Conference:

- Collect and review resolutions from previous years.
- Create a shell resolution document.
- Forward the shell resolutions document and previous years' resolutions to committee members.
- Schedule two committee meetings to be held during the Annual Conference, usually on Sunday and Tuesday.
- Contact the Local Arrangements Committee and make arrangements for use of a microcomputer and printer.
- Identify and recommend potential committee members to the Executive Committee.

At the Annual Conference:

- Contact members of the Executive Committee and the Local Arrangements Committee for items of interest and people for recognition in the resolution.
- Present the resolution to the membership during the Annual Business Meeting.

After the Annual Conference:

- Forward final copies of the resolution to the President, Secretary, Newsletter editor and Historical Committee chair.

Committee

- Meet at the Annual Conference and develop a resolution focusing on different aspects of the conference, TACRAO activities, officers and members to be recognized.
- Publish a final copy of the resolution for presentation at the Annual Business Meeting.

SEE ADDENDUM FOR SUGGESTED RESOLUTION FORMAT.

Strategic Enrollment Management

Purpose: To promote the concept of strategic enrollment management through the admissions, registration, and records processes and to provide information, training, and counsel to the membership and our educational Partners throughout the state of Texas regarding strategic enrollment management issues.

Structure: Chair and five members with a balanced number of members rotating off each year. One member will serve jointly on the Strategic Enrollment Management Session Planning Committee.

Term of Office: Five years

Income Generated: None

Duties and Responsibilities:

Chair and Committee

- Plan the Fred Russell Enrollment Management pre-conference workshop
- Assist the Executive Committee with the scholarship recipient selection process
- Work closely with the membership throughout the year to address issues that arise concerning strategic enrollment management
- Assist the Executive Committee with all activities relating to strategic enrollment management
- Develop sessions on strategic enrollment management to be presented at the annual conference
- Serve as the TACRAO liaison to the state, TASFAA, and THECB regarding relevant financial aid, scholarship issues and programs.
- Prepare an annual report of committee activities to be presented to the membership at the Annual Business Meeting.
- Identify and recommend potential committee members to the Executive Committee.

Technology

Purpose: To identify technology available to enhance the admissions, records, and registration processes, to facilitate the implementation of available technology, and to provide technical support to the TACRAO membership.

Structure: Chair and five members with a balanced number of members rotating off each year.

Term of Office: Chair - three years. Member - five years.

Income Generated: Conference registration fees.

Duties and Responsibilities:

Chair

- Schedule and attend a May meeting for the committee usually in conjunction with the EDI Users Group.
- Attend all regularly scheduled meetings of the TEC to serve as advisor.
- Submit an annual financial report to the Treasurer by July 31.
- Prepare an annual report of committee activities to be presented to the membership at the Annual Business Meeting.
- Identify and recommend potential committee members to the Executive Committee.

Committee

- Actively seek and identify technology that could enhance or benefit the work of admissions, records, and registration professionals.
- Maintain a working knowledge of available technology and its uses in the profession including data standards, data maintenance and availability, delivery systems, personal data carriers, "leading edge" technology, methods of implementation, and automation and economy.
- Educate the TACRAO membership concerning available technology and its uses via publications, sessions and workshops.
- Develop, promote and facilitate the implementation of available technology.
- Provide technical advice and support to the TACRAO membership.
- Attend the May Meeting.
- Work with the Executive Committee to identify items to be posted to the TACRAO website (www.tacrao.org)
- Assist in maintaining the TACRAO website including posting and/or deletion of items and information.

University Issues Committee

Purpose: To identify issues facing senior colleges and provide a forum for discussion among senior institutions, the Coordinating Board, state auditors, and other groups or agencies as needed.

Structure: Chair and two members with a balanced number of members. One member rotates off each year.

Term of Office: Three years with the last as Chair.

Duties and Responsibilities:

- Monitor and make senior institution representatives aware of statewide issues affecting senior colleges.
- Plan, organize, and present the Community College Annual Summer Meeting, traditionally held the last week of July in Corpus Christi.

