



OACRAO Committee Participation Form

OACRAO's source of strength has always been the individuals who participate in programs, workshops and committees. This is your opportunity to help OACRAO continue to prosper while involving yourself in a rewarding professional growth experience. OACRAO needs you!

Please prioritize your choices if you decide to volunteer for two or more committees. If your term on a committee is expiring this year (or you are unsure about your committee membership) then just note your committee preference.

See other side of page for details about each committee.

Program Committees:

- Admissions and International Education
- Data Management and Research
- Professional Development
- Records and Registration

Operational Committees:

- Bylaws
- Communications
- Fiscal
- Government Relations
- Local Arrangements
- Membership and Mentoring
- Scholarship

Please include the following information (please print):

Name: _____

Title: _____

Institution: _____

Phone Number: _____

Email: _____

Please drop this off in one of the boxes throughout the conference.

Or send to:

Jack Miner
The Ohio State University
540 Student Academic Services Building
281 West Lane Avenue
Columbus, OH 43210
Miner.10@osu.edu
Fax (614)292-7199



Volunteer for a Committee!! There are many benefits including:

- Feeling connected to and having a sense of ownership in the conference
- Having a great way to meet other OACRAO members
- Learning how other institutions address issues similar to those you face
- Helping foster future growth in our organization
- Being publicly recognized at the conference for your important role in its success

The **Program Committees** are responsible for the development of sessions at the annual conference. Desired committee size of each is 8 to 10 members. Program Committee members are asked to fulfill a three-year term. During any one year, the time commitment consists of attending a one-day planning meeting in the latter part of February at a Columbus area location (you will be reimbursed for mileage) and then arranging within a few weeks thereafter to find a presenter for one of the sessions proposed by your committee. The arranging consists of email and phone contacts that can be accomplished from your office. You can even network to secure presenters. It is not necessary to have in-depth knowledge of the session's topic, and you will not be expected to be a presenter yourself. The Four Program Committees and their individual responsibilities follow.

Admissions and International Education:

The scope of responsibility is generally defined to include financial aid; undergraduate, graduate and professional admissions, international student research; study abroad programs; and information on education in other countries.

Data Management and Research:

The scope of responsibility is generally defined to include automated information systems; data collection; analysis and reporting; admission enrollment reports and institutional studies; and current and future technologies.

Professional Development:

The scope of responsibility is generally defined to include office management; office organization; and member professional development.

Records and Registration:

The scope of responsibility is generally defined to include academic calendars; grading policies and practices; records management; and registration techniques.

The **Operational Committees** are responsible for the governance and basic operations of the organization. The term of office and time commitment will vary with each committee. Please see the OACRAO Website or contact any Board member for more information. The six operating committees and their individual functions follow.

Bylaws:

Prepare/revise the OACRAO ByLaws for review/ballot by the voting members.

Communications:

Coordinate information flow to members via website, newsletter, and printed materials.

Fiscal:

Works with the treasurer to develop budgets and fiscal policies. Audits financial standing and transactions on behalf of the membership.

Government Relations:

Increase the knowledge level of OACRAO and its members on state government issues and legislation that impacts our offices and students. Works with similar organizations and AACRAO to advocate for higher education.

Local Arrangements:

Plan/make annual conference arrangements (Dayton 2012).

Membership and Mentoring:

Disseminate information regarding OACRAO; coordinate new member recruitment, orientation and mentoring activities.

Scholarship:

Select recipients for OACRAO's scholarships and solicits items for the silent auction.