



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. However, you should anticipate an appointment to only one program and/or one operational committee. If you are already serving on a committee and your term has not yet expired, then just note that you are a continuing member of the committee. ***See other side of page for details about each committee.***

Program Committees:

- Admissions and International Education
- Information Systems and Data Management
- Professional Development
- Records and Registration

Operational Committees:

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

Please include the following information (please print):

Name: _____

Title: _____

Institution: _____

Phone Number: _____

Email: _____

Please send this form to the OACRAO Immediate Past President:

Deb Benton
Ohio University
Chubb Hall
Athens, OH 45701
740.593.4260 bentond@ohio.edu

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

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 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 topics shall be generally defined to include admission; recruiting; post-secondary enrollment options; equal educational opportunity; financial aid; international student issues; study abroad programs; and information on education in other countries.

Information Systems and Data Management:

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

Professional Development:

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

Records and Registration:

The scope of topics are generally defined to include academic calendars; grading policies and practices; records management; and registration techniques; and scheduling.

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 seven operating committees and their individual functions follow.

Bylaws:

Prepare/revise the OACRAO Bylaws for review/amendment by the voting members.

Fiscal:

Reviews the President-Elect's proposed budget for the ensuing year as requested; Audit the Treasurer's books for the preceding year.

Local Arrangements:

Plan/make annual conference arrangements.

Membership and Mentoring:

Association membership development; identify prospective new members and disseminate information regarding OACRAO and AACRAO to them; develop and coordinate new member recruitment, orientation and mentoring activities, including the New Member Handbook.

Communication:

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

Scholarship:

Seek nominations, review applications, and select recipients for OACRAO's scholarships.

Government Relations:

Alert membership to local, state, and federal initiatives that could impact higher education and our profession; coordinate OACRAO's relationship with state agencies as well as elected and appointed government officials; provide communication and education, but may not engage in lobbying activities.