

# IACRAO COMMITTEE MEMBERSHIP FORM

Becoming an active member of an IACRAO committee is easy! Simply check the committee you would like to join and return the form to the conference registration desk. You may also choose to mail or fax the form to:

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ADMISSIONS COMMITTEE \_\_\_\_\_

COMMUNICATIONS COMMITTEE \_\_\_\_\_

DIVERSITY COMMITTEE \_\_\_\_\_

INTERNATIONAL AFFAIRS COMMITTEE \_\_\_\_\_

LEGISLATIVE AFFAIRS COMMITTEE \_\_\_\_\_

PROFESSIONAL GROWTH COMMITTEE \_\_\_\_\_

RECORDS AND REGISTRATION COMMITTEE \_\_\_\_\_

TECHNOLOGY COMMITTEE \_\_\_\_\_

LOCAL ARRANGEMENTS COMMITTEE \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Comments \_\_\_\_\_

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Please help make this a strong organization by becoming a member of a committee. Thanks!

## Article VIII - Committees

**Section 1. Standing Committees.** The Association shall be served by the following standing committees: Admissions, Auditing, Communications, Diversity, International Affairs, Legislative Affairs, Local Arrangements, Nominating, Professional Development, Records and Registration, and Technology. All standing committees perform additional duties as may be delegated to them by the President and the Executive Committee.

### **Section 2. Program Committee Membership, Responsibilities and Terms of Appointment**

- a. The Admissions, Diversity, International Affairs, Legislative Affairs, Professional Development, Technology, and Records and Registration Committees shall constitute the Program Committees and will provide professional enrichment and service to the membership in the respective areas.
- b. Appointment to these committees will be by invitation of the President with the concurrence of the Executive Committee, and will be representative of the membership at large.
- c. Program committee member and chairperson appointments shall be effective at the conclusion of the Annual Meeting. Committee members shall serve a three-year term and committee chairpersons shall serve a one-year term.
- d. These committees shall be charged as follows:
  1. To arrange for the development and presentation of sessions of high quality for the program of each Annual Meeting.
  2. To be available for on-going assignments on the behalf of the Association as determined in conjunction with the Executive Committee.
  3. To encourage the development of professional activities applicable to the Committee and initiated by the members of the Committee.

### **Section 3. Operational Committee Membership, Responsibilities and Terms of Appointment**

- a. The Auditing Committee shall audit the accounts and records of the Association at the end of each fiscal (calendar) year, and shall present a report of their findings to the president by March 1 and to the Annual Meeting of the Association. The President shall appoint the Auditing Committee at the end of each fiscal year.
- b. The Local Arrangements Committee shall assist the President and the Executive Committee in securing a site for the Annual Meeting, to provide assistance as needed for planning the programs, meals, entertainment, etc., and any other duties deemed appropriate and pertinent to the arrangements for the Annual Meeting. The President shall appoint the Local Arrangements Committee after consultation with the Local Arrangements chair.
- c. The Nominating Committee shall be responsible for recommending a slate of nominees to the Executive Committee for the elected offices of the Association noted in Article IV. The report of nominations shall be made at the Annual Meeting at which time an opportunity shall be given for additional nominations from the floor. The Nominating Committee shall also be responsible for soliciting nominations and making recommendations to the Executive Committee for the Distinguished Service Award. The Nominating Committee shall be composed of a minimum of three Past Presidents who are deemed by the Executive Committee to be active in the Association. The immediate Past President will serve as chair.
- d. The Communications Committee shall be responsible for the maintenance of the communications channels of the Association including the website and the listserv. The President shall appoint the Communications Committee.
- e. Diversity Committee shall be responsible for advising the Executive Committee on issues concerning participation in higher education by individuals of different backgrounds. This committee shall encourage increased participation and involvement in higher education and the Association by persons of different backgrounds. The President, with the approval of the Executive Committee, shall appoint the Diversity Committee annually.
- f. The Legislative Affairs Committee shall be responsible for collection and review of proposed state and federal legislation and regulations. The committee shall keep the President, Executive Committee, and membership informed of relevant legislation and formulate positions on behalf of IACRAO. The committee shall represent the organization in meetings and hearings with legislators, the Higher Education Commission, and other appropriate bodies. The Legislative Affairs Committee shall be appointed annually by the President.
- g. The Archive Committee, chaired by the Association Historian, shall be responsible for the collection of Association historical documents and information of historical value. The Archive Committee and the Association Historian shall be appointed to a three year term by the President, with an option for reappointment.

**Section 4.** New members of all standing committees (with the exception of the Auditing and Nominating Committees) shall receive official communication from the new President with specific objectives for each IACRAO standing committee no later than 45 days after the Annual Meeting.