I'M AVAILABLE . . .

Conference Year: **2016** Conference Location: **Horseshoe Bay**

Conference Year: **2017** Conference Location: **South Padre Island**

TACRAO Needs You! If you would like to serve on a TACRAO Committee or be part of the program at the Annual Conference, please complete the items below and return as instructed. *Please Print.*

Name: ____________________________ E-Mail: ___________________________________

Title: ___________________________________ Phone: ___________________________

Institution: _____________________________ Fax: ___________________________

Address: _____________________________

City: ____________________________________ TX Zip: ____________________

Total Number of TACRAO meetings attended _____
Number of years in the profession _____
Have you previously served on a TACRAO Committee? ☐ Yes ☐ No

COMMITTEES (Session Planning & Standing – for 2017 conference)

Committee members are expected to attend two consecutive TACRAO Annual Conferences. Some committees require participation between conferences, which may include travel to a meeting (with expenses reimbursed by TACRAO). Refer to the Association By-laws on the back for more committee information. Please indicate choices for committee service:

1. _______________________________ 2. ______________________________

3. _______________________________ 4. ______________________________

SESSION FACILITATOR – 2016 conference

I would like to be a session FACILITATOR for ☐Admissions ☐ Registration/Records ☐ Either

PROGRAM PRESENTER – 2016 or 2017 conference

I would like to be a presenter or panelist at the Annual Conference. Suggested program topic:

____

____

EXECUTIVE COMMITTEE MEMBER

I would like to serve on the Executive Committee (if nominated) in the following capacity:
☐ President-Elect ☐ VP Admissions ☐ VP Registration ☐ Secretary ☐ Treasurer ☐ Local Arrangements

- -

DURING the 2015 Houston TACRAO Conference, SUBMIT COMPLETED FORM ONLINE or provide a printed copy to the conference registration desk or to any member of the Executive Committee.

AFTER 2015 TACRAO Conference, SUBMIT COMPLETED FORM ONLINE or mail to: Irene Robinson, Registrar, Alvin Community College, 3110 Mustang Rd., Alvin, TX 77511. Phone: 281-756-3501. Fax: 281-756-3834

E-mail: irobinson@alvincollege.edu

Submit This Form

Standing Committees

The Assessment Committee . . .
Periodically polls the membership on topics of concern and interests and summarize listserv survey responses..

The Auditing Committee . . .
Is responsible for the establishment of procedures and guidelines to be followed by the Treasurer in carrying out the financial responsibilities of the Association including compliance with IRS section 501©(3), tax exempt legislation, and state laws governing state sales tax exemption.

The Communications Committee . . .
Is composed of 7 regional editors who are responsible for submitting information to be included in the Association's newsletter which is published 3 times a year. Regional editors serve 3-year terms with the first year as an apprentice to the current regional editor. The Committee Chair is the Newsletter Editor, who serves a 3-year term.

The Community College Issues Committee . . .
Is composed of 3 members from community and technical colleges. Each serves 3 years, with the last as Chair. The Committee coordinates activities for the Community College Summer Meeting.

The Conference Site Selection Committee . . .
Is chaired by the Immediate Past President and includes 2 members with experience in conference site selection and/or local arrangements; each member serves 2 years.

The Corporate Relations Committee ...
Is comprised of 4 members and a chair. Each member will serve a 3-year term, with 1 member rotating off each year. The chair will be appointed by the Executive Committee and will serve a term of 3 years. The committee sustains relationships with corporate vendors, maximizing their participation in the annual meeting.

The Graduate and Professional School Relations Committee . . .
Is composed of 7 members that serve 5-year terms and is charged with the development and implementation of a formal recruiting effort for graduate and professional programs throughout the state.

The High School Relations Committee . . .
Is composed of representatives from various regions of the state & is responsible for working with high schools to establish an annual schedule of College Day/Night Programs to make the best use of recruiting resources. The committee recommends procedures to enhance the relationship between high schools and college admissions recruiters.

The Historical Committee . . .
Is responsible for the collection and maintenance of TACRAO records and memorabilia in accordance with the retention schedule and records management plan. The committee is also responsible for submitting TACRAO records to the archives in the Southwest Collection at Texas Tech University.

The Honorary Membership & Recognition Awards Committee . . .
Is responsible for recommending nominees for honorary TACRAO membership to the Executive Committee. TACRAO members who have made significant contributions to the Association are eligible for nomination upon their retirement or a career change which precludes re-establishment of active membership in the Association. A nominee is evaluated based on a point system which recognizes outstanding service, leadership, and Association participation such as committee membership and program involvement.

The Legislative Issues Committee . . .
Is responsible for keeping abreast of concerns in higher education and the effect that proposed changes may have on TACRAO institutions, and for keeping the President informed of critical issues.

The Newcomers Committee . . .
Is responsible for planning and presenting activities for new TACRAO members and/or first-time attendees at the Annual Conference.

The Nominations Committee . . .
Is composed of 5 members elected by the membership from among 10 nominees selected by the Executive Committee (see Bylaws, Article II, Section 2). The Committee meets for the purpose of nominating a slate of officers for presentation to the membership in time for electronic elections at least one month in advance of the Annual Conference. Nominations are made with sensitivity to two-year/four-year, public/private, and geographic representation plus affirmative action considerations.

The Resolutions Committee . . .
Is responsible for preparing resolutions for presentation to the membership which state a goal or position on issues pertinent to the Association and acknowledge the tremendous efforts of persons associated with TACRAO and/or especially the Annual Conference.

The Senior College Issues Committee . . .
Identifies issues facing senior colleges and provides a forum for their discussion among senior institutions, Coordinating Board, state auditors, and other groups or agencies. The Committee coordinates activities for the University Summer Meeting, when that is held.

The Strategic Enrollment Management Committee . . .
Operates with 6 members, each serving a 5-year term, and is responsible for the SEM Pre-Conference Workshop and other activities relative to the topic of enrollment management.

The Technology Committee . . .
Is composed of 6 members that serve 5-year terms and is charged with identifying technological methods which could benefit the membership, and promote and facilitate their implementation. One member serve as TACRAO Webmaster and works with the Communications Committee on an ex-officio basis.

The Local Arrangements Committee . . .
Is responsible for the planning, organization, and management of the Annual Conference, including hotel liaison, budget, printing of the program, special events, meal functions, physical arrangements, audio visual needs, special arrangements for outside speakers, registration and related materials, vendors, etc. The Committee works with the President who will preside over the meeting and the President-Elect who is responsible for program development. Generally, sub-committees are created to carry out the responsibilities of the Committee. The Local Arrangements Chair is selected by the President-Elect. Members are appointed by the Local Arrangements Chair.

Session Planning Committees . . .

Are responsible for developing programs for the Annual Conference. Session ideas, suggested presenters, and estimated budget expenses are submitted to the TACRAO President-Elect through the Vice Presidents. Program committee members are responsible for confirming presenters and facilitators, and for identifying audio-visual needs. The Program Committees are:

VICE PRESIDENT FOR ADMISSIONS		VICE PRESIDENT FOR RECORDS AND REGISTRATION
Access And Equity For Students And Staff		Certification And Legal Issues
Health Sciences, Graduate And Professional Schools		Community/Technical Colleges and Transfer
Student Success		Management, Organization & Professional Development
Undergraduate Admissions & Recruitment		Registration and Records Management
		Technology and Data Collection