

# **SOUTH CAROLINA EDUCATIONAL OPPORTUNITY PROGRAMS SCHEDULING COMMITTEE PROCEDURES MANUAL**

## **PURPOSE OF COMMITTEE**

According to the By-Laws, Article VII, Section 5, the Committee shall be responsible for developing and conducting the recruiting activities in South Carolina. The committee has the responsibility for scheduling all Educational Opportunity Programs in the state and maintaining communication with the high school counselors with regard to Ed Op Programs. Additionally, the members of the committee monitor the activities of college representatives at the Educational Opportunity Programs to ensure that all representatives adhere to the Code of Ethics.

## **RESPONSIBILITIES OF THE CHAIR**

The co-chairs of the South Carolina Ed Op Programs Scheduling Committee are appointed by and report to the CACRAO President. The co-chairs positions are one year appointments. The co-chairs responsibilities include:

- i. Selecting committee members
- ii. Submitting a budget request to the Executive Committee
- iii. Setting up A & B lists for the Ed Op Schedule;
- iv. Setting up preliminary schedule and assigning committee members to particular weeks;
- v. Assigning committee members to necessary duties;
- vi. Submitting the Ed Op Schedule for publication;
- vii. Distributing the Ed Op Schedule to the various institutions;
- viii. Distributing corrections/changes to the Ed Op Schedule as needed;
- ix. Receiving and reviewing high school counselors and admissions reps evaluation of the Ed Op Programs;
- x. Calling committee meetings;
- xi. Attending Executive Committee meetings as required;
- xii. Attending the Annual Meeting.

## **SPECIFIC DUTIES AND TIMETABLES**

**1. Committee appointments** must be made by **February 15**. The Executive Committee will provide a list of interested members and the name of the Ex Officio members. From the list, the Chair should select seven or more committee members (seven is the minimum number required by the constitution), making calls to each to get a verbal commitment before confirming in writing. When selecting the committee members, the Chair should, to the maximum extent possible, ensure that the composition of the committee is representative of the diversity within the CACRAO membership in institutional type, geographic location, gender, and ethnicity. The Chair should solicit additional members, if necessary, to create the proper balance. Consideration should be given to unique experience related to the activities of the committee. Committee membership is a one year appointment. If, at any time, a committee member is unable to fulfill assigned duties, the Chair may appoint another individual to that position.

**2. An appointment letter** should be sent to each committee member prior to February 15, with a copy to the President and Ex-officios.

**3. A Committee Roster** must be prepared, sent to the CACPAO President, the Ex-officios, and the committee members prior to February 1. Name, title, institution, mailing address, telephone, e-mail, and fax are required on the roster.

**4. Call a meeting for January/February.** The committee members should receive a letter with the date, place, and time of the meeting, directions, and advance information about the issues to be discussed. The letter should be copied to the President and Ex-officios - who should **also be invited**. The Chair should either designate a committee **secretary** or arrange for selection by the committee, not later than the first committee meeting. The secretary should maintain minutes - retain a copy for a working notebook, send a copy to each committee member, the Newsletter Editor, the President, and Ex-officio representatives.

A. Budget Preparation. A budget must be prepared in January for the upcoming fiscal year. The Chair should take into consideration both income and expenses when preparing the budget. Great care must be taken to anticipate long-range committee activities, as well as to study expenditures from years past.

A **proposed budget** must be prepared and sent to the Chair of the Budget and Auditing Committee, copy the President and Ex Officios, by **February 15**. The budget will be reviewed by the Executive Committee. The Chair is responsible not only for preparing but also for maintaining the committee's budget. This includes completing and submitting the appropriate forms to the CACRAO Treasurer for depositing funds, reimbursements, etc. The Chair must maintain accurate and up-to-date records. Reimbursement for committee related expenditures must be submitted on a CACRAO Expense Voucher. The original and second copy of the voucher are sent to the CACRAO President. The third copy should be retained by the Committee Chair. It is important that the voucher be submitted **as soon as possible following the expenditure**.

B. Prepare an **outline of committee goals** for the upcoming year and forward to the President and copy the Ex Officios by February 15.

C. **Additional committee meetings** should be scheduled as needed. The first meeting should occur immediately after the selection of committee members in January to define duties and plan the fall Ed Op schedule.

5. The Chair will **attend the February Executive Committee Meeting** and must submit a committee report, a budget proposal, and be prepared to report budget needs and committee plans.

## CALENDAR

<b>January</b>	Select committee members. Schedule a committee meeting. Make week assignments. Prepare a budget request for the Executive Committee.
<b>February</b>	Send out A and B List Memo. Attend the meeting of the Executive Committee.
<b>March</b>	Prepare A and B List. Receive completed weeks from committee members. Submit schedule to webmaster.
<b>April</b>	Notify membership of weekly master schedule and when full schedule will be available on the web.
<b>August</b>	Send corrections/changes if needed.
<b>October</b>	Submit the annual report, procedures manual updates and recommendations for a new chair to the President.
<b>December</b>	Attend Annual Meeting.

6. NEWSLETTER. The Chair should submit articles on the committee's activities, as appropriate, for inclusion in the Newsletter. The Newsletter Editor will notify the Chair of deadlines for each edition.

7. Copies of all correspondence must go to the President and Ex-officios. In addition, send copies of correspondence to appropriate Executive Committee members or committee chairs that may be affected.

8. Utilize **Bulk Mail or e-mail** for any mailing of over 200 pieces. You must allow 2 weeks for delivery of bulk mail.

9. Prepare an annual report and submit to the President and Ex Officios by November 15. At the same time, submit **updates** to this procedures manual and recommendations for a new chair.

10. Attend the Annual Meeting including any Executive Committee meetings at which your presence is requested. Hold a final committee meeting at the annual meeting. Present an annual report to the membership at the annual meeting.

11. Send thank you notes to committee members immediately after the Annual Meeting.

12. The outgoing Chair will give all minutes/working notebook, records, etc. to the new chair by December 1 or immediately following the Annual Meeting. (The new Chair will receive a procedures manual from the new President). The outgoing Chair is encouraged to be available as needed to respond to inquiries from the new Chair.

\*\*\* This manual was designed to be used as a guide. The Chair should use the South Carolina Educational Opportunity Programs Scheduling Committee Working Manual for samples, former correspondence, details, etc.

*Updated January 16, 2006*