



# I'm Available for CACRAO

Instructions: If you would like to volunteer to serve CACRAO, complete the front of this form and mail, fax or email as shown at bottom. This form is also available online at [www.cacrao.org](http://www.cacrao.org).

## Personal and Contact Information

Name		Position/Job Title	
Institution		Email Address	
Street Address		City State	
Work Phone (      )	Work Fax (      )	Zip	
Home Phone (      )		Cell Phone (      )	
Number of years in profession	Number of years in present position	Number of years at institution	Number of CACRAO meetings attended
Gender (optional) <input type="radio"/> Male <input type="radio"/> Female	Ethnicity (optional)		

## Availability

**CACRAO Committees:** Enter a number to the left of the committee(s) on which you would like to participate.  
(1 = first choice, 2 = second choice etc.)

### CACRAO COMMITTEES (descriptions on back)

<input type="checkbox"/>	Archives Committee	<input type="checkbox"/>	Long Range Planning	<input type="checkbox"/>	Professional Access & Equity
<input type="checkbox"/>	Budgeting & Auditing	<input type="checkbox"/>	Mass Communications	<input type="checkbox"/>	Program Committee
<input type="checkbox"/>	Constitution & Bylaws	<input type="checkbox"/>	Mentoring - INACTIVE	<input type="checkbox"/>	Recognition
<input type="checkbox"/>	Educational Consultants	<input type="checkbox"/>	Newsletter	<input type="checkbox"/>	Recommendations & Evals
<input type="checkbox"/>	Ethics	<input type="checkbox"/>	Nominating	<input type="checkbox"/>	Registrars
<input type="checkbox"/>	Inter-Associational Activities - INACTIVE	<input type="checkbox"/>	NC ED-OP Scheduling Committee	<input type="checkbox"/>	SC ED-OP Scheduling Committee
<input type="checkbox"/>	Legislative Concerns - INACTIVE	<input type="checkbox"/>	NC School Counselor Conferences	<input type="checkbox"/>	SC School Counselor Conference
<input type="checkbox"/>	Local Arrangements	<input type="checkbox"/>		<input type="checkbox"/>	

**Executive Committee:** Enter a check mark to the left of the position(s) you would agree to serve if nominated.

<input type="checkbox"/>	President-Elect	<input type="checkbox"/>	Treasurer-Elect
<input type="checkbox"/>	Vice-President (serves as President Elect & President)	<input type="checkbox"/>	Member-at-Large
<input type="checkbox"/>	Vice-President for Admissions	<input type="checkbox"/>	Member-at-Large
<input type="checkbox"/>	Vice-President for Registrars	<input type="checkbox"/>	Member-at-Large
<input type="checkbox"/>	Secretary	<input type="checkbox"/>	Member-at-Large
<input type="checkbox"/>	Treasurer	<input type="checkbox"/>	

### Submit completed form to:

Jonathan T. Reece  
Associate University Registrar  
University of North Carolina Wilmington  
601 South College Rd, CPO Box 5618  
Wilmington, NC 28403

**Email:** [reecej@uncw.edu](mailto:reecej@uncw.edu)  
**Phone:** 910-962-3122  
**Fax:** 910-962-3887

# CACRAO Committee Descriptions

## Archives Committee

The Archives Committee collects information relating to CACRAO. Here are some examples: annual meeting brochures, committee reports, past business reports, pictures, tapes or recordings, meeting reports, memorabilia.

## Budgeting & Auditing

The Budget and Auditing Committee shall be responsible for the development of the annual budget to be presented to the membership at the annual meeting. This committee shall also receive and review the auditor's report and present it to the membership at the annual meeting. There shall be a minimum of seven members.

## Constitution & Bylaws

The Constitution and By-laws Committee shall consider and make recommendations to the membership at the annual meeting. The committee shall have a minimum of nine members.

## Educational Consultants

The Educational Consultants Committee shall be responsible for making college workshops available for high school students in the Carolinas and will coordinate the selection and training of CACRAO members who will conduct the workshops. The committee shall consist of a minimum of nine members.

## Ethics

The Ethics Committee shall be responsible for the promotion of CACRAO Principles of Good Practice and make recommendations consistent with the changes in the environment in which we work. The committee shall have a minimum of nine members.

## Inter-Associational Activities - INACTIVE

## Legislative Concerns - INACTIVE

The Legislative Concerns Standing Committee shall monitor, assess, and inform the executive committee and CACRAO membership of relevant issues of North Carolina, South Carolina or federal legislation. There shall be a minimum of nine members.

## Local Arrangements

The Local Arrangements Committee shall act as host for the annual meeting. The number of members will be determined and the individuals selected by the Chair. Each will serve until all business associated with the annual meeting is finished.

## Long Range Planning

The Long-Range Planning Committee shall be responsible for on-going organizational self-study. Its members shall make sure the membership addresses self-study recommendations and that the effectiveness of implemented changes is assessed. There shall be a minimum of nine members.

## Mass Communications

The Mass Communications Committee is responsible for the production and dissemination of information for and about CACRAO institutions and activities. There shall be a minimum of nine members.

## Mentoring - INACTIVE

The Mentoring Committee is responsible for identifying and matching new members of the association with members who have been in the field for at least five years, to develop strong mentoring relationships for professional development.

## Newsletter

The Newsletter Committee shall be responsible for the publication of a newsletter at least three times annually to inform members of activities of the membership and other matters of interest to Admissions Offices, Registrars, and their staffs. There shall be a minimum of seven members.

## Nominating

The Nominating Committee shall consist of the chairperson, the vice president for admissions, vice president for registrars, and eight other members elected by the membership. The Nominating Committee for the subsequent year shall be elected from a pool of sixteen candidates proposed by the membership and/or selected by the current Nominating Committee. No later than ninety days prior to the Annual Meeting a ballot shall be mailed to each voting member containing the names of nominees for the subsequent year's Nominating Committee, with instructions for voting. Those ballots returned as directed within 30 days of the mailing shall be counted as valid ballots. The Committee shall make every reasonable effort to ensure the authentication and confidentiality of all ballots that are returned. In the case of tie votes, the Committee shall make the choice between tied candidates.

## NC Ed-Op Scheduling Committee

The North Carolina Educational Opportunity Programs Scheduling Committees shall be responsible for developing and conducting the recruiting activities of NC. Each committee shall have a minimum of seven members.

## NC School Counselor Conferences

The North Carolina School Counselor Conference Committee shall be responsible for conducting the Annual Guidance Conferences held at several locations each fall. The committee shall consist of a minimum of seven members.

## Professional Access & Equity

The Professional Access and Equity Committee shall be responsible for the identification of problems or needs in the field of higher education which impact upon traditionally underrepresented members and make recommendations to the membership to correct them. The committee shall have a minimum of nine members.

## Program Committee

The Program Committee shall be responsible for the planning and implementation of the program for the Annual Meeting.

## Recognition

The Recognition Committee shall present such resolutions as may be appropriate for the members' consideration at the annual meeting. They shall also inform the association of members who have died since the previous annual meeting. The Committee shall have a minimum of five members.

## Recommendations & Evaluations

The Recommendations and Evaluations Committee shall evaluate the Annual meeting and make recommendations concerning the annual meeting and other CACRAO activities. The committee shall have a minimum of nine members.

## Registrars

The Registrars Committee shall be responsible for the development of in-service training and consultation for the membership. There shall be a minimum of seven members. The Vice President for Registrars shall serve as Chair of this committee.

## SC Ed-Op Scheduling Committee

The South Carolina Educational Opportunity Programs Scheduling Committees shall be responsible for developing and conducting the recruiting activities of SC. Each committee shall have a minimum of seven members.

## SC School Counselor Conference

The South Carolina School Counselor Conference Committee shall be responsible for conducting the Annual Guidance Conferences held at several locations each fall. The committee shall consist of a minimum of seven members.