

MACRAO

**Michigan Association of Collegiate Registrars and
Admissions Officers**

Committee & Leadership Manual

2009-2010





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Michigan Association of Collegiate Registrars and Admissions Officers

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HISTORY

In 1910, twenty-four college and university registrars and business officers, feeling the need to discuss their common responsibilities, met in Detroit, Michigan. Before adjournment, of this conference, the participants organized the American Association of Collegiate Registrars. From this small initial meeting, AACRAO has grown to a membership of more than 2,000 institutions with some 7,500 active members in the areas of admission, registration and records, international education, and institutional research, as well as affiliate member organizations. These members represent many types of institutions of higher education in the United States, Mexico, Canada and other countries.

In 1949, when many institutions began to establish separate offices of admissions and records, AACRAO adopted its present title: American Association of Collegiate Registrars and Admissions Officers (AACRAO). Our Michigan Association of College Registrars hosted its first meeting in 1921 on the campus of Eastern Michigan University in Ypsilanti. Like AACRAO, we adopted the title of MACRAO in the early fifties. The organization continues to be a national leader.

MISSION STATEMENT

The Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) provides for the exchange of information concerning issues of interest to its members and to contribute to the advancement of education in Michigan.

The association, through an annual meeting, other workshops and seminars, contacts with educational leaders and other professional associations in the state, strives to provide professional development opportunities for its members as well as provide a forum for discussion and the exchange of ideas.

VALUES

MACRAO, as a professional organization, is committed to the following values:

- To provide a high level of professional development opportunities for its members;
- To provide assistance to its membership by helping to develop best practices in providing services and developing policies;
- To collaborate with the state and other educational organizations to further the advancement of higher education in the state of Michigan;
- To provide opportunities, through meetings and events, to educate members and exchange ideas.

CONSTITUTION AND BY-LAWS

The Constitution and By-Laws of the Michigan Association of Collegiate Registrars and Admissions Officers are reviewed periodically by the Executive Committee and presented to the membership at the Annual Meeting for adoption. It is important for all members to be familiar with the MACRAO Constitution and By-Laws. They are published on the MACRAO web site at:

<http://www.macrao.org/Mission.asp>.



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2009-2010 EXECUTIVE COMMITTEE MEMBERS

President	Debbie Harju University of Michigan – Ann Arbor 1210 LSA Building 500 S State Street Ann Arbor MI 48109-1382	Phone: Fax: Email:	734.936.5307 734.936.3148 dlharju@umich.edu
President-Elect	Anne Monroe Northwestern Michigan College 1701 E. Front Street Traverse City, MI 49686	Phone: Fax: Email:	231. 995.1046 231.995.1339 amonroe@nmc.edu
Vice-President	Scott Owczarek Michigan State University 187 Administration Building East Lansing, MI 48824-0210	Phone: Fax: Email:	517.353.4490 517.432.3347 owczare6@msu.edu
Past President	Karen Hutslar Central Michigan University 212 Warriner Hall Mount Pleasant, MI 48859	Phone: Fax: Email:	989.774.7226 989.774.3783 hutsl1ke@cmich.edu
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Membership Coordinator	VACANT		
Historian	Dorene Root Central Michigan University 212 Warriner Hall Mount Pleasant, MI 48859	Phone: Fax: Email:	989.774.7247 989.774.3783 root1dl@cmich.edu
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2009-2010 COMMITTEE CHAIRS

College Articulation

Douglas Potter	Phone:	734.487.1442
Eastern Michigan University	Fax:	
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Ypsilanti, MI 48197		

College Day/Night

Michael Eichberger	Phone:	616.331.2025
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Allendale, MI 49401-9403		

Data and Technology Applications

Dina DuBuis	Phone:	734.432.5309
Madonna University	Fax:	734.432.5405
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Livonia, MI 48150		

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5057 Woodward, 4 th Floor	Email:	ax8790@wayne.edu
Detroit, MI 48202		

Equal Education Opportunity

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5101 Evergreen Rd.	Email:	cnapier@hfcc.edu
Dearborn, MI 48128		

Legislative Issues

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Professional Development

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Phone: 586.286.2187
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Fax: 616.331.2000
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2009-2010 COMMITTEE MEMBERS

Please refer to <http://www.macrao.org/Committees/CommitteeList.asp> for a current list of committee members and their contact information.



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COMMITTEE MEMBERSHIP

APPOINTMENT PROCESS

MACRAO committee membership is voluntary and all MACRAO members are welcome to submit an application. Committee appointments shall be for three-year terms, with the exception of the Local Arrangements Committee which is a one-year term appointment. In order to serve the full term of the appointment, members are expected to actively contribute to the function and activities of the committee. Members who miss meetings or who do not actively contribute to the work of the committee may be replaced by the committee Chair upon review and recommendation of the Executive Committee. Exceptions to the three-year limit are approved by the MACRAO Executive Committee, through whom the appointed member reports. For committee appointment, individuals need to be listed as members of MACRAO in the MACRAO Membership Directory (<http://www.macrao.org/Directory/DirSearch.asp>) and are required to submit a Committee Membership Application. Attendance at the Annual Meeting is expected for all committee members, current and incoming.

By the end of July, the Vice-President will request recommendations and nominations of individuals to be considered for the upcoming year. Information on committee appointments is also included periodically in the MACRAO e-newsletters. The Committee Membership Application is available in the Committee & Leadership Manual and is also published on the MACRAO web site at: <http://www.macrao.org/Committees/CommitteeApplicationForm.pdf>.

COMMITTEE NOMINATIONS AND RE-APPOINTMENTS

Current committee members whose terms have not expired and who have contributed to the professional work of the committee will be continued if recommended by the Chair. A Committee Membership Application is not required for these persons. Ideally, the number of new committee member applications should exceed the number of vacancies so that alternates are available for consideration during the nomination, application and appointment process.

Inclusiveness in committee membership should be kept in mind during the nomination process as follows:

- geographic area (north, south, east, west regions)
- type of institution (2-year, 4-year, public, private, professional)
- years of service in the profession
- gender and ethnic group
- representation from admissions and registrar-related personnel as appropriate
- current members who should be considered as candidates for Chair or Co-Chair for the upcoming year

The current Chair should assure that the following information is available and accurate for each committee nominee/applicant. If the information is not listed in the MACRAO Membership Directory or is not correct, the nominee/applicant should contact their Directory Editor to take the appropriate action. Membership Directory Editors are published on the MACRAO web site at: <http://www.macrao.org/Directory/EditorList.asp>. All changes should also be reported to the Vice-President by the committee Chair on a timely basis.



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By the end of September all continuing recommendations and Committee Membership Applications for new membership should be submitted to the MACRAO Vice-President for consideration, along with nominations provided by other MACRAO sources. MACRAO members may also submit the Committee Membership Application themselves. At the same time, the committee Chair should recommend to the Vice-President:

- individuals recommended for Chair and Co-Chair for the upcoming year
- recommendations for replacement of any inactive members
- nominations for any alternate members, if available

The Vice-President reviews all recommended committee appointments and discusses duplications, replacements and recommendations with the Executive Committee as necessary. At the October Executive Committee meeting, appointments will be discussed.

Invitations to accept appointments to committees will be extended by the Vice-President to each new applicant with an appropriate reply date. The Vice-President notifies the committee Chair and the Executive Committee if any member declines an appointment, and decisions are made to invite alternates to serve. Executive Committee members may approach members to join a committee after discussion with the Executive Committee and the current committee Chair. Committee membership should be as complete as possible by the Annual Meeting. All incoming committee Chairs and Co-Chairs will receive a copy of the MACRAO Committee & Leadership Book from the President-Elect.

TASK FORCES/AD HOC COMMITTEES

From time to time, a topic of some urgency or specialized concern, but not necessarily of an ongoing nature is brought to the attention of the Association. In such instances it is usual for the Executive Committee to explore the matter and determine if it can be dealt with by an existing standing committee or if it would be desirable to establish a task force or ad hoc committee.

Such groups are normally established by Executive Committee action and appointed by the President in consultation with the Executive Committee. They may be made up of persons selected from existing standing committees, an area of specialization within the Association, former Presidents, or some other selection of persons based on the nature of the task to be accomplished. Normally the group will be given a deadline by which it is to complete its work and report back to the Executive Committee. Funding for these activities must be considered when its establishment is proposed and normally would be made available from Association funds.

COMMITTEE MEMBER RESPONSIBILITIES

The MACRAO committee structure is MACRAO at work. It is the means by which the majority of our activities are carried out. Accordingly, it is necessary that all the committee members are familiar with the expectations of them and the procedure by which these expectations are accomplished. Committee members are expected to:

- be present at the Annual Meeting each year
- support committee commitments at the Annual Meeting
- attend and participate in committee meetings
- assist with projects and planned activities/events



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CHAIR/CO-CHAIR

In addition to the responsibilities associated with committee membership, the Chairs and Co-Chairs have accepted the additional responsibilities of leadership and coordination. The Chairs and Co-Chairs are expected to communicate frequently with the Vice-President and President-Elect regarding preparation for the Annual Meeting and attend occasional Executive Committee meetings as necessary or requested.

Committee Chairs and Co-Chairs will meet periodically with the Executive Committee to:

- recommend and discuss topics for the Annual Meeting (sessions/workshops)
- present and discuss committee activity and project plans
- assist the Chairs/Co-Chairs in setting goals and objectives, preparing budget requests, and preparing the Committee Year-End Report
- be familiar with the responsibilities of committee leadership/membership

GOALS AND OBJECTIVES

Each committee Chair is responsible for a review of defined committee goals and objectives with the committee members to assure that they are accurate, and that all members have a mutual understanding. Any updated or revised goals or objectives should be submitted to the Executive Committee for review and approval as soon as they are developed.

TRANSITION OF CHAIRPERSONS

Each committee Chair and Co-Chair is responsible to the Executive Committee for being knowledgeable of all duties, responsibilities and activities described in the Committee and Leadership Manual. An informed and responsible leadership will enhance the effectiveness and creative view of the committee. Chairs should organize their committee to work effectively and productively at a quality professional level. When the committee appointment process is finalized, the current Chair is responsible for contacting the incoming Chair about the transition prior to or at the Annual Meeting. The new Chair assumes responsibility for the committee at the Annual Meeting.

The outgoing Chair should acknowledge the outgoing committee members' work at the last Annual Meeting of their term. Certificates of Appreciation are prepared for all active committee members, signed by the President and Secretary, and presented at the Annual Meeting by the incoming President-Elect.

FUNDING – EXPENSES AND REIMBURSEMENT

MACRAO budgets a specific amount annually to fund approved committee activities under the direction of the President and the Executive Committee. There are several types of committee expenses that are reimbursable by MACRAO provided advance approval is obtained from the President. Each Chair is directly responsible to the President for submitting written requests for the committee and obtaining proper approval prior to committing any MACRAO funds, for example:

- speaker honoraria (non-MACRAO members only)
- mileage for speakers (non-MACRAO members only)
- funding for approved projects and workshops
- awards
- meals



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- brochures or other printed materials
- other items which may result in a loss of MACRAO funds – if in doubt, please submit to the Executive Committee for discussion and/or review

All committee Chairs and Co-Chairs are responsible for the preparation of an annual committee budget. The annual committee budget is to be submitted to the Vice-President by the end of February for Executive Committee approval. The Committee Budget Request form is available in the Committee & Leadership Manual and is also published on the MACRAO web site at:

<http://www.macrao.org/Committees/BudgetRequest.pdf>.

Expenses associated with the Annual Meeting sessions/workshops are to be detailed and submitted online as part of the session proposal by the sponsoring committee Chair or individual. Committees that expect to charge registration fees for programs or to generate income from MACRAO sponsored workshops are required to submit an Income and Expense Report to the Executive Committee for approval before any commitments are made. The Income and Expense Report is available in the Committee & Leadership Manual and is also published on the MACRAO web site at:

<http://www.macrao.org/Committees/IncomeandExpenses.pdf>. Expenses incurred after approval must be submitted to the President on the Expense Voucher Request for reimbursement or payment. The Expense Voucher Request is available in the Committee & Leadership Manual and is also published on the MACRAO web site at: <http://www.macrao.org/Committees/ExpenseVoucherRequest.pdf>.

Receipts are required and written requests for mileage should accompany the Voucher Request form. Requests should be submitted through the committee Chair to obtain his/her signature before forwarding to the President for signature and payment. Reimbursement is generally quite prompt if the voucher is complete and the required receipts and documents are provided. Committee Chairs submitting Expense Vouchers for non-MACRAO members should keep in touch until the voucher has been paid and payment has been received. Routine committee expenses incurred by the Chair or committee members in doing MACRAO business are generally absorbed by the member's home institution. Secretarial and clerical expenses are also excluded unless approved in advance. MACRAO members are requested to have their institutions cover any mileage, meals, or other travel expenses where possible.

Important: Only the President and Treasurer may sign contracts or commit MACRAO to a financial obligation. Expenses submitted for payment or reimbursement without prior approval will not be granted.

CALENDAR OF COMMITTEE EVENTS, ACTIVITIES AND DEADLINES (Tentative)

November

- Annual Meeting
- committee meeting at or shortly after the Annual Meeting
- outgoing and incoming Chairs meet to discuss transition
- appoint new committee Co-Chair
- submit any outstanding Expense Voucher Requests to President for payment/reimbursement



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December

- Leadership Summit for Chairs and Co-Chairs
- finalize committee membership and roles for upcoming year
- update necessary manuals/forms for upcoming year

January – February

- review/revise committee goals and objectives
- begin discussions for committee workshops/activities and obtain necessary contract approvals
- submit annual budget request to Vice-President for Executive Committee approval
- begin discussions for Annual Meeting sessions and workshops
- solicit membership for Annual Meeting session/workshop proposals

March

- conduct workshops, activities per committee goals and objectives

April – August

- submit Annual Meeting session/workshop proposals online for President-Elect for approval
- conduct workshops, activities per committee goals and objectives
- plan for Annual Meeting session presentations
- submit Expense Voucher Requests to President for payment/reimbursement

September

- submit names for nomination for committee membership and incoming Chair/Co-Chair to the Vice-President for review by the Executive Committee
- continue workshops and activities per committee goals and objectives
- finalize preparations for Annual Meeting sessions with Vice-President and President-Elect

October

- Committee Year-End Report due to Vice President for distribution at the Annual Meeting
- submit all outstanding Expense Voucher Requests, except for those associated with the Annual Meeting, to President for payment or reimbursement

ANNUAL MEETING

The Annual Meeting (aka Fall Conference) is MACRAO's top priority activity, as it provides the main opportunity for the exchange of ideas and the professional growth of individual members. The business of the Association is also conducted here, at the annual business luncheon.

The three groups who play major roles in assembling the Annual Meeting are the Local Arrangements Committee (LAC), the MACRAO committees, and the Executive Committee. The President-Elect is the Program Chair and Chair of the LAC. In liaison with the committee Chairs and the Executive Committee,



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the President-Elect is responsible for the program session content, setting policy and procedure for the structure of the meeting, and its organization and function.

The President-Elect develops the theme for the meeting, the program, manages the registration process, is the liaison with the hotel/conference facility, and is responsible for the fiscal accounting for registrants, exhibitors, and sponsors. He/she is responsible for final confirmation, in writing, of all program participants and for executing any contracts required. Committee Chairs and members provide leadership and coordination for the program sessions and workshops. They contact and confirm speakers and ensure their preparation for their sessions, submit required budget/reimbursement forms, identify moderators (who introduce speakers and collect evaluations, if applicable) for each committee-sponsored session, and ensure that session materials are provided for the attendees. Every effort must be made to avoid canceling a session once it is included in the program. If replacements for speakers, panel members or moderators are required, it is the committee's responsibility to identify them and contact the President-Elect immediately to make the necessary change(s). The Executive Committee or other committees may assist in identifying replacements, if necessary.

The Executive Committee maintains oversight of the Annual Meeting through its regular meetings. It assures that the needs of the membership are met in program applicability and interest; approves the budget, registration fees, publication costs, and honoraria; approves the meeting program and format submitted by the President-Elect; and assures fiscal responsibility in accounting and reporting of income and expenses.

GUIDELINES FOR HONORARIA

Committee members are encouraged to seek presenters, in addition to MACRAO members, who will participate in the meeting as a professional commitment, such as professionals from the State Government, Michigan Department of of Education, individual schools or colleges, or testing agencies and absorb their own expenses. Any honorarium that is paid must be preapproved via the appropriate form (refer to "Funding- Expenses and Reimburse" section).

Individuals making professional presentations at the Annual Meeting or a MACRAO sponsored event may *be* eligible to receive an honorarium and/or expenses, subject to the following:

- the individual is NOT a member of MACRAO and is not an employee of a MACRAO member institution
- the individual is NOT an admissions or records professional
- the individual does NOT represent a vendor
- the individual would not otherwise have a reason to attend the meeting or event

Executive Committee approval is required to give an honorarium. If the individual will be attending the entire event or meeting in addition to his/her presentation, registration and registration fees will be required.

Attendance at the Annual Meeting by representatives of AACRAO is generally paid for by AACRAO, with the provision that MACRAO will provide 1 (one) night's complimentary hotel room and a meal (breakfast, lunch, or dinner) as appropriate. If the individual elects to attend the entire conference, registration and registration fees will be required.



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GUIDELINES FOR ADMINISTERING MACRAO WORKSHOPS

Proposals for pre-conference workshops as part of the Annual Meeting must be submitted through the President-Elect for consideration by the Executive Committee. These proposals should be submitted at the same time as the other session proposals. If approved by the Executive Committee, announcements and financial administration of workshops will be handled by the LAC as part of the Annual Meeting planning. The President-Elect will work with the sponsoring committee to develop registration material, locations and food requirements for the workshop. Workshops which do not achieve a critical registration number to cover expenses may be subject to cancellation pending the judgment of the Executive Committee.

Proposals for free-standing workshops at times other than the Annual Meeting or an ongoing committee activity should be submitted to the Executive Committee at least nine months prior to the planned workshop date. The same guidelines are followed for these workshops as for preconference workshops. Costs must be covered entirely by registration fees charged. Workshops which do not achieve a critical registration number to cover expenses may be subject to cancellation pending the judgment of the Executive Committee.

GUIDELINES FOR MACRAO PROPOSALS AND RESOLUTIONS

A written proposal or resolution should be concise and clear, stating what is to be accomplished, who will complete the work, the cost, and the length of time required to complete the project. The proposal should be factual, avoiding any generalizations; redirection and/or rewriting may be required.

The following is an outline of required proposal or resolution sections:

1. Introduction and Objectives: summarize why the committee feels the proposal or resolution is required and what the benefits to the Association will be.
2. Summary: make a brief statement of the major features or structure of the proposal, providing an objective judgment of the importance of the project.
3. Need: establish the need for the project or resolution indicating why and how it has not been satisfied by another group or association. Review procedures and survey other associations for activities which might duplicate this project.
4. Methods: indicate the activities to be used to achieve the desired results. Cite "milestone" dates for completion of portions of the project, if applicable.
5. Survey Forms: attach any survey forms which will be used, if applicable.
6. Evaluation: present a plan to describe a way to measure the degree to which the project has met its stated objectives and the benefits achieved.
7. Dissemination: describe to whom the findings will be sent and how; will it be a written report, special program, meeting session, or some other method.



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8. Budget: break down the costs associated with the project by category. Indicate if separate publication funds are needed. Indicate any travel costs, number of individuals involved, support staff costs, supplies, etc.

9. Time Schedule: a timeline or table should be included to indicate when meetings or events are scheduled and when the proposal is targeted for completion.

Proposals or resolutions should be submitted to the President for screening and/or advice. The President will submit the proposal or resolution to the Executive Committee at least one month in advance of the Executive Committee when discussion will occur.



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2009-10 COMMITTEE MEMBERSHIP APPLICATION

MACRAO committee membership is voluntary and all MACRAO members are welcome to submit this application. In order to serve the full term of the appointment, members are expected to actively contribute to the function and activities of the committee. To be considered for committee membership, please complete this form and forward it to the current Vice-President of MACRAO. For more details, visit www.macrao.org. Additional committee membership information is available in the [Committee & Leadership Manual](#).

Committee Name: _____

Name: _____

Title: _____

Institution: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Current MACRAO Member? Yes No Years in MACRAO? _____

Previous Committee Memberships and
Term Years? _____

Submitted By: _____ Date: _____

Please e-mail or fax the completed application form to:
Scott Owczarwek: 2009-10 Vice-President
E-mail: owczare6@msu.edu
Fax: 517.353.4490
Phone: 517.432.3347

MACRAO Standing Committees Effective November 2010:

Committee	Term
College Articulation	3 years
College Day/Night	3 years
Data and Technology Applications	3 years
Enrollment Management	3 years
Equal Education Opportunity	3 years
Legislative Issues	3 years
Local Arrangements	1 year
Michigan Transfer Network (MTN) Governance	3 years
Professional Development	3 years
Registrar's Practices	3 years
Secondary School Relations	3 years



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COMMITTEE BUDGET REQUEST

Each year Committee Chairs, working with their Co-Chair, are responsible for submitting an annual committee budget. Please submit the completed form to the current [Vice-President](#) by the end of February.

Budget Year: _____ (example 2009-10)

Committee Name: _____

Committee Chair: _____

Committee Co-Chair: _____

Please include any/all expenses that your committee will incur this year *with the exception of expenses associated with the Fall Conference*. Expenses associated with Fall Conference Sessions/Workshops are to be listed on the Preliminary Fall Conference Session/Workshop Proposal and the Final Fall Conference Session/Workshop Form. Also, if your committee expects to charge registration fees for programs/activities or to generate income from a MACRAO sponsored workshop, an Income and Expense Report also needs to be submitted and approved before any commitments are made.

1) Amount Requested: \$ _____

Purpose, please be specific: _____

2) Amount Requested: \$ _____

Purpose, please be specific: _____

(continue on next page)



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3) Amount Requested: \$ _____

Purpose, please be specific: _____

1) Amount Requested: \$ _____

Purpose, please be specific: _____



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INCOME AND EXPENSE REPORT

This form is to be completed by Committee Chairs who expect to charge registration fees for programs/activities or to generate income from a MACRAO sponsored workshop. The completed form is to be submitted to the current [Vice-President](#) and approved by the Executive Committee before any commitments are made.

Name of Event/Activity: _____

Date(s): _____

Sponsoring/Hosting _____

Committee: _____

Committee Chair: _____

Committee Co-Chair: _____

Income/Revenue:

Registration fees \$ _____

Additional dinner tickets, etc. \$ _____

Advertising \$ _____

Vendor Fees \$ _____

Other, please list \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Income \$ _____

Expenses:

Printing _____

Postage _____

Packets/Labels/Nametags _____

Supplies _____

Speaker(s) fees _____

Speaker transportation _____

Facility Rental _____

Food (meals and breaks/snacks) _____

Registration refunds, if applicable _____

Other, please list _____

Total Expenses \$ _____

Income (or Loss) – Returned to Treasurer _____

Minus: Any Advance deposits or “seed” money from MACRAO \$ (_____)

Net Income (or Expense) \$ _____



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COMMITTEE YEAR-END REPORT FORMAT AND SUGGESTED CONTENTS

The Committee Chairs should submit their committee year-end report to the Vice-President by the end of October. The Vice-President will compile all reports and will post on the MACRAO web site prior to the Annual Meeting. A small supply of reports will be made available at the Annual Meeting.

Each year-end report should contain the following:

- List of Committee Members
- Projects that have been worked on throughout the year
 - list what the projects were
 - list the work that was put into the projects (research, etc.)
 - list the current status is of the projects
- Conference and/or Workshops
 - list the name of the conference or workshop
 - list the theme and location of the conference or workshop
 - list the number of attendees
 - list special sessions and/or keynote speaker
- Any other accomplishments committee or committee members achieved
- Recommendations for the future with respect to committee member involvement, projects and conferences or workshops

Committee Year-End Reports are posted on the MACRAO web site @:
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