



## I'm Available for GACRAO 2017

**Instructions:** If you would like to volunteer to serve GACRAO, complete the front of this form and mail, fax or email as shown at bottom.

Personal and Contact Information			
Name		Position/job title	
Institution		Email address	
Street address		City	State
Work phone		Work fax	Zip
Number of years in profession	Number of years in present position	Number of years in institution	Number of GACRAO meetings attended
Gender (optional) Male      Female	Ethnicity (optional)		

Availability	
<b>Fall 2017 GACRAO Conference:</b> Enter a check mark to the left of the position(s) for which you are volunteering.	
<input type="checkbox"/>	Session Presenter      Topic:

GACRAO Committees: Enter a check mark to the left of the committee(s) on which you would like to participate. In addition to attending the GACRAO annual meetings in 2017 and 2018, committee members are responsible for submitting ideas/topics for program sessions. They are also responsible for selecting presenters and coordinators for the sessions approved for the program. Program Committee Chairs are expected to attend a program planning meeting in the spring or summer of 2017.	
GACRAO Program Committees (descriptions on back)	GACRAO Standing & Other Committees (descriptions on back)
<input type="checkbox"/> Admissions and/or Recruitment	<input type="checkbox"/> Auditing
<input type="checkbox"/> Professional Access and Equity	<input type="checkbox"/> Evaluations
<input type="checkbox"/> Professional Development	<input type="checkbox"/> Professional Access and Equity
<input type="checkbox"/> Registration Techniques and Records Management	<input type="checkbox"/> Honorary Memberships and Awards
<input type="checkbox"/> Technology	<input type="checkbox"/> Membership Committee
	<input type="checkbox"/> Local Arrangements Committee
	<input type="checkbox"/> Entertainment Committee
	<input type="checkbox"/> Registration Committee
	<input type="checkbox"/> Vendor Committee
	<input type="checkbox"/> Mid-Year Workshop/Professional Development Committee

Executive Committee: Enter a check mark to the left of the position(s) you would agree to fill if nominated.	
<input type="checkbox"/> President-Elect	<input type="checkbox"/> Member-at-Large I (Vendors)
<input type="checkbox"/> Treasurer	<input type="checkbox"/> Member-at-Large II (Entertainment)
<input type="checkbox"/> Secretary & Newsletter Editor	<input type="checkbox"/> Member-at-Large III (Pro, Development & Mid-year Workshop)
<input type="checkbox"/> Local Arrangements Committee Chair	<input type="checkbox"/> Member-at-Large IV (Professional Access & Equity)

Submit completed form to:	
Tammy Gibson	

Assistant VP for Enrollment Management  
Technology  
Young Harris College  
PO Box 96  
Young Harris, GA 30582

Email: [tjibson@yhc.edu](mailto:tjibson@yhc.edu)  
Phone: 706-379-5125

## GACRAO Committee Descriptions

### GACRAO Program Committees

**Admissions-** This committee is concerned with updates and initiatives in the general scope of enrollment management and responsible admissions and enrollment services.

**Professional Access and Equity-** This committee serves both as a standing committee and a program committee. It is responsible for developing sessions and workshops relating to access and equity issues. This committee also works with other committees to ensure that underrepresented populations have the opportunity to enhance their professional development through organizational participation.

**Professional Development-** This committee is responsible for developing program sessions and workshops related to professional growth, personal and professional issues and their interactions, staff development, office and staff management issues, and other professional concerns, such as legal issues, that span the professional areas represented in the membership.

**Registration Techniques and Records Management-** This committee is responsible for developing program sessions relating to the academic support services provided by the Registrar's Office, such as registration issues and procedures, orientation, graduation, certifications, data reporting, diplomas, transcripts, fraudulent records, record retention and retrieval, and optical scanning.

**GISEM (GACRAO Institute for Strategic Enrollment Management)-** GACRAO has established an annual conference advanced track curriculum for experienced enrollment service officers. These sessions are designed specifically to address the needs of our senior professionals who require a more substantive selection of sessions dealing with complex issues.

### GACRAO Standing and Other Committees

**Auditing-** Committee shall be appointed by the President for each annual meeting. The committee shall audit the Treasurer's books for the preceding year.

**Evaluations-** This committee is responsible for the development and administration of forms used to evaluate the quality of the annual meeting. It tabulates the ratings by the membership and submits the data to the Executive Committee.

**Professional Access and Equity-** See committee description under *GACRAO Program Committees*.

**Honorary Membership and Awards-** A Committee on Honorary Membership and Awards shall be appointed by the President and shall be chaired by the Immediate Past President of the Association. This committee shall review nominations for honorary membership and nominations for the Distinguished Service Award and the Recognition of the Young Professional Award to be given in recognition of an outstanding contribution to the organization and to the profession. The name or names of the candidate or candidates, upon unanimous approval of the Committee on Honorary Membership and Awards, shall be submitted to the Executive committee for approval.

**Membership Committee-** Committee serves the organization throughout the year assisting with the GACRAO newsletter.

**Local Arrangements Committee-** The local arrangements committee serves the organization at the annual conference and coordinates arrangements with the conference facility.

**Entertainment Committee-** Committee serves the organization at the annual conference and helps carry out duties for the Member at Large II.

**Registration Committee-** Committee serves the organization at the annual conference by helping with registration and check-in.

**Vendor Committee-** Committee serves the organization at the annual conference and helps carry out duties for the Member at Large I.

**Mid-Year Workshop Committee-** Committee serves the organization at the annual conference and helps carry out duties for the Member at Large III.

## GACRAO Executive Committee Descriptions

A brief description of the Executive Committee is described below:

Full descriptions are available on the GACRAO website.

**President**

It shall be the duty of the President to assume full responsibility for all general activities of the Association, to conduct all necessary correspondence with the members in regards to meetings of the Association, and arrange the programs with the assistance of the EC.

**President-Elect**

The President-Elect will succeed to the Presidency the year following the term as President-Elect, and in addition, it will be the responsibility of the President-Elect to plan and arrange the annual meeting which will terminate his/her term as President-Elect.

**Treasurer**

The Treasurer shall collect the membership dues, registration fees, other miscellaneous revenues, pay the bills as authorized by the President, and shall make an annual report at the annual meeting of the Association.

**Website Editor**

The Website Editor is responsible for maintaining and updating the GACRAO Website and electronic mailing list.

**Secretary & Newsletter Editor**

The Secretary shall keep an accurate list of the members of the Association. The Secretary shall be responsible for keeping the minutes of the meetings of the Executive Committee and the minutes of all meetings of the Association.

**Member-at-Large I**

The Member-at-Large I will solicit vendors to exhibit at the annual meeting of the Association and for soliciting ads to be placed in the printed program of the annual meeting.

**Member-at-Large II**

The Member-at-Large II shall be responsible for hospitality, receptions and public relations for the Association.

**Member-at-Large III**

The Member-at-Large III shall be responsible for arranging and conducting the New Professionals' Orientation Program and Handbook for the annual meeting and coordinating and conducting the annual Mid-year Workshop.