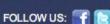
Tools on AACRAO's Website for State and Regional Leadership

December 1, 2012





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For individual State and Regional Association information, including officers, annual meeting information, and newsletter editors please select from the following State and Regional List. The index links to the respective Web site (where available).

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California	Louisiana	Ohio	Utah	
Carolinas ACRAO	Michigan	Oklahoma	Virginia	
Delaware Valley	Middle States	Oregon	Washington	
Florida	Mississippi	Pacific	West Virginia	
Georgia	Missouri	Puerto Rico	Wisconsin	
Idaho	Montana	Rocky Mountain		
Illinois	Nebraska ACRAO	Southern ACRAO		

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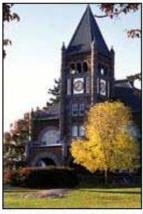
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NEACRAO

Welcome to the home of NEACRAO, the New England Association of Collegiate Registrars and Admission Officers. NEACRAO supports over 1,000 members representing approximately 400 institutions from Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont.

Click here for information about the 2012 Reverse College Day and Annual Meeting!



University of New Hampshire, NH

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AACRAO Connection with the State & Regional Associations

One of the fundamental strengths of our profession has been the vitality of strong, active state and regional associations. These associations provide members with many professional development activities and opportunities and generally are instrumental in forging the informal networks that exist throughout the country. State and regional associations are enormously important for AACRAO and its members. AACRAO is committed to collaborating with state and regional associations on all issues of mutual interest. Professional development activities are an area of particular concern that are enhanced as a result of coordination and cooperation between AACRAO and state and regional associations. AACRAO's Vice President for Leadership and Management Development and AACRAO's State and Regional Relations Committee formulate and oversee AACRAO's linkages with state and regional associations.

The primary line of communication between AACRAO and the state and regional associations is through the associations' presidents. Prior to each association's annual meeting the AACRAO Office will send a packet of information for display, which will include the AACRAO Update, College and University, publications catalogs, membership brochures, cups, pens, and a handful of new publications that can be given away as door prizes. Presidents will be contacted several weeks before their meeting to determine where and when the material should be sent.

Throughout the year, presidents may be asked to actively participate in AACRAO activities by:

- identifying regional or national issues or problems that may benefit from concentrated attention by AACRAO through the Board of Directors, the AACRAO National Office, or the committee structure.
- responding to questions on policies and procedures posed to the associations by the AACRAO Board of Directors.
- recommending to the AACRAO Nominations and Elections Committee qualified members of their associations who are interested in seeking election to AACRAO's Board of Directors or to the AACRAO Nominations and Election Committee.
- recommending qualified state and regional association members for appointment to AACRAO committees, task forces, or other assignments.
- recommending outstanding state and regional program sessions, workshops, or other
 professional activities for inclusion in a future AACRAO Annual Meeting, for export to
 other associations, or for consideration for the AACRAO State/Regional Professional
 Activity Awards.
- · participating in AACRAO government relations efforts.



The relationship between the state and regional association presidents and AACRAO is augmented by the Workshop for State and Regional Association Officers that is scheduled in conjunction with the AACRAO Annual Meeting, by visits to state and regional associations' annual meetings by individual members of AACRAO's Board of Directors or professional staff of the AACRAO National Office, and by the activities of the State and Regional Relations Committee. These and other formal and informal contacts between the officers of all of the associations are intended to enhance communications between AACRAO and the state and regional associations and among the state and regional associations themselves.

The basic goals of AACRAO and of the state and regional associations are the same:

- 1. to enhance the profession, and
- 2. to enhance the professional development of the individual members.

The associations and their members are well-served when strong cooperative and communicative links are developed between and among all of the professional associations.







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State and Regional Listserv



AACRAO State and Regional Association listserv is an electronic forum for sharing information about questions and issues of interest to those in positions of leadership in the state and regional associations. It is open to any officers of state and regional associations, the AACRAO Board of Directors, AACRAO National Office staff, and AACRAO committees whose activities relate to those of the state and regional associations.

To subscribe to the listsery, visit http://lists.aacrao.org/cgibin/mailman/listinfo/srleadership and enter your email address and choose a password in the appropriate fields.

Once you have subscribed, you will receive a reply with additional information.

Should you wish to cancel your subscription you can do so by visiting http://lists.aacrao.org/cgi-bin/mailman/listinfo/srleadership and entering your subscription email address into the "unsubscribe or edit options" field.

To post to the list, send an email to: srleadership@lists.aacrao.org

Any questions or concerns should be directed to the List Manager at: srleadershipowner@lists.aacrao.org

The listserv is a beneficial service to the state and regional associations and to AACRAO.

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English (USA) About srleadership To see the collection of prior postings to the list, visit the <u>srleadership Archives</u>. (The current archive is only available to the list members.) Using srleadership To post a message to all the list members, send email to srleadership@lists.aacrao.org. You can subscribe to the list, or change your existing subscription, in the sections below. Subscribing to srleadership Subscribe to srleadership by filling out the following form. You will be sent email requesting confirmation, to prevent others from gratuitously subscribing you. Once confirmation is received, your request will be held for approval by the list moderator. You will be notified of the moderator's decision by email. This is also a private list, which means that the list of members is not available to non-members. Your email address: Your name (optional): You may enter a privacy password below. This provides only mild security, but should prevent others from messing with your subscription. Do not use a valuable password as it will occasionally be emailed back to you in cleartext. If you choose not to enter a password, one will be automatically generated for you, and it will be sent to you once you've confirmed your subscription. You can always request a mail-back of your password when you edit your personal options. Once a month, your password will be emailed to you as a reminder. Pick a password: Reenter password to confirm: Which language do you prefer to display your messages? English (USA) No O Yes Would you like to receive list mail batched in a daily digest? Subscribe srleadership Subscribers (The subscribers list is only available to the list members.) Enter your address and password to visit the subscribers list: Address: Password: Visit Subscriber List To unsubscribe from srleadership, get a password reminder, or change your subscription options enter your subscription email address: Unsubscribe or edit options If you leave the field blank, you will be prompted for your email address







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Year	Association	Activity/Project
2011	Ohio ACRAO	Scholarship Program
2010	Kentucky ACRAO	Transfer College Fairs
	Kentucky ACRAO	College to College Electronic Transcript Exchange
2009	Ohio ACRAO	Membership & Mentoring
	Upper Midwest ACRAO and Wisconsin ACRAO	First-Ever UMACRAO/WACRAO Joint Conference
2008	Michigan ACRAO	Michigan Transfer Network
	New England ACRAO	Reverse College Day

2007	Nebraska ACRAO	Nebraska On Wheels
2006	Georgia ACRAO	Enrollment Management Workshop
	Rocky Mountain ACRAO	A Year in the Life of RMACRAO
2005	PACRAO	The Writers Team
2004	Virginia	Virginia Tour and Roadrunner Gazette
2003	Kansas	Planning for College Workshop
2002	Texas	Archived TACRAO Historical Records
	Arizona	Staff Development Workshop
2001	West Virginia	Summer Drive-in Retreat
	Wisconsin	Professional Development Committee Projects
	Kansas	"Mission Possible" Video
2000	Michigan	Summer Articulation Conference
	Southern	Journal



Welcome to the AACRAO Awards System. In this system you may submit nominations for all of the AACRAO Awards below. Please review the requirements for each award and feel free to nominate as many as you wish. You will be asked to provide some supporting information for each one you nominate and the nominee will also be contacted to provide additional or more in-depth information.

APEX International Service Ockerman New Member Founders Honorary Bilger

Elbert W. Ockerman State and Regional Professional Activity Award

The Elbert W. Ockerman State and Regional Professional Activity Award recognizes up to three outstanding state and regional activities. Each winning association's president receives an Annual Meeting registration fee waiver, and each winning association is awarded a monetary prize of \$500.

In order to nominate a state and regional association for the Ockerman award, you will need the following items: title and description of the professional activity, and an explanation of how this activity benefited the state or regional association and its members. Award recipients will present their activity at the State and Regional Officers' Workshop at AACRAO's Annual Meeting.

Nominate someone for this award

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The State and Regional Association/Annual Meetings section of the AACRAO Website gives a complete list.

For many years, members of the AACRAO Board of Directors and the executive staff of the AACRAO Office have participated in the annual meetings of the state and regional associations. These visits always are of value to the AACRAO representative because the representative has the opportunity to discuss professional and association issues with members of associations other than his/her own and to learn of projects and programs of the state and regional associations that may be of national interest. Comments from the state and regional associations suggest they have found the visits to be equally beneficial.

Members of the board always express their desire to be involved in the annual meeting programs of the state and regional associations to the fullest extent possible. This often includes a 10-15 minute AACRAO update, a session presentation, a roundtable on AACRAO issues, staffing an AACRAO booth and attendance at new member orientation.

The Vice President for Leadership and Management Development assigns members of the board and the AACRAO National Office to visit the annual meetings of the state and regional associations. The associations will be asked for their preference in January. Assignments are made on the basis of the association's request and the availability of the board or staff member.

AACRAO will pay all transportation costs for its representative to get to the state or regional association meeting. The state or regional association should provide a waiver of the registration fee, the cost of lodging, the cost of meals associated with the meeting, and directions to the meeting site. If any of the expenses cannot be encumbered by the state or regional association, that association should contact the Vice President for Association and Institutional Issues.

Finally, it is requested that the state or regional association contact the assigned representative several months in advance of the association's annual meeting to make arrangements regarding participation in the meeting, to provide information that may be needed to make travel arrangements, and to schedule time away from his/her office. Additional contact by the association should be made approximately one month before the meeting to bring the AACRAO representative up-to-date on final plans for the meeting.

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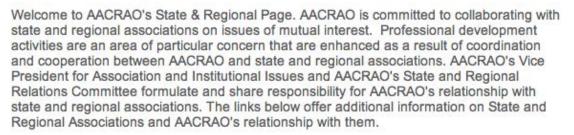
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2012 AACRAO Transfer Conference

2012 AACRAO SEM Conference

2012 AACRAO Executive Symposium

Strategic Enrollment Management **Endorsement Program**

2013 AACRAO Annual Meeting

2013 Winter Institute for Transfer Credit

2013 AACRAO Transfer Conference

Upcoming Meetings

FUTURE AACRAO ANNUAL MEETINGS

AACRAO's 99th Annual Meeting April 14 – 17, 2013 (Sunday-Wednesday)

 Moscone Center West San Francisco, CA

AACRAO's 100th Annual Meeting March 30 - April 2, 2014 (Sunday-Wednesday)

 Colorado Convention Center Denver, CO

AACRAO's 101st Annual Meeting March 22 - 25, 2015 (Sunday-Wednesday)

 Baltimore Convention Center Baltimore, MD

AACRAO's 102nd Annual Meeting March 20 - 23, 2016 (Sunday-Wednesday)

· Phoenix Convention Center Phoenix, AZ

AACRAO's 103rd Annual Meeting April 2 - 5, 2017 (Sunday-Wednesday)

· Minneapolis Convention Center Minneapolis, MN

AACRAO's 104th Annual Meeting March 25 - 28, 2018 (Sunday-Wednesday)

· Orlando World Center Marriott Orlando, FL













FUTURE AACRAO STRATEGIC ENROLLMENT MANAGEMENT (SEM) CONFERENCES

23rd Annual Strategic Enrollment Management (SEM XXIII) Conference November 10 - 13, 2013 (Sunday-Wednesday)

 Hilton Chicago Chicago, IL

24th Annual Strategic Enrollment Management (SEM XXIV) Conference October 26 - 29, 2014 (Sunday-Wednesday)

 JW Marriott Los Angeles L.A. Live Los Angeles, CA

25th Annual Strategic Enrollment Management (SEM XXV) Conference November 1 - 4, 2015 (Sunday-Wednesday)

 Westin Diplomat Hotel Hollywood, FL

26th Annual Strategic Enrollment Management (SEM XXVI) Conference November 6 - 9, 2016 (Sunday-Wednesday)

 JW Marriott San Antonio Hill Country San Antonio, TX

27th Annual Strategic Enrollment Management (SEM XXVII) Conference October 29 - November 1, 2017 (Sunday-Wednesday)

 JW Marriott Phoenix Desert Ridge Phoenix, AZ

FUTURE AACRAO TECHNOLOGY CONFERENCES

2013 AACRAO Technology Conference July 14-16, 2013 (Sunday-Tuesday)

Call for Proposals Deadline: February 1, 2013

 JW Marriott Starr Pass Tucson, AZ

2014 AACRAO Technology Conference July 6-8, 2014 (Sunday-Tuesday)

 Marriott Harbor Beach Ft. Lauderdale, FL

2015 AACRAO Technology Conference July 12-14, 2015 (Sunday-Tuesday)

 JW Marriott Austin Austin, TX

2016 AACRAO Technology Conference July 10-12, 2016 (Sunday-Tuesday)

 Anaheim Marriott Anaheim, CA

FUTURE AACRAO TRANSFER CONFERENCES

After careful consideration of your time and resources, we have moved our Transfer Conference to July to be co-located with our Technology Conference

2013 AACRAO Transfer Conference July 14-16, 2013 (Sunday-Tuesday)

Call for Proposals Deadline: February 1, 2013

 JW Marriott Starr Pass Tucson, AZ

2014 AACRAO Transfer Conference July 6-8, 2014 (Sunday-Tuesday)

 Marriott Harbor Beach Ft. Lauderdale, FL

2015 AACRAO Transfer Conference July 12-14, 2015 (Sunday-Tuesday)

 JW Marriott Austin Austin, TX

2016 AACRAO Transfer Conference July 10-12, 2016 (Sunday-Tuesday)

 Anaheim Marriott Anaheim, CA

FUTURE AACRAO Leadership Meeting & State and Regional Officers Meeting (Invitation Only)



 Key Bridge Marriott Arlington, VA



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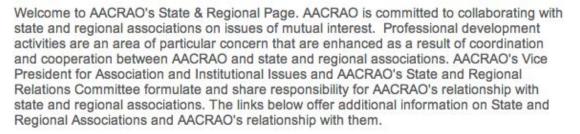
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Incorporation: Questions and Answers; Or, How to Make Better Use of Your Lawyer When You Incorporate a State or Regional ACRAO

Prepared by Barbara Lauren, Esq. -- Associate Director, Research (AACRAO)

Introduction

This checklist is addressed to officers of the State and Regional ACRAOs who have expressed interest in incorporating their organizations.

We offer this checklist as a means of identifying issues which you should pose to a local lawyer who is knowledgeable about incorporating nonprofit associations. Since incorporation is a creature of state law, it would be very inadvisable to attempt to create incorporation materials solely by yourself, from across-the-board "do-it-yourself" handbooks.

Thus, this list of issues and considerations is intended to be a starting-point for your discussion with a local lawyer who specializes in business law, especially incorporation of nonprofit entities. This Checklist is intended to help you address major issues you will need to raise, chronologically, with your lawyer. However, by its nature it cannot be comprehensive, since different issues may arise in different states. This material is not intended to constitute legal advice, but to help you identify issues which you will need to address through competent local counsel.

Checklist for Incorporation and Protection from Liability

1. Four ways in which a nonprofit organization can protect its officers and directors from liability for actions which they took in good faith (or failed to take), in the course of serving the organization

a. Incorporation

The law recognizes corporations as separate legal entities, and the corporate form usually serves as a shield against personal liability. However, officers and directors are not absolved of responsibility for the consequences of gross negligence, or for violation of criminal law.

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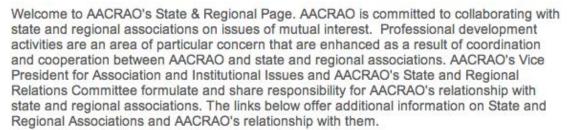
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Recruiting & Retaining Exhibitors

Prepared by: Joe Orndorff, Member, Intra-Association Relations (State & Regional) Committee, AACRAO, 2002

Recruiting and retaining prospective exhibitors for **state and regional** AACRAO meetings is an important part of the information exchange process as well as contributing to the financial success of the association's annual meeting. Deciding whether to attend a particular conference is a "**give/get**" decision for prospective exhibitors. Exhibitors are willing to "**give**" their money, expertise and time, but they also expect to "**get**" reasonable opportunities to establish and enhance valuable business relationships. Obviously, association officers and other volunteers have day jobs and limited amounts of time to donate to association chores. This primer is intended to identify areas that are important to prospective exhibitors and result in successful and mutually beneficial long-term partnerships with state and regional associations.

Broad Conference Planning Issues

Conference Site Selection:

One of the first duties of the association leadership is selecting a meeting site. Proximity to a regional airport is helpful so that driving time from the airport is minimized for out of state/region participants. Part of the selection process should include consideration of the exhibition area as well as the meeting rooms. The exhibit area should be spacious and well lit. Crowded booth space and poor lighting are not conducive to comfortable conversation. If it appears little consideration was given to these minimum needs, some exhibitors may not return. Of growing importance is the availability of telephone and modem connections. Facilities that do not have connections or facilities where connections are astronomically priced should be reconsidered. Always inquire if there is a charge for the exhibit area, tables and chairs. Those charges should be factored into the cost charged to exhibitors.

Exhibits Chair:

Selecting the exhibits chair: Selection of the Exhibits Chair is one of the most vital positions within your association. The exhibits chair serves as the "director of sales", "manager of customer service" and host for exhibitors during the conference. Finding the "right" individual with an entrepreneurial spirit is crucial. Because this position is about establishing long-term relationships, it may be useful to consider a multiple year appointment for the exhibits chair. (NOTE: It is helpful to have a job description when recruiting the next exhibits chair. A "trainee" should always be waiting in the wings.)

Responsibilities: Duties usually include sending invitations (sales) to prospective exhibitors, follow-up calls and providing any other information helpful to exhibitors. A prospectus or copies of the previous program provide useful information. When corresponding with potential exhibitors, consider listing the names member institutions attending the last meeting and the number of attendees. Last years exhibitors should be listed. Competitors don't want to be left behind. Consider inserting a short description of products and services in the association newsletter or website for exhibitors who sign up early.

Before the conference: Opportunities for sponsoring events and advertising in the conference program should be described. In some cases, exhibitors that are unable to attend will send a donation, if you offer to display their materials at an unattended table next to the Local Arrangements Committee (LAC) booth within the exhibit area. When an exhibitor signs up for your conference, the company name, brief company description, exhibitor name and URL should be linked to the conference web page.

During the conference: The exhibits chair, like a good host, (customer service) should make sure the conference is going well and that each exhibitor understands the meeting schedule and the times for social gatherings. First impressions are important. That first impression might be during the set up period. The exhibits chair should be on hand to direct exhibitors to their assigned booth and to assist with any logistical/equipment requirements. In some cases, an association member (chair-in-training) is assigned to first time exhibitors to show them the ropes and introduce them to the membership.

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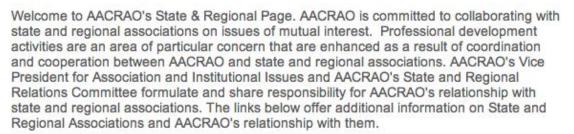
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Approximate Timetable of AACRAO Activities for State and Regional Association Presidents

For additional information about any of the following activities, please contact Janie Barnett at 202-293-9161 x6201 or barnettj@aacrao.org.

April During AACRAO's Annual Meeting:

- 1. attend the Workshop for State and Regional Presidents, Presidents-Elect, and other officers.
- 2. assist Member Orientation Committee by staffing the Welcome Booth and by serving as a facilitator at the Orientation for First Time Attendees and New Members of AACRAO.
- attend a reception with AACRAO's Board of Directors.

Receive request from AACRAO's Vice Chair of the Nominations and Elections June Committee for recommendations for officer positions and Nominations and

Elections Committee candidates.

August Receive request from AACRAO's Past President for suggestions for potential

members for Professional Activities Committees for the next year.

September Receive request from AACRAO's Past President for names of candidates for

Honorary Life Memberships.

Most state and regional association annual meetings occur during this period. October-

December The AACRAO representative will ask that the association's incoming president complete the State and Regional Association Information Form which provides information for mailing lists and for this Website. Encourage all officers to join the State and Regional listserv.

October Submit nominations for the State and Regional Professional Activity Award.

December State and Regional leadership meeting in Washington, DC

December State and Regional Associations that plan to host hospitality rooms at AACRAO's Annual Meeting should submit the appropriate request form to the AACRAO Office.

February Receive request from the AACRAO Vice President for Association and Institutional Issues for association's choice (and alternates) to represent AACRAO at the association's next annual meeting.

February President should notify the Annual Meeting Conference News Editor about any association plans for social functions during the AACRAO meeting.

President should be prepared to provide a photograph to the Annual Meeting local arrangements committee.

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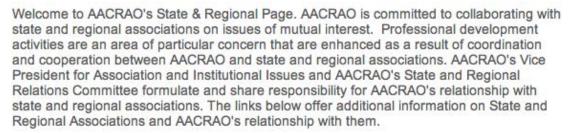
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Awards, Honors & Grants

Member commitment has been the key to AACRAO's success as a national higher education association. Participation in the Association's programs enriches the profession and the individual and it is because of the contributions of members through service on committees and special projects that AACRAO has become a strong professional association. Beginning in 1959, AACRAO members have been recognized for their distinguished service to the association and the profession and this acknowledgment continues today.

To nominate someone for an AACRAO Award, please visit our award nomination system.

Recent Award Winners

Photos from 2012 Awards Ceremony

Past Award Winners

2013 AACRAO Awards

- The APEX Award for Student Success, sponsored by Ellucian, recognizes individuals
 for achieving professional excellence in support of student success. Ellucian awards
 \$5,000, in the recipient's name, to a scholarship fund at his or her institution.
- The Award for Excellence in International Education is bestowed in recognition for the outstanding contributions an individual has given to the profession of international education.
- The Distinguished Service Award recognizes an active or retired AACRAO member for exceptional contributions to the profession in a volunteer capacity at the national level.
- The Elbert W. Ockerman State and Regional Professional Activity
 Award recognizes up to three outstanding state and regional activities. Each award winner receives a registration fee waiver for the Annual Meeting and a monetary prize of \$500 each.
- The Exemplary New Member Award recognizes professionals who have, within the first five years of their membership, made an exceptional or unique contribution that demonstrates promise as a future AACRAO leader.
- The Founders Award for Leadership is presented for vision, leadership, and longevity
 of service to the profession.
- Honorary Membership is awarded in recognition of a member's active involvement and contribution to AACRAO.
- The Thomas A. Bilger Citation for Service is presented for service to AACRAO and is awarded to a member who has five or more years of service and has provided outstanding contributions to conferences and programs, special projects, task forces, committee assignments, or other positions.

View all award descriptions and nominate today at awards.aacrao.org. The nomination deadline is November 30, 2012.

Acknowledge Retiring Professionals

 If you know someone who is retiring from an AACRAO profession, please email curriea@aacrao.org with the name of your retiring colleague and the following information: title, institution, address, and number of years in the profession. They will be recognized on the Annual Meeting rolling screen and will receive a certificate in the mail.

Questions? Email us at awards@aacrao.org

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Public Policy Advisory Committee

President Elect

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Annual Meeting Program Committee

Annual Meeting Volunteers

Past President

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Admissions Policies and Practices Committee

Enrollment Management and Retention Committee

Financial Aid and Enrollment Services Committee

Recruitment and Marketing Committee

School College Relations Committee

Transfer and Articulation Committee

Group 2: International Education

International Admissions Committee

International Evaluation Standards Council

International Issues Committee

International Publication Advisory Committee

Study Abroad Committee

Group 3: Records and Academic Services

Academic Progress and Graduation Committee

Distinct Programs and Populations Committee

Registration and Academic Support Committee

Student Academic Records Committee

Group 4: Leadership and Management Development

Federal Compliance Committee

Mentor Services Committee



Professional and Staff Development Committee

State and Regional Relations Committee

Group 5: Access and Equity

Asian and Pacific Islander Caucus

Black Caucus

Community College Issues Committee

Gay Lesbian Bisexual and Transgendered Caucus

Graduate and Professional School Issues Committee

Latino Latina Caucus

Native American Caucus

Professional Access and Equity Committee

Small College Issues Committee

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Group 6: Information Technology

Information Systems and Technology Committee

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Welcome to AACRAO Committees!

Here you can learn more about AACRAO committees, search current and upcoming committee listings, download committee documents, and apply online.

AACRAO Committees are an important way AACRAO members stay involved in the activities and guidance of the organization as well as to enhance professional activity. Learn more about AACRAO committees' purpose and structure.

Apply Online Today!

Not yet a member? See which membership category best suits you.

2012 - 2013 Committee Listings

View descriptions, mission statements and current and upcoming rosters of all AACRAO committees. For questions about a particular committee, please contact the committee chair.

Please note that the new committee chair appointments will not appear in the 2013-2014 online listings until April 14, 2013 for individuals who are currently serving as a member but not as chair of the committee.

Committee Documents

- Annual Meeting Planning Information and Documents for Committees 6
- Committee Handbook (.pdf)
- · Committee Missions Objectives and Action Plans (.pdf)
- Committee Activity Report (.pdf)

Questions? Email aacraocommittee@aacrao.org or call (202) 263-0282.

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State and Regional Relations Committee

Through its intermediary role in the exchange of materials, information, and resources including professional meeting sessions, promotes maximum professional enhancement for AACRAO members at the state and regional levels. Applicants to this committee should have prior experience in a state and/or regional association before applying.

Members:

Ari Kaufman (Chair), Berklee College of Music, April 2012 - April 2014

Rita Peaster (Vice-Chair), Oklahoma State University - Main Campus, July 2012 - April 2014

Scott Argo, Augusta State University, March 2011 - April 2013

Sara Marchello, College of William and Mary, March 2011 - April 2013

Lara Medley, Colorado School of Mines, May 2011 - April 2013

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