UACRAO HANDBOOK

Revised – January 2023
Approved at the 2023 Annual Business Meeting

Updated October 2023 to included more detailed explanation of institutional representatives
Updated January 2024 to reflect updated dues

PREFACE

The intended use of this UACRAO Handbook is to aid each Executive Board member in his or her position by providing a detailed outline of tasks. The Handbook will also help the Board as a whole to become familiar with other officer's positions.

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POSITION DESCRIPTIONS

Immediate Past President

Description Outlined in UACRAO By-Laws

The Immediate Past President shall sit as a member of the Executive Board, shall serve as adviser to the President, the Executive Board, and to the membership, and acts as chair of the Nominations and Elections Committee. The Immediate Past President is responsible for review of the Constitution and Bylaws. The Immediate Past President shall also chair the committee on Honorary Memberships.

Adviser
1. Attend Executive Board Meetings and offer advice as needed.
2. Arrange for all new officers to meet immediately following the Annual Meeting to update bank information and verify everything needed for new officers to sign checks (when the treasurer is changing this meeting should be part of the meeting one month after the conference).
3. Create and distribute electronic letters of appreciation to outgoing members of the board for service rendered to UACRAO. An electronic copy should be sent to the administrator(s) of the individual whose efforts are being recognized.

Nominations and Elections Chair
1. Select two or more past presidents to serve on the Nominations and Elections Committee, and other members as appropriate.
2. Request nominations of individuals for the following positions:
    a. President Elect (three year appointment)
    b. Vice Presidents for Admissions, Recruitment, and Registrar Services (VP of
        i. Admissions and VP of Recruitment elected in alternate years of the VP of
        ii. Registrar Services along with the appointment of the VP for Technology and
        iii. Communication for two year appointments)
    c. Treasurer or Secretary (elected in alternate years for a two year appointment)
3. Submit names of nominees to the Vice President for Technology and Communication to post and notify the membership prior to the Annual Conference.
4. Present names of nominees at the Annual Conference.

Constitution and By-Laws (available at uacrao.org)
1. Recommended that the Constitution and By-Laws be reviewed every other year to determine changes and/or additions needed.
2. Present recommendations to the Executive Board.
3. Submit changes to the Vice President for Technology and Communication to post on the website and notify the membership prior to the Annual Conference.
4. Present changes to membership at the Business Meeting during the Annual Conference for discussion, voting, etc.

Honorary Memberships Chair

1. Meet with Executive Board members to review possible candidate(s).
2. Determine if individual(s) meets criteria outlined in By-Laws.
3. Make recommendation(s) to the President and Executive Board.
4. Notify President Elect to prepare a plaque for honorary member(s).
5. Notify the Vice President for Technology and Communication to post on the website after the conference.
6. Present award at evening banquet during the Annual Conference.

Maintain UACRAO Handbook

1. Review UACRAO Handbook and update as needed.
2. Distribute to new officers upon election.

Historical Information

1. Keep a list of awards given at the annual conference by individual, institution, and year received.
2. Retain a list of past Presidents and years served. Maintain and update a list of future Annual Conference hosts and locations.
3. Transfer all files to the next Past-President after the term is served.

President

Description Outlined in UACRAO By-Laws

It shall be the duty of the President to assume full responsibility for all of the general activities of the Association, conduct all necessary correspondence with the members in regard to the program for the annual meeting, approve all Association bills before payment by the Treasurer, and refer to an Auditing Board the Annual Report of the Treasurer. The President shall have overall responsibility for the annual meeting and shall work directly with the Conference Chair in the planning and organization of the annual meeting. The President also shall serve as Chairperson of the Executive Board and shall be an ex officio member of all committees of the Association.

Executive Board Meetings

1. Hold Executive Board meetings monthly.
2. Prepare the meeting agenda.
3. Call the meeting to order and serve as chairperson.
4. Review the status of previous assignments.
5. Delegate new assignments.
6. Set an annual schedule for monthly meetings (at the meeting following the Annual Conference).

Annual Conference

1. Review (select list of) possible names for Co-Chair with the Executive Board (at the meeting right before the Annual Conference). The President or Conference Chair will contact the selected individual.

2. Welcome Conference attendees and conduct opening:
    a. Welcome members, AACRAO guest, and others
    b. Introduce the Executive Board
    c. Make general announcements
    d. Introduce Conference Chair to make conference announcements
    e. Dismiss for next conference event
3. Host the evening banquet:
    a. Invite President Elect to present awards
    b. Turn time to Conference Chair as appropriate
4. Host lunch and conduct the Business Meeting:
    a. Make announcements as needed
    b. Discuss business items (e.g. By-Law changes) using Robert's Rules of Order (see Appendix A)
    c. Ask Treasurer to present the Annual Financial Report
    d. Present gifts (e.g. AACRAO guest, Conference Board members, etc.)
    e. Ask Past President to conduct the nominations and elections
    f. Pass the gavel to newly elected President.
5. Organize the post Annual Conference meeting for new and old leadership

Auditing Board

1. Serve as a member of the Auditing Board with the Treasurer and a non-UACRAO member with an accounting background.
2. Review checkbook, bank statements, and any other records for accuracy after the Annual Conference.
3. Ask Treasurer to prepare a financial audit report for the Executive Board for the first meeting following the Annual Conference.

Other Duties

1. Serve as an ex officio member of all Association committees.
2. Provide a personal picture (5 x 7) to be displayed at the Annual AACRAO Conference.
3. Create and distribute electronic letters recognizing individuals who have accepted a position or an office or other assignment within UACRAO. A copy of the letter should be sent to the appropriate administrator(s).

Note: The UACRAO Executive Board has had extensive discussion regarding the use of vendors and or sponsors at the annual UACRAO conference. The policy that was finalized was that we are willing and need to have sponsors support the cost of our conference. The Executive Board will encourage and seek out sponsors for the annual conference. Vendors (representatives of companies sitting at tables) will not be used as many of the people attending this conference are front line workers, unable to make purchasing decisions.

President Elect

Description Outlined in UACRAO By-Laws

It shall be the duty of the President Elect to be chief assistant to the President and shall succeed to the presidency at the end of the term of the President. The President Elect shall be responsible for the selection and appointment of the Association Vice President for Technology and Communication, and for maintaining current and updated content on the Association website. The President Elect shall be officially responsible for UACRAO membership and for determining those members to be recognized with special awards at the annual meeting.

Assistant to President
1. Perform duties as assigned by the President. (i.e., serve on subcommittees for special matters, conduct meetings when the President is unable to attend, etc.)

AACRAO Annual Leadership Training
1. Attend the annual state and regional leadership training if UACRAO funding is available (decision by the UACRAO Board).

Association Publications
1. Present names for Vice President for Technology and Communication to the Executive Board as needed for approval. Notify selected individuals.
2. Work with the Vice President for Technology and Communication to publish and distribute Association news and information.

Annual Conference
1. Prepare a plaque for the outgoing President.
2. Present the plaque to the outgoing President during the Business Meeting after the nominations and elections have been conducted.
3. Extend appreciation to Conference participants and close the Business Meeting.
4. Make a recommendation to the AACRAO Board every two to three years as determined by the executive board for an AACRAO guest.
5. Make arrangements for AACRAO guest to attend the annual conference, arrange his or her hotel room and send a map of the location of the annual conference to him or her. AACRAO pays for his or her flight to and from the conference; UACRAO pays for his or her hotel room, food, and gift.
6. Purchase a gift for the AACRAO guest to be presented at the Business Meeting.

UACRAO Membership
1. Update quarterly the list of Institutional Representatives (Appendix C).
2. Send the updated information to the Vice President for Technology and Communication to post on the UACRAO Website.
3. Coordinate yearly training for Institutional Representatives in conjunction with the annual conference

(out-going President Elect). Work with Institutional Representatives as to the needs of the membership from various institutions.

4. Ensure Institutional Representatives are updating the directory quarterly.

UACRAO Awards

1. Provide information for the UACRAO website on awards and nominations.
2. Coordinate Service Awards:
   a. Contact Institutional Representatives (see Appendix C) to obtain names for Service Awards (individuals that have/will retire within the year).
   b. Prepare plaque to honor years of service. To standardize awards, Service Award plaques should be 9" x 12". Plaque should include UACRAO logo (approximately 2" – 3" diameter), name of award (i.e. Service Award), recipient's name, and year awarded. Refer to Appendix G for a sample of design.
   c. Extend an invitation to the retiree's supervisor to present the Service Award to the recipient during the evening banquet at the Annual Conference.
3. Coordinate Presidential Awards:
   a. Prepare Presidential Award Nomination Form and request nominations at the same time as the annual conference registration.
   b. The UACRAO executive board will review nominations and choose up to three recipients per year for recognition in each of the following categories.
      i. **Innovation & Impact Award**
         1. Nominees must have demonstrated leadership towards implementing or improving processes, systems, products, methods, or services that made a measurable impact on outcomes associated with personal or team performance.
      ii. **Exemplary Student Service Award**
         1. Nominees must consistently provide noteworthy service to students and/or make a recognizable contribution towards student success.
      iii. **Outstanding Mentor**
         1. Nominees must have demonstrated exceptional skills in mentoring, coaching, inspiring, and/or motivating colleagues towards personal and professional excellence either within their institution or within UACRAO.
   c. Order plaques for the Presidential Award recipients. To standardize awards, Presidential award plaques should be 9" x 12". Plaque should include UACRAO logo (approximately 2" – 3" diameter), name of award (i.e. Presidential Award), recipient's name, and year awarded. Refer to Appendix I for a design sample.
   d. Present Presidential Awards during the evening banquet at the Annual Conference, summarizing comments from the nomination forms.
   e. Provide an update of past Presidential Award recipients (Appendix F).
4. Coordinate Other Awards:
   a. Contact the Past President for name(s) of Honorary Members and prepare plaque(s) for the Past President to present.
   b. Prepare plaque for the outgoing President. Plaque should be 10 ½" x 13" and be made from a high grade of wood such as walnut. Plaques should include the UACRAO logo (approximately 2" – 3" diameter), and a brass plate (approximately 3" x 5") engraved with recipient's name and years of service. A full wooden gavel should be mounted diagonally on the plaque. Refer to Appendix I for a design sample.
   c. President Elect will present a plaque to the outgoing President at the Business Meeting.

Vice President for Admissions

(Two-year appointment)

Description Outlined in UACRAO By-Laws

It shall be the duty of the Vice President for Admissions to monitor and assess trends and emerging issues pertaining to admissions, processing, application development, and state and federal guidelines. The Vice President for Admissions shall be officially responsible for representing the interest of the Board and the membership on special projects pertaining to admissions. The employment of the Vice President for Admissions must be directly affiliated with admission efforts at his/her respective institution. The Vice President for Admissions will work with the Admissions Track Chair if needed to assist with items in conjunction with the annual conference and may also be given special assignments by the President.

Vice President for Recruitment

(Two-year appointment)

Description Outlined in UACRAO By-Laws

It shall be the duty of the Vice President for Recruitment to facilitate the cooperation of secondary and post-secondary institutions to ethically disseminate information concerning post-high school educational opportunities, and oversee a network for discussion of opportunities between secondary and post-secondary educators, advisers, counselors, and administrators. The Vice President for Recruitment shall be officially responsible for management of the Utah Higher Education Day. The employment of the Vice President for Recruitment must be directly affiliated with recruitment efforts at his/her respective institution. The Vice President for Recruitment will work with the Recruitment Track Chair if needed to assist with items in conjunction with the annual conference and may also be given special assignments by the President.

Recruitment Leaders Meeting

1. The Vice President of Recruitment is to hold a monthly meeting with university recruitment leaders across the state to provide updates on UHED and other changes affecting recruitment across the state.

Coordination with USHE and USBE

1. The Vice President of Recruitment shall also hold a regular meeting with a representative from the Utah System of Higher Education and the Utah State Board of Education to share information and gather updates.

Utah Higher Education Day (UHED)

It shall also be the duty of the Vice President for Recruitment to appoint a Utah Higher Education Day Coordinator to manage all aspects of the Utah Higher Education Day. It shall be the responsibility of the Utah Higher Education Day Coordinator to serve as the primary point of contact for the secondary schools and the post-secondary institutions for all UHED related items. The Utah Higher Education Day Coordinator shall serve a term of two years.

The Vice President for Recruitment shall:
1. Hold a pre-UHED training meeting with post-secondary counselors or UHED planners.
2. Hold a pre-UHED training meeting with all institutional representatives.
3. Ensure yearly regular updates are made for any printed materials and regular updates are made to the opening video.
4. Coordinate with a vendor for data collection during UHED.

Prior to the Utah Higher Education Day and under the direction of the Vice President for Recruitment, the Utah Higher Education Day Coordinator shall:
1. Determine UHED schedule throughout the state.
2. Work with high school personnel to finalize specific visit dates by May 15.
3. Determine which post-secondary schools will be responsible for conducting the opening session and delivering guidebooks to each visit.
4. Disseminate UHED information to each participating post-secondary school prior to the pre-UHED meeting.
5. During UHED, disseminate UHED information to each participating post-secondary school
6. Submit to the Vice President for Recruitment a UHED wrap up report with recommendations for discussion at the next Executive Board meeting. The Utah Higher Education Day Coordinator may be invited to attend this Executive Board meeting.

Vice President for Registrar Services

(Two-year appointment)

Description Outlined in UACRAO By-Laws

It shall be the duty of the Vice President for Registrar Services to monitor and assess trends and emerging issues pertaining to records, registration, FERPA, transfer, graduation, curriculum, various other Registrar functions and state and federal guidelines. The Vice President for Registrar Services shall be officially responsible for representing the interest of the Board and the membership on special projects pertaining to Registrar functions. The employment of the Vice President for Registrar Services must be directly affiliated with Registrar efforts at his/her respective institution. The Vice President for Registrar Services will work with the Registrar Services Track Chair if needed to assist with items in conjunction with the annual conference and may also be given special assignments by the President.

Vice President for Technology and Communication

(Two-year appointment)

Description Outlined in UACRAO By-Laws

It shall be the duty of the Vice President for Technology and Communication to develop and maintain the UACRAO website and all information/data therein in order to advance the goals of the Association, and promote participation, leadership, and professionalism. The Vice President for Technology and Communication

shall research and implement new technologies to further the Association and ensure technology is used to communicate to members of the Association.

Association Website
1. Work under the direction of the President Elect.
2. Attend the Executive Board meetings.
3. Create environments to allow the UACRAO Website to be updated with the following information on a regular basis:
   a. Handbook
   b. By-Laws
   c. Membership Directory (include name, institution, address, telephone number, fax number, and email address)
   d. Conference information and registration
   e. List of UACRAO officers
   f. List of Institutional Representatives
   g. Executive Board Summaries
   h. Miscellaneous news/informational items
4. Provide custodial services for the distribution of information to the Association, preserve attendance records, backup membership information regularly, etc.

Secretary

(Two-year appointment)

Description Outlined in UACRAO By-Laws

It shall be the duty of the Secretary to keep the minutes of the annual meeting of the Association and the minutes of the meetings of the Executive Board. The Secretary shall update organization letterhead as needed. The Secretary shall perform such other duties as may be assigned by the Executive Board.

Meetings
1. Notify attendees of board meetings and include meeting information such as parking, room number, etc.
2. Take minutes at the Executive Board meetings.
3. Take minutes at any Conference meetings, including the Executive Board luncheon and Business Meeting.
   a. Email a copy of minutes to the President for additions/changes prior to distribution.
4. Distribute copies of minutes to the Executive Board members within two weeks of the meeting.

Historical Information
1. Archive the minutes of all Executive Board meetings in a virtually secure location accessible to Executive Board members.
2. Keep minutes of the annual meeting (including awards).

Treasurer

(Two-year appointment)

Description Outlined in UACRAO By-Laws

It shall be the duty of the Treasurer to collect institutional membership fees by November 15, as well as registration fees for the Annual Conference, when such fees are charged. It shall also be the duty of the Treasurer to collect annual membership dues from secondary institution members for expenses incurred with the Utah Higher Education Day. The Treasurer shall bear sole responsibility to the Executive Board for membership records and membership reports. The Treasurer shall secure the approval of the President on all bills before payment and shall prepare formal/informal financial statements for meetings of the Executive Board when requested. At the close of the fiscal year, the Treasurer shall make a complete financial report, audited by the Auditing Committee appointed by the President, to be presented to the Executive Board and to be available for distribution at the annual meeting. The Treasurer shall also be responsible for completing the appropriate tax reports and state business license renewal by the appropriate deadline.

Financial Records

1. Balance the checkbook every month, and report balance information at Executive Board meetings.
2. Make payments throughout the year as approved requests are received. Checks require two signatures.
3. File the appropriate tax forms. IRS Form 990-N can be filed electronically as long as gross receipts are less than $50,000 annually. Taxes must be done by May 15 each year. (If we have gross receipts more than $50,000 we will need to have professional help with the tax implications.)
4. Renew business with the state. The state of Utah requires we renew our business entity each year. Renewal can be done online at www.corporations.utah.gov. There is a late fee if this is not done by February 15 each year.
5. Each new treasurer will need to establish a debit card connected to the checking account. The outgoing treasurer's debit card should be deactivated. (The debit card is a requirement for us to be able to transfer more than $500 a month from the Paypal account to the checking account.)

UACRAO Membership Dues

1. Provide information regarding upcoming dues and due date to the Vice President for Technology and Communication (September).
2. Send out billing statements to the Institutional Representatives to collect institutional membership dues (October). Payment is due the middle of November (list specific date on statement).
3. Send a second statement if necessary (early December).
4. Deposit all dues into the UACRAO account.

Auditing Board

1. Serve as a member of the Auditing Board with President and a non-UACRAO member with accounting background.
2. Review the checkbook, bank statements, and any other records for accuracy, prior to the Annual Conference.

Annual Conference

1. Collect all registration fees and forms.
2. Create nametags for all registered attendees.
3. Present the Financial/Audit Report at the Annual Conference.
4. Track registrations and monies received to determine if bills and refunds need to be sent.
5. Prepare an income and expense listing of the Annual Conference for the next Executive Board meeting. Review the financial statements with the President and Conference Chair to ensure all Conference bills were paid.
6. Deposit registration fees in the UACRAO checking account after the Annual Conference and finalize all accounts payable.

Secondary Institution Membership Dues (Utah Higher Education Day)

1. Prepare and send out billing statements annually to the secondary institution members for dues (April). Payment is due the middle of May (list specific date on statement).
2. Collect all annual membership dues from secondary institution members.
3. Send a second statement if necessary (early September).
4. Deposit all dues into the UACRAO account and arrange for funds to be transferred to the account of company producing the Utah Higher Education Day video and/or the UHED Guidebook

Institutional Representatives

Institutional Representatives of UACRAO member institutions have the following responsibilities:

1. Function as ambassadors for UACRAO
   a. Orienting new institutional hires/members to the functions of the association
   b. Disseminating information from the Association to their institutional colleagues
   c. Encouraging participation in UACRAO-sponsored events and initiatives
2. Maintain institutional member information for UACRAO members at their institution (which are in turn used for networking and collaborative efforts). Institutional membership should be updated once per quarter.
3. Identifying candidates for leadership roles in UACRAO prior to the board voting processes in March and June.
4. Identifying UACRAO members whose conduct, performance, or recent/imminent retirement merits recognition by the Association at the annual conference. Nominations should be sent in response to Executive Board invitations leading up to the annual conference.
5. Helping with staffing and executing the annual UACRAO conference as invited. Plan and execute the 'First Timers' reception at the annual conference together with other IR's.
6. Represent their institution's perspectives on UACRAO councils; regular participation in quarterly meetings is expected, as well as at the Institutional Reps meeting held in conjunction with the annual UACRAO summer conference. Quarterly meetings are held in the 2nd month of each quarter (February, May, August, and November)

Length of Service

While no term limits are established for Institutional Representatives, it is suggested that Institutional

Representative assignments be reviewed every 2-3 years to allow for increased participation where desired. When a new Institutional Representative is identified, the following steps are recommended:

- Discuss the opportunity with other UACRAO members at the institution to identify interest
- Review proposed candidate(s) with line managers of the candidate to seek approval
- Invite the selected candidate to assume the role and review the duties listed above
- Notify UACRAO President-Elect of the change

A list of current Institutional Representatives is found on the UACRAO website at https://www.uacrao.org/about_us.

Conference Chair

Description Outlined in UACRAO By-Laws

It shall be the duty of the Annual Conference Chair to have overall responsibility for planning and organization of the Annual Conference. In the event the office of Chair becomes vacant the office shall be filled by the Annual Conference Co-chair, and in that circumstance the Co-chair shall serve in the following year for a full term as Chair.

Prior to Conference

1. Attend Executive Board meetings as needed to fulfill Conference duties.
2. Contact a member to serve as Conference Co-Chair, after discussion with the Executive Board. This individual will serve as Conference Chair the following year.
3. Select Local Arrangements Chair, if needed, upon recommendation from the Executive Board. The Local Arrangements Chair serves through the Conference only and is given specific assignments by the Conference Chair.
4. Review Conference Budget Guidelines (Appendix J).
5. Contact the hotel or school to schedule dates relating to the Conference (approximately 10-11 months in advance).
6. Coordinate with the President and Treasurer to ensure that appropriate reservation deposits are made.
7. Select a Conference theme with Co-Chair, and present it to the Executive Board for approval. 8. Finalize time slots needed for rooms, breaks, Executive Board luncheon, breakfast/brunch, evening banquet, etc.
8. Check on parking arrangements (validations etc.).
9. Arrange the entertainment for the banquet.
10. Send the registration materials to members. Include:
    a. Registration forms (print and coordinate with theme if possible)
    b. Award nomination form (prepared by Vice President For Membership)
    c. Hotel information
11. Purchase the door prizes with the budget determined by the Executive Board provided by UACRAO and remind each institution, in the newsletter, to bring additional unwrapped door prizes to the Conference.
12. Write an email to remind members about the Conference.
13. Prepare registration packets. Include:
    a. Maps
    b. Parking information
    c. Restaurant locations for lunch
    d. Pencil/pen

      e.   Area/county information
      f.   Folder
      g. Blank paper
14. Create and print the Conference Programs. Include:
      a.   Message/Introduction (President or Conference Chair)
      b.   Pre Conference activities (Conference Chair)
      c.   Conference schedule/outline (Conference Chair)
      d.   Session information (Conference Co-Chair)
      e.   Presenter information (Conference Co-Chair)
15. Make arrangements for a campus tour (if requested).

During Conference

1. Ensure catering arrangements are met.
2. Ensure facility needs are met.
3. Make Conference announcements at general meetings.

Post Conference

1. Evaluate the Conference with Co-Chair and report to the Executive Board at the next meeting.
2. Write the Conference report for the website.

Conference Co-Chair

Description Outlined in UACRAO By-Laws

It shall be the duty of the Annual Conference Co-chair to be the assistant to the Annual Conference Chair. The Annual Conference Co-chair shall become the Annual Conference Chair the following year. In the event the office of the Annual Conference Co-chair becomes vacant the office shall be filled by an appointee selected by the President. The Annual Conference CoChair shall be responsible for coordinating conference Cracker Barrel sessions. These sessions will provide a forum for group discussion to promote networking, and the sharing of information, guidelines, and updates from other schools. The Annual Conference Co-Chair may appoint Track Specialists to serve as the leaders for a particular session (Admissions, Recruitment, and Registrar Services).

Prior to Conference

1. Attend Executive Board meetings as needed and report to Board when Conference Chair is absent.
2. Discuss theme ideas with Conference Chair.
3. Meet with Conference Chair and discuss assignments for the Annual Conference.
4. Gather ideas for session topics from Conference Chair and the Executive Board.
5. Select Track Chairs for each of the four tracks including, Admissions, Recruitment, Registration/Graduation/Records, and Professional Development. Select Cracker Barrel Leaders.
6. Summarize session topics and submit to Conference Chair.
7. Compile all information regarding presenters and session information for Annual Conference Program. Submit to Conference Chair.
8. Send the sign-up sheets to Track Chairs for audio/visual equipment.
9. Print the session signs, room signs, and evaluation forms.
10. List several ideas as possible discussion topics for assigned Cracker Barrel sessions.

During Conference

1. Ensure session signs are posted.
2. Distribute the evaluation forms to Track Chairs and Cracker Barrel Leaders. 3. Insure that all audio/visual needs are met.

Post Conference

1. Collect the evaluation forms from Track Chairs and Cracker Barrel Leaders.
2. Evaluate the Annual Conference with Conference Chair.
3. Submit a Conference report on sessions and recommendations at the next Executive Board meeting.

Track Specialists

Track Specialists are responsible for planning all sessions pertaining to a particular track with the Annual Conference, and organizing all pertinent details. They also work with the Executive Board to provide timely information to the Vice President for Technology and Communication, relative to their department, for the general improvement of UACRAO members working in that line of work.

Tracks

Five track sessions are organized to include topics of interest to conference attendees. Tracks include: Admissions, Recruitment, Registrar Services, Professional Development, and Technology

Prior to Conference

1. Obtain ideas for session topics from Conference Co-Chair and Executive Board.
2. Select presenters for the various sessions of the specific track assigned.
3. Gather the presenter biographies and submit them to the Conference Co-Chair.
4. Obtain the signup lists for audio/visual equipment from Conference Co-Chair, collect information from the presenters and return to Co-Chair.

During Conference

1. Check the assigned room for setup and equipment needs. Resolve any equipment problems with Conference Co-Chair.
2. Conduct, introduce, and thank presenter(s) at each session.
3. Distribute and collect the evaluation forms. Submit to Co-Chair.

APPENDICES

Appendix A: Robert's Rules of Order

(The very basics)

Fundamental Principles

1. Only one subject at a time
2. Equal rights for each member
3. Full and free debate
4. Teamwork

Six Basic Steps

1. Motion: "I move that…" (Keep it short and simple, one item at a time.)
2. Second: "I second that…"
3. Motion announcement: "It's been proposed that…"
4. Discussion
5. Call for vote on motion
6. Announce results (motion passed or motion failed)

Additional Guidelines

1. Individual initiating motion has first right to speak during discussion.
2. Chair maintains order of debate/discussion.
3. A two-thirds agreement is needed to reconsider a motion.

Appendix B: Website Guidelines

The following is a suggested timeline for web content.

January

- President's message (President)
- AACRAO Conference information (President or assigned)
- Annual Conference information and registration materials (Conference Chair)
- PACRAO report (assigned by President)

April

- President's message (President)
- AACRAO information or conference report (President or assigned)
- Notice of pending Bylaw amendments (Past President)
- Call for Presidential Award nominations and names of retirees(President Elect)
- Notice of nominations for the election of new officers (Past President)

- Call for Conference door prizes (Conference Chair/PDC Chair)

July
- President's message (President)
- Award recipients and retirees (President Elect)
- Highlight new officers (Newsletter Editor)
- Announce names of UACRAO Executive Board; include both elected officers and appointed board members (Vice President for Technology and Communication)
- PACRAO reminder (President)
- Notice of deadline for membership dues (Treasurer)

Other items for any issue
- Members on the move
- New members/institutions
- Executive Board news/information
- Special recognition/award of members
- Dates and locations of annual meetings for AACRAO and PACRAO
- Updated list of UACRAO Officers

Appendix C: Current Membership List

Institutional Memberships
- Brigham Young University
- Brigham Young University - Idaho
- Utah State University
- Weber State University
- Ensign College
- University of Utah
- Salt Lake Community College
- Utah Valley University
- Westminster College
- Utah Tech University
- Southern Utah University
- Snow College
- Utah State University - Eastern

Affiliate Institutional Memberships

Technical College Memberships
- Bridgerland Technical College
- Dixie Technical College
- Ogden Technical College
- Tooele Technical College

- Davis Technical College
- Mountainland Technical College
- Southwest Technical College
- Uintah Basin Technical College

Non-Institutional Memberships

Honorary Memberships
- See Appendix G

Secondary Education Memberships
- See list of those who are participating in UHED on the website

Appendix D: UACRAO Annual Conference Rotation

Institutions by Region

North	Central	South
USU	UofU	Utah Tech
Weber	BYU	SUU
BYU–Idaho	SLCC	Snow
Ensign	UVU	USU–Eastern
	Westminster	
	Webster	
	Western Governors	

Year	Host	Theme
1985	Weber State College	"Creative Express '85"
1986	Brigham Young University	"The Personal Touch" – People don't care how much you know until they know how much you care.
1987	Westminster College	"Expand Your Horizons"
1988	College of Eastern Utah	"The Price is Right in '88" - Come on Down.

1989	University of Utah	"Connections"
1990	Dixie College	"UACRAO – Make it a Warm Climate"
1991	Salt Lake Community College	"You've Gotta Have Heart"
1992	Southern Utah University	"Gateways"
1993	Utah Valley Community College	"Shining Gold to Sparkling Diamond"
1994	Snow College	"One Step Beyond"
1995	Utah State University	"Top it Off With Excellence"
1996	Weber State University	"C.L.U.E. – Common Labor, Uncommon Effort"
1997	AACRAO was held in Salt Lake City – and all efforts were put forth towards putting on that conference and allowing our staff to attend. Therefore, our state Annual Conference was postponed until February 1998. It was also voted on and passed that we would change the rotation to that of Central, South and North sections of Utah. We will begin with holding the conference in the Central part in 1998 and rotate to the South then North and Central again – with continuance in that order.	
1998	Central Region - BYU – Provo Park Hotel	"Stepping Up"
1999	South Region - Dixie - St. George Holiday Inn	"Rising On the Winds of Change"
2000	North Region - Utah State	"The New Millennium - We May Never Pass This Way Again"
2001	Central Region - U of U / SLCC / Westminster / LDS Business College - Larry H. Miller Entrepreneurship Training Center	"All Fired Up For the New Decade"
2002	South Region - College of Eastern Utah	"Discovery"
2003	North Region – Eccles Conference Center – Ogden, Utah	"Meet the Challenge"
2004	Central Region – Utah Cultural Ctr.	"Prospecting For A Better Student Experience"
2005	South Region – Southern Utah University	"Playing the Lead in Student Services"
2006	North Region – Utah State	"Building Balance"

	University	
2007	Central Region – SLCC – Midway	"Education Elevated"
2008	South Region – Dixie State	"Something New Under the Sun"
2009	North Region – Weber State University, Davis Campus	"Reaching for the Stars"
2010	Central Region – U of U – Park City	"Finding Zen in 2010"
2011	South Region – Snow College	"UACRAO Blockbuster"
2012	North Region – Utah State University	"UACRAO Rendezvous"
2013	Central Region – BYU – Midway	"70th Anniversary"
2014	South Region – Southern Utah University	"Be Not Afraid of Greatness"
2015	North Region – BYU-Idaho – Weber State University	"Constructing a New Vision"
2016	Central Region – SLCC – Midway	"Putting the 'Student' in Student Services"
2017	South Region – USU–Eastern	"Improving Service from the Inside Out"
2018	North Region – Utah State University	"Rediscover Your Why"
2019	Central Region – BYU – Midway	"Make it Happen, Make it Matter"
2020	Virtual (Weber State)	"Facing the future together"
2021	Virtual (Weber State)	"New Peaks, New Challenges"
2022	Central Region - Westminster College	"Why We Climb"
2023	South Region - Utah Tech University	"It Takes a Village"
2024	Central Region - Utah Valley University	"Ready. Set. Grow."
2025	North Region - Ensign	

Appendix E: Presidents of UACRAO

Since 1966

Year	Name	Institution
1966	Lucille Jensen	College of Eastern Utah
1967	W. Daniel Day	University of Utah
1968	Vern Thomas	Dixie College
1969	Ward Robb	Southern Utah University
1970	Ross Findlay	Snow College
1971	Mark Neuberger	Utah State University
1972	Milton Mecham	Weber State University
1973	Milton Mecham	Weber State University
1974	Erlend Petersen	Brigham Young University
1975	Miriam Cooper	Westminster College
1976	Charles Olsen	Utah State University
1977	Normand Gibbons	University of Utah
1978	Roger Baker / Ralph Boren	Snow College / University of Utah
1979	Ralph Boren	University of Utah
1980	Evan Sorensen	Utah State University
1981	Jeff Tanner	Brigham Young University
1982	Lynn Poulsen	Utah State University
1983	Emil Hanson	Weber State University
1984	Kay Harward	University of Utah
1985	Susie Archer	Salt Lake Community College
1986	Doug Bell	Brigham Young University
1987	Grant Cook	Utah Valley State College
1988	Jane Townsend	Salt Lake Community College
1989	Gerhard Bolli	Snow College

1990	Winslow Hurst	Weber State University
1991	Gene Priday	Brigham Young University
1992	Jan Young	College of Eastern Utah
1993	Dell Taylor	Dixie College
1994	Nancy Trevino	University of Utah
1995	Rod Clark	Utah State University
1996	Shelley Olsen	Utah Valley State College
1997	Gordon Westenskow	Ricks College
1998	Gordon Westenskow	Ricks College
1999	Wayne Childs	Brigham Young University
2000	Chris Rivera	Weber State University
2001	Sondra Miller	University of Utah
2002	Kip Harris	BYU-Idaho
2003	Brach Schlueter	Snow College
2004	John W. Boswell	University of Utah
2005	Liz Childs	Utah Valley State College
2006	John Allred	Weber State University
2007	Mark Simpson	Weber State University
2008	Jared Wilcken	Southern Utah University
2009	Desi Nielsen	Salt Lake Community College
2010	LuAnn Smith	Utah Valley University
2011	Emily Johnson	University of Utah
2012	Casey Bullock	Weber State University
2013	Rob Garrett	BYU-Idaho
2014	Tad Sorenson	Utah State University
2015	Coral Taylor	Brigham Young University
2016	Maren Lythgoe	Westminster College
2017	Fran Hopkin	Utah State University

2018	Fran Hopkin	Utah State University
2019	Teri Clawson	Snow College
2020	Barry Allred	Brigham Young University
2021	Michael Santarosa	Westminster College
2022	Corey Mikkelsen	Utah State University
2023	Chad Johnson	Utah Valley University

Appendix F: Presidential Award Recipients

Since 1985

Year	Name	Award	Institution
1986	Normand Gibbons	P	University of Utah
	Lillian Rigby	C	Utah State University
1987	Bill Sampson	P	Utah State University
	Maxine Stolk	C	Southern Utah University
1988	Emil Hansen	P	Weber State University
	Clair Lund	C	Snow College
1989	Kay Harward	P	University of Utah
	Carla Hansen	C	Brigham Young University
1990	Esther Webster	P	Utah Valley State College
	Frances Walsh	C	Utah State University
1991	Grant Cook	P	Utah Valley State College
	Sharon Deuel	C	Salt Lake Community College
1992	Ron Patterson	P	University of Utah
	Shirley Kalawaia	C	University of Utah
1993	Lynn Poulsen	P	Utah State University
	Kathy Lee Leishman	C	Brigham Young University
1994	Sondra Miller	P	University of Utah

	Cheryl Holmes	C	Weber State University
1995	Dell Taylor	P	Dixie College
	Tanya Gibson	C	Brigham Young University
1996	Marlynn Smith	P	Southern Utah University
	Liz Childs	C	Utah Valley State College
1997	Glenda VanWagenen	P	University of Utah
	Cheryl Carlile	C	Ricks College
1998	Charles Olson	P	Utah State University
	Shelley Olson	P	Utah Valley State College
	Pat Williams	C	Brigham Young University
1999	Dale Orton	P	Southern Utah University
2000	Carol Sandoval	P	Salt Lake Community College
	Shelby Ford	C	Brigham Young University
2001	LuAnn Harris	P	Utah Valley State College
2002	D Mark Barton	P	Southern Utah University
	Michelle Chatterley	C	Utah Valley State College
2003	Maxine Stolk	P	Southern Utah University
2004	Jan Young	P	College of Eastern Utah
	Joanne Shurtleff	C	Weber State University
2005	Mary Etta Chase	C	Salt Lake Community College
	Missy Mumford	C	Brigham Young University
2006	John Boswell	P	University of Utah
	Dennis Black	P	Brigham Young University
	Joy Reyes	C	Utah State University
2007	Eric Weber	P	Salt Lake Community College
	Connie Whaley	C	Utah Valley State College
2008	Tom Gourley	P	Brigham Young University
	Carolyn Dyson	C	University of Utah

2009	Ann Gibbons	C	Utah State University
	Francie Hallman	C	Utah Valley University
2010	Becky Beyer	C	Brigham Young University
	Linda Rilk	C	Salt Lake Community College
2011	Katie Jo Nielsen	P	Utah State University
	Sue Davis	C	Brigham Young University
2012	Renae Richards	P	LDS Business College
	Jennifer Caines	C	Utah State University
2013	LaDawn Miera	P	Salt Lake Community College
2014	Maren Lythgoe	P	University of Utah
2015	Travis Blackwelder	P	Brigham Young University
	Tamra Taylor	P	LDS Business College
	Desi Nielsen	C	Salt Lake Community College
	Pat Ware	C	Brigham Young University
2016	Margaret Bellon	P	Utah Valley University
	Jearlene Leishman	P	Brigham Young University
2017	Nancy Fillat	P	Salt Lake Community College
2018	Mateo Remsburg	P	University of Utah
	Debi Marriott	C	Utah Valley University
2019	Margie Anderson	P	Snow College
2020	Crystal Giordano	P	Utah State University
	John Allred	P	Southern Utah University
	Casey Bullock	P	Weber State University
2021	Jarred Brandt	P	Brigham Young University - Idaho
	Erin Cowles	P	Utah State University
2022	Matt Driggs	P	Weber State University
2023	Angie Atkinson	Exemplary Student Service	University of Utah
	Laurel Jeffries	Innovation and Impact	Utah Tech University

|	Bryant Bradt	Innovation and Impact	Utah Valley University
	Andrew Burroughs	Outstanding Mentor	Southern Utah University
	Mary Kavila	Outstanding Mentor	University of Utah
	Chris Park	Outstanding Mentor	Utah Tech University
	Dona Barlow	Outstanding Mentor	Utah Valley University

P = Professional Personnel
C = Classified Personnel

Appendix G: Honorary Memberships

Since 1985

Year	Name	Institution
2010	John Boswell	University of Utah
2010	Dale Orton	Southern Utah University
2011	Brach Schlueter	Snow College

Appendix H: Samples of Awards
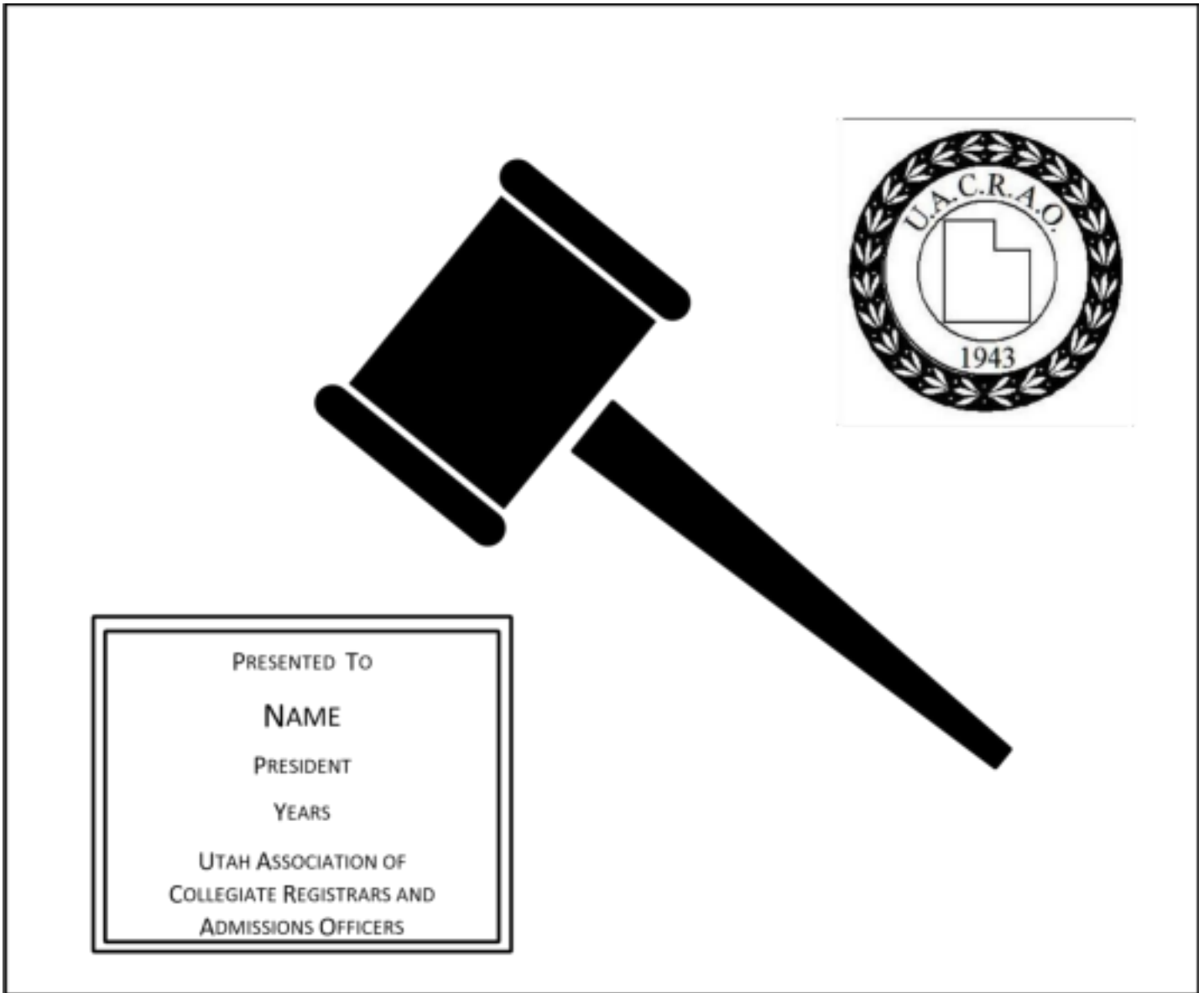
Plaque for outgoing President should be 10 1/2" x 13" and be made from a high grade of wood such as walnut. Plaques should include the UACRAO logo (approximately 2"-3" diameter) and a brass plate (approximately 3" x 5") engraved with recipient's name and years of service. A full wooden gavel should be mounted diagonally on the plaque.

UTAH ASSOCIATION OF COLLEGIATE REGISTRAR'S
AND ADMISSIONS OFFICERS

PRESENTS THE

SERVICE AWARD

TO

NAME

FOR DISTINGUISHED AND EXEMPLARY SERVICE TO
STUDENTS, FACULTY, AND STAFF

YEAR

Service Award plaques should be 9" x 12". Plaque should include UACRAO logo (approximately 2"- " diameter), award recipient's name, and year awarded.

UTAH ASSOCIATION OF COLLEGIATE REGISTRAR'S
AND ADMISSIONS OFFICERS

PRESENTS THE

PRESIDENTIAL AWARD

TO

NAME

FOR DISTINGUISHED AND EXEMPLARY SERVICE TO
STUDENTS, FACULTY, AND STAFF

YEAR

Presidential Award plaques should be 9" x 12". Plaque should include UACRAO logo (approximately 2"- " diameter), award recipient's name, and year awarded.

3

Appendix I: Budget Guidelines, Conference Registration Fees & Refunds, and Expense Reimbursements

Annual Budget Comparisons
1. The summary sheet compares five-year trends and itemizes expenses.
2. Additional columns have been added to list future conference expenses.

Conference Budget and Fee Guidelines
1. The Annual Conference budget, based upon five-year trends, will be determined by the UACRAO Executive Board.
2. All conference attendees will be assessed a registration fee to help cover the expenses of the conference.
3. Conference registration deadline will be five weeks prior to the conference. The conference registration fee must be paid at the time of registration with a credit card, through PayPal, or via check.
4. The Annual Conference registration fee, including one day fees, will be determined by the Executive Board.
5. Registration fees received after the deadline, including those received at the conference, will be assessed a late fee to be determined by the Executive Board. Late fees are to be paid at the time of registration.
6. Affiliate members pay the standard dues and conference fees.
7. Fees for nonmember guests to attend the meals or activities are determined by the Executive Board.

Conference Fee Refunds
1. Once payment deadlines are established for the annual conference by the UACRAO Executive Board, the following payment schedule and guidelines for reimbursement will be followed for refund of attendee registration and guest fees:
2. The refund policy requires that a written request for reimbursement be received by the UACRAO Treasurer at least ten (10) business days prior to the conference.
3. The cancellation date will be determined by the Executive Board.
   a. Cancellations received up until ten (10) business days prior to the conference, will receive a full refund less a $10 processing fee.
   b. Cancellations received within ten (10) business days prior to the conference opening session are not eligible for refund.
4. Conference no-shows will not receive refunds of any fees paid.
5. Paid registrations may be transferred to another eligible UACRAO member up until ten (10) business days prior to the conference with written notification (email) to the UACRAO Treasurer.
6. The conference dates and deadlines will be published on the conference page.

Expense Reimbursements
1. When institutional or personal money has been spent for UACRAO expenses and a reimbursement is necessary, the following guidelines should be followed:
2. Obtain approval from the Executive Board prior to making a purchase.
3. Keep a copy of the receipt for the expense.
4. Obtain an Expense Reimbursement Form from the UACRAO Treasurer.
5. Complete the Expense Reimbursement Form and attach receipt(s) to the form.

6. Obtain approval signature from one of the following: President, Past President, or President Elect.
7. Give the completed form and receipt(s) to the Treasurer.
8. After approval, the Treasurer will write a check for the reimbursement which must be signed by the Treasurer and one of the following: President, Past President, or President Elect.

Appendix J: Membership Fees

UACRAO Institutional Membership Fees	
Total Enrollment	Membership Fee
Zero - 5,000	$300
5,001 - 15,000	$350
15,001+	$400

UACRAO Affiliate Institutional and Non-Institutional Membership Fee
$150

UACRAO Technical College Membership Fees	
Total Enrollment	Membership Fee
Zero - 5,000	$200
5,001 - 15,000	$250
15,001+	$300

UACRAO Secondary Institution Membership Dues (UHED)	
HS Junior Enrollment	Dues
1 – 99	$50
100 – 199	$80
200 – 299	$120
300 – 399	$160
400 – 499	$200

500 – 599	$240
600 – 699	$280
700 – 799	$320
800 +	$360

Appendix K: Sample Conducting Notes / UACRAO Conference

Can be found in the digital records of past conferences.

Appendix L: Utah Higher Education Day Code of Ethics and Regulations CODE OF ETHICS

1. Representatives must present clear and accurate information concerning their institution or agency while avoiding ambiguous, questionable, or false information about competing institutions or agencies. Ambiguous or false claims about accreditation, "national rankings", or guarantees of employment upon completion of education or training are not acceptable.
2. Only full-time admissions officers, institutional representatives or delegated salaried school officials shall represent schools or agencies during the Utah Higher Education Day program. Others may accompany professional admissions staff members, if they are all well trained and if they abide by the same principles and regulations expected of professionals. The institutions remain responsible for anyone representing them.
3. Representatives should refrain from all disparaging comparisons of any other agency or institution, secondary, post-secondary, or similar institution including their programs, locations, personnel, and services.
4. Discounts on tuition or other fees will not be offered for an immediate enrollment.
5. Representatives will not insist or pressure students to make immediate decisions to enroll, or make substantial down payments because of few openings.
6. Representatives shall provide service to students by assisting them in matching their interests, and abilities to the appropriate institutions that will enable them to best achieve their educational and career goals.
7. Representatives should present themselves in a professional manner when working with students, their family and their school.

REGULATIONS

1. Representatives will attend all scheduled programs during UHED, unless prior communications has occurred with those host counselors where an institution will not be visiting. In case of emergency or illness, the representative scheduled has the responsibility of contacting the Host counselor as soon as he or she will be unable to attend as well as the opening presenter.
2. Representatives are expected to be on time (arrive and immediately check in with the opening

presenter [or their school won't be announced] and then, if time allows, prepare their individual room for presentation) and stay until the program has been completed.

3. Appropriate items to distribute to students include brochures describing an institution and its programs, catalogs, applications, pens or pencils, and other items containing factual information. Gimmick items such as calendars, shop bags, t-shirts, jackets, buttons, key chains, bumper stickers, posters, headbands, lanyards, decals, candy, and the like may not be distributed during Utah Higher Education Day.

4. To encourage Tour attendance, no home visits or follow-up visits to the high school will be permitted within 1 week prior to or following Utah Higher Education Day.

5. Representatives are individually responsible to arrange for any special audio-visual needs at the high schools. Further, representatives will be courteous when using these materials, especially in fair setting where multiple schools are located in one room and the use of these items [for example high volume] may cause a disruption to other concurrent presentations.

6. No transactions involving the exchange of money shall be permitted.

7. Contest such as drawings and lotteries are prohibited.