



Upper Midwest Association of Collegiate Registrars and Admissions Officers

The president and committee chairs will make final committee appointments. You will be notified of your committee appointment by the end of November each year.

NAME _____

INSTITUTION _____

TITLE _____

PHONE _____ **EMAIL** _____

Yes! I am interested in serving on the following UMACRAO committee(s).

Please indicate in **rank order**, with 1 being your first choice and 2 being your second choice, the committee(s) on which you are willing to serve.

_____	AUDITING	_____	PROGRAM
_____	MEMBERSHIP	_____	SITE/LOCAL ARRANGEMENTS
_____	NEWSLETTER	_____	SPECIAL PROJECTS
_____	TECHNOLOGY	_____	SPECIAL RECOGNITION
_____	I PREFER NOT TO BE ON A COMMITTEE, BUT AM WILLING TO HELP WITH PROJECTS OR SHORT TERM TASKS		

UMACRAO Committee Descriptions

AUDITING COMMITTEE – Audits the association's accounts and recommends accounting procedures.

MEMBERSHIP COMMITTEE – Solicits new members to the association, catalogs institutional and individual membership information and publishes the UMACRAO membership directory and brochure.

NEWSLETTER – Assist the editor in the creation and publication of the association's newsletters.

SITE/LOCATION ARRANGEMENTS COMMITTEE - Solicits sites and host institution for the association's annual meetings and provides for all physical arrangements for the meetings.

NOMINATIONS COMMITTEE – Selects and presents to the membership, nominees from the active membership for elective offices.

PROGRAM COMMITTEE/EEO OFFICER – Develops the program for the annual meeting. Serves as the representative to AACRAO on issues of affirmative action. Exercises leadership in committing the regional membership toward the advancement of equal education opportunities. Evaluates committees for equitable representation.

TECHNOLOGY AD HOC COMMITTEE – Maintains and manages UMACRAO's listserv and web site. Develops and uses technologies to facilitate UMACRAO operations and member communication.

SPECIAL PROJECTS COMMITTEE – Publishes the annual enrollment report summary and the membership directory and supervises referred special projects of benefit to the association.

SPECIAL RECOGNITION COMMITTEE – Makes nominations to the Executive Committee for the election of Honorary Life Member and for the Exemplary Service Award.

**Questions? Contact Laurie Tralle at 651-643-3617 or laurie.tralle@so.mnscu.edu
You may fax completed forms to Laurie at 651-632-5008 or email info to above address**