



Upper Midwest Association of Collegiate Registrars and Admissions Officers

**2013 - 2014 Committee Volunteer Form**

The President and Committee chairs will make final committee appointments. You will be notified of your committee appointment by the end of December.

**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  | _____ Local Arrangements           |
| _____ Newsletter  | _____ Communication and Technology |
| _____ I prefer not to be on a committee, but am willing to assist 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. Includes a First Time Attendee liaison who organizes conference welcoming event for first time attendees.

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

**PROGRAM COMMITTEE** – 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.

**LOCATION ARRANGEMENTS COMMITTEE** - Host institution(s) for the association’s annual meetings and provides for all physical arrangements for the meetings.

**COMMUNICATION AND TECHNOLOGY COMMITTEE** – Maintains and manages UMACRAO’s listserv and web site. Develops and uses technologies to facilitate UMACRAO operations and member communication.

Questions? Contact Julie Fell @ [julie-fell@uiowa.edu](mailto:julie-fell@uiowa.edu)

You may turn in your form at the UMACRAO vendor table, the registration table or email to Julie Fell