

EDUCATIONAL CONSULTANTS COMMITTEE PROCEDURES MANUAL

PURPOSE OF COMMITTEE

According to the By-Laws, Article VII, Section 13, the Educational Consultants Committee shall be responsible for making college workshops available for high school students in the Carolinas and will coordinate the selection and training of CACRAO members who will conduct the workshops. Educational Consultants are CACRAO member volunteers who present generic "Planning for College" programs to high school students in North and South Carolina. The Educational Consultants Committee evaluates the program, makes recommended changes, and approves mailings to high schools.

RESPONSIBILITIES OF THE CHAIR

The Chair of the Educational Consultants Committee is appointed by and reports to the CACRAO President. The Vice Chair is also appointed by the President for all committees of more than five members. The Vice Chair will serve in the absence of the Chair. The Committee Chair and Vice Chair positions are one year appointments. The Chair's responsibilities include:

- Committee selection;
- Budget proposal;
- Calling committee meetings, as appropriate;
- Submitting an annual report to the President;
- Submitting appropriate information to the Newsletter editor;
- Attending the Annual Meeting.

SPECIFIC DUTIES AND TIMETABLES

1. Committee appointments must be made by **February 15**. The Executive Committee will provide a list of interested members and the name of Ex-Officio members. (*The Ex-Officios will be the Vice Presidents for North and South Carolina.*) From this list, it is recommended that the Chair should select five or more committee members, making calls to each to get a verbal commitment before confirming in writing/email.

When selecting the committee members, the Chair should, to the maximum extent possible, ensure the composition of the committee is representative of the diversity within the CACRAO membership in institutional type, geographic location, gender, and ethnicity. The Chair should solicit additional members, if necessary, to create the proper balance. Consideration should be given to unique experience related to the activities of the committee. Committee membership is a one year appointment.

If, at any time, a committee member is unable to fulfill assigned duties, the Chair may appoint another individual to that position.

2. An appointment letter should be sent to each committee member prior to **February 1**, with a copy to the President, Ex-Officios, and the member's immediate supervisor.
3. A Committee Roster must be prepared, sent to the CACRAO President, the Ex Officios, the Program Committee Chair, and the committee members prior to **February 15**. Name, title, institution, mailing address, e-mail, telephone and fax are required on the roster.
4. Call a meeting for **February**. The committee members should receive a letter/email with date, place, and time of the meeting, directions, and advance information about the issues to be discussed. Preference is given to online/phone conferencing. The letter/email should be copied to the President and Ex-Officios - who should also be invited. The Chair should either designate a committee secretary or arrange for selection by the committee, not later than the first committee meeting. The secretary should maintain minutes and retain a copy for a working notebook, send a copy to each committee member, the Newsletter Editor, the President, and the Ex Officio representatives.
 - A. **Budget Preparation.**

CACRAO's fiscal year is January 1 – December 31.

A budget must be prepared in **January** for the upcoming fiscal year. The Chair should take into consideration both income and expenses when preparing the budget. Great care must be taken to anticipate long-range committee activities, as well as to study expenditures from years past that, due to billing processes, may have been counted toward different fiscal years.

A proposed budget must be prepared and sent to the Chair of the Budget and Auditing Committee, copy the President and Ex Officios, by **March 1**. The budget will be reviewed by the Executive Committee and this Committee's Chair. Following the Executive Committee meeting, this Committee's Chair will be notified of the amount of money appropriated for the Educational Consultants Committee.

The Chair is responsible not only for preparing but also maintaining the committee's budget. This includes completing and submitting the appropriate forms to the CACRAO Treasurer for depositing funds, reimbursements, etc. The Chair must maintain accurate and up-to-date records. Reimbursement for committee related expenditures must be submitted on a CACRAO Expense Voucher. The original and second copy of the voucher is sent to the CACRAO President. The third copy should be retained by the Committee Chair. It is important that the voucher be submitted as soon as possible following the expenditure.

- B. Prepare an outline of committee goals for the upcoming year and forward to the President and copy the Ex-Officios by **February 15**.
 - C. Additional committee meetings should be scheduled as needed; normally in **May** and at the **Annual Meeting**.
5. The Chair will attend the Executive Committee meetings when appropriate and must submit a committee report, a budget proposal, and be prepared to report budget needs and committee plans.

TIMETABLE

January	Prepare "Goals and Objectives" for Executive Committee Meeting. Attend CACRAO Executive Committee Meeting. Ed Consultants begin presentations in high schools. Prepare budget for the coming year.
February	Attend committee meeting. Ed Consultants continue presentations.
April	Hold second committee meeting Mail/E-mail guidance letter with return envelope/response request for "Request for Educational Consultant Program or Video" for spring of the following year (<i>Return date 6/15</i>). Assign a training coordinator. Set dates, time, and location for Summer Ed Consultants Training Sessions. Send letters to prospective trainees. Update "Guide"; printing deadline should be 7/15 . Remind Assignment Leaders to check on videos not returned. Coordinate with Executive Committee a Convention Training Session on Sunday afternoon. Mail minutes of meeting to all consultants.
May	Phone contact with Committee Leaders for project update. Check with College Foundation Inc. for update on the "Guide". Set date to deliver changes. Get approval for the Executive Committee to attend the Guidance Conference to address the High School Counselors. Assign persons to attend each conference.
June	Attend third committee meeting (<i>hold after 6/15</i>) Review Ed Consultants Programs.

Work up statistics on schools covered and videos loaned. Be sure to separate the information for North and South Carolina. Provide this information to the Executive Committee.

Review High School Guidance Evaluation Forms and send the information to the Executive Committee. Receive Guidance return letters.

Plan training sessions with the training coordinators.

Discuss Convention training session. Assign leader.

Discuss letters received for new trainees. Discuss Convention Table display and assign leader.

Discuss 5 & 10 year awards for Ed Consultants. Mail minutes to all Ed Consultants.

July Check with the College Foundation, Inc. and set up delivery date and location for the "Guide". Attend training sessions.
Ask Executive Committee about Newcomers Program.

August Phone contact with committee to tie up loose ends
Have "Guides" mailed to NC coordinators and SC coordinators. Have committee members take to NC and SC Ed Op Programs for delivery to college and universities. Deadline date for sending letters to high school guidance or letters for videos
Send letter to Ed Consultants telling them which high schools they will cover. Send letter/email to high school guidance counselors informing them of their Ed Consultant.
Make reminder announcement about the Ed Consultants at the School Counselor Conferences.

September Make presentations to high school guidance counselors.
Check to ensure that "Guides" are being delivered.
Attend Executive Committee meeting.
A. Take copy of Ed Consultants achievements for the year.
B. Prepare ideas for future plans and needs for Ed Consultants.

October Send request for Convention Training Sessions. Prepare final yearly review of achievements and send to the President of CACRAO.
Update Ed Consultants Committee Procedures Manual. Prepare list of future potential leaders to Chair Ed Consultants. Pass on to the new President.
Prepare list of high schools that will receive video and set delivery dates.
Final check to see who will receive 5 & 10 year awards; Clear with President for presentation at Annual Meeting.
Deadline date for all Ed Consultants to send scheduling forms to assignment leaders

November Hold a fourth meeting, if necessary.
Check on Annual Meeting needs.
Finalize year's activities.
Send cards of Appreciation to all Committee members.
Pick up awards for 5 & 10 year people.
Mail minutes to all Ed Consultants.

December Annual Meeting
A. Check table display
B. Check 5 & 10 year awards
C. Attend training session
D. Announce recognition awards
E. Thank committee awards personally

COMMITTEE PROCEDURES

The Educational Consultants Chair is responsible for making presentations about the program to high school guidance counselors at the North and South Carolina Guidance Conferences. The Chair may request that the

Vice Chairs or State Vice Presidents make the presentations. The Chair mails/emails CACRAO Educational Consultant applications to all CACRAO members and sends appointment letters/emails to consultants.

A. Vice Chair (*one from each state*) responsibilities:

1. Plan August new consultant training program.
2. Assign Educational Consultants to high schools.
3. Handle pre-registration for training program.
4. Have notebooks and transparencies copied for training program.

B. State Vice Chair responsibilities:

1. Mail program announcement to guidance counselors.
2. With Vice Chairs, assign consultants to high schools.
3. Present program information at guidance counselor conferences in absence of Chair.

C. Committee Member responsibilities:

1. Select new consultants
2. Evaluate program and make recommendations
3. Edit letters
4. Train new consultants
5. Approve training program

4. **NEWSLETTER.** The Chair should submit articles on the committee's activities, as appropriate, for inclusion in the newsletter. The Newsletter Editor will notify the Chair of the deadlines for each edition.
5. Copies of all correspondence must go to the President and the Ex-Officio. In addition, send copies of correspondence to appropriate Executive Committee members or committee chairs that may be affected.
6. Preference is given to email. If you must mail, please utilize Bulk Mail for any mailing of over 200 pieces. You must allow 2 weeks for delivery of bulk mail. CACRAO stationery, envelopes, and CACRAO membership mailing labels may be requested from the CACRAO Secretary.
7. Prepare an annual report and submit to the President and Ex-Officio **by November 15**. At the same time, submit updates to this procedures manual.
8. Attend the Annual Meeting, including any Executive Committee meetings, at which your presence is requested. Hold a final committee meeting. Present an annual report to the membership at the business meeting. Hold manual.
9. Send thank you notes to committee members immediately after the Annual Meeting.
10. The outgoing Chair will give all minutes/working notebooks, records, etc. to the new Chair by **January 1**. (*The new Chair will receive a procedures manual from the new President.*) The outgoing Chair is encouraged to be available as needed to respond to inquiries from the new Chair.

****This manual was designed to be used as a guide. The Chair should use the Educational Consultants Working Manual for samples, former correspondence, details, etc.**

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