

NEWSLETTER COMMITTEE PROCEDURES MANUAL

PURPOSE OF COMMITTEE

According to the By-Laws, Article VII, Section 12, the Newsletter Committee shall be responsible for the publication of a newsletter at least three times annually to inform members of activities of the membership and other matters of interest to Admissions Officers, Registrars, and their staffs.

RESPONSIBILITIES OF THE CHAIR

The Chair of the Newsletter 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 two year appointments. Chairing this committee requires a great amount of time, as there are committee meetings, Executive Committee meetings, and the production time required to produce and distribute the Newsletter on schedule. Knowledge of printing procedures, an appreciation of bulk mailing requirements, and strong writing abilities are essential.

The Chair's responsibilities include:

- Being up to date with all committee activities for inclusion;
- Updating officers and committee chairs on a regular basis regarding upcoming deadlines;
- Being sensitive to important dates related to committee activities so that information in the Newsletter is current and of maximum effectiveness to the committees and their goals;
- Maintaining close contact with officers and committee chairs regarding Association activities;
- Making timely and periodic reports to the President and the Ex-Officio;
- Attending the Annual Meeting.
- Serving on the Executive Committee, as an Ex-Officio.

SPECIFIC DUTIES AND TIMETABLES

1. Committee appointments must be made by **January 15**. The Executive Committee will provide a list of interested members and the name of the Ex-Officio member. While not addressed in the Constitution, 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/email should be sent to each committee member prior to **February 1**, with a copy to the President, Ex-Officio, and the member's immediate supervisor.
3. A Committee Roster must be prepared, sent to the CACRAO President, the Ex-Officio, the Program Committee Chair, and the committee members prior to **February 15**. Name, title, institution, mailing address, telephone, email and fax are required on the roster.
4. Call a Meeting, if needed, for **February**. The committee members should receive a letter/email with the 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-Officio - 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 - retain a copy for a working notebook, send a copy to each committee member, the Newsletter Editor, the President, and Ex-Officio representative.

A. Budget Preparation.

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

A budget must be prepared in **January** for the upcoming fiscal year. Great care must be taken to anticipate the long-range planning committee activities, as well as, to study expenditures from years past that, due to billing processes.

A proposed budget must be prepared and sent to the Chair of the Budget and Auditing Committee, copy to the President and Ex-Officio by **March 1**. The budget will be reviewed by the Executive Committee and the Newsletter Committee Chair. Following the Executive Committee meeting, the Newsletter Committee Chair will be notified of the amount of money appropriated for the Newsletter Committee.

The Chair is responsible not only for preparing but also for 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-Officio by **February 15**. Print with other committee goals in Newsletter.

C. Additional committee meetings should be scheduled, as needed. This committee needs to meet approximately four times per year. The first meeting (*in **December***) should deal with committee activities for the entire year and production of the winter edition. The second meeting, which should be held in **March or early April**, will address the spring edition. The third meeting, to be held in **July or August**, should be concerned with the fall edition. The final meeting should be held at the Annual Meeting to evaluate the committee's activities and make plans for committee transition and assistance in the production of the first edition under the new committee.

5. The Chair will attend all Executive Committee meetings and must submit a committee report, a budget proposal, and be prepared to report budget needs and committee plans in February.

TIMETABLE

After annual meeting	Receive list of prospective committee members from the President. Appoint committee Decide upon format, type of paper, colors, and number of copies to be printed. Discuss postal rates and procedures with local postmaster, if not sent by email.
January	Hold initial committee meeting. Get input from Executive Committee on ideas for articles and columns. Send follow-up memo with assignments and deadlines. Attend initial Executive Committee meeting. January production and publication of winter edition of Newsletter. Prepare budget for next fiscal year.
February	Make report to the Executive Committee at their winter meeting.
March	Hold second committee meeting to make assignments for the spring Newsletter.
April/May	Production and distribution of spring edition of Newsletter.

June/July	Conduct third committee meeting to coordinate assignments for the fall Newsletter.
August	Publish and mail final edition of Newsletter September (<i>Annual Meeting Preview</i>). Attend Executive Committee meeting in conjunction with the Newcomers Workshop.
October	Final report to the President due on the first.
November	Hold final committee meeting prior to the Annual Meeting. Make report to the membership at the Business Meeting. Send thank you notes to all committee members. Communicate with new Chair regarding coordinated production of winter Newsletter.

TRANSITION

The outgoing Chair and the Chair-Elect should develop the first Newsletter distributed following the Annual Meeting together. This will give the new Editor an opportunity to learn the necessary processes with some assistance. During this time, all committee records should be transferred to the new Chair.

COMMITTEE PROCEDURES

- Edit articles as they arrive in your office, and have them keyed into a word processor. Write editorial. Call authors of late articles. Construct a dummy Newsletter or camera ready copy.
 - If printing...
 - Printer will either send bill directly to CACRAO President or will give invoice to the Editor, who will then forward it to the President.
 - If mailing labels are produced elsewhere, request them at least one month in advance. (*Labels are requested from the CACRAO Secretary*). Otherwise, keep them updated as changes are sent to your office. Assign this responsibility to a staff member.
 - Have office staff and/or another committee member assigned to put pressure sensitive labels onto Newsletters. Since bulk mail will be used, sort according to zip code. Place rubber bands and appropriate coding label on each packet of Newsletters. Place in mailbags obtained from Post Office. Obtain accurate count.
 - Newsletters may be mailed two different ways. (1) Have your College Post Office run Newsletters through a postage meter prior to zip code sort (do not use their non-profit number, use their bulk mail permit.) (2) Take Newsletters to a Post Office and pay for the postage yourself. Send receipt and expense voucher to President.
6. 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.
 7. 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.
 8. Prepare an annual report and submit to the President and Ex-Officio by annual meeting. At the same time, submit updates to this procedures manual and recommendations for a new chair (*this is a recommendation only and should not be assumed*).
 9. 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.
 10. Send thank you notes to committee members immediately after the Annual Meeting.

11. The outgoing Chair will give all minutes/working notebook, records, etc. to the new Chair by annual meeting. (*The new Chair will receive a procedures manual from the President*). The outgoing Chair is encouraged to be available, as needed, to respond to inquiries from the new Chair.

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