

# RECOGNITION COMMITTEE PROCEDURES MANUAL

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## PURPOSE OF COMMITTEE

According to the Bylaws, Article VI, Section 3, the Recognition Committee shall present such resolutions as may be appropriate for the members' consideration at the Annual Meeting. They shall also inform the Association of members who have died since the previous Annual Meeting.

## RESPONSIBILITIES OF THE CHAIR

The Chair of the Recognition Committee is appointed by and reports to the CACRAO President. The Vice Chair is appointed by the committee. 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:

- Maintaining close contact with the President and the Newsletter Editor regarding honorary memberships and the Award of Excellence;
- Submitting periodic and timely reports to the President and the Ex-Officio;
- Attending the Annual Meeting.

## 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 members. From the list, the Chair should select five or more committee members (*five is the minimum number required by the constitution*), 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 that 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, 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 for **February or March**. 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 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 anticipated long-range committee activities.

A proposed budget must be prepared and sent to the Chair of the Budget and Auditing Committee, copy the President and Ex-Officio, by **March 1**. The budget will be reviewed by the Executive Committee and the Recognition Committee Chair. Following the Executive Committee meeting, the Recognition Committee Chair will be notified of the amount of money appropriated for the Recognition 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 copies of the voucher are 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**.
  - C. Additional committee meetings should be scheduled as needed.
5. The Chair will **attend the January Executive Committee Meeting** and must submit a committee report, a budget proposal, and be prepared to report budget needs and committee plans.

#### **CALENDAR**

##### **January**

Select committee members.  
Schedule a committee meeting.

##### **February**

Complete and return the budget request form to the Chair of the Budget and Auditing Committee, with a copy to the President.  
Attend the meeting of the Executive Committee.

##### **February/March**

Hold first committee meeting.

##### **June/July**

Hold second committee meeting.  
Develop list of candidates to be considered for honorary membership and the Award of Excellence.

##### **September**

Prepare final report to be sent to the President, no later than **October 1**.

##### **October**

Order and prepare any certificates or plaques to be presented at the Annual Meeting.

##### **November**

Hold final committee meeting prior to the Annual Meeting.  
Prepare resolutions and remarks to be made at the Business Meeting.  
Send promised copies of any resolutions to principal parties.  
Send thank you notes to all committee members. Prepare all committee notes and records to be forwarded to the new committee chair by **December 1**.

6. **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 deadlines for each edition.
7. Copies of all correspondence must go to the President and Ex-Officio. In addition, send copies of correspondence to appropriate Executive Committee members or committee chairs that may be affected.

8. Preference is given to email. If you must mail, please utilize Bulk Mail for any mailing over 200 pieces. You must allow 2 weeks for delivery of bulk mail. CACRAO stationary, envelopes, and CACRAO membership mailing labels may be requested from the CACRAO Secretary.
9. 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.
10. Attend the Annual Meeting, including any Executive Committee meetings, at which your presence is requested. Hold a final committee meeting at the annual meeting. Present an annual report to the membership at the annual meeting.
11. Send thank you notes to committee members immediately after the Annual Meeting.
12. Send a final report to the Newsletter Editor, giving the activities of the committee for the year.
13. The outgoing Chair will give all minutes/working notebook, records, etc. to the new chair by **December 1** or immediately following the Annual Meeting. (*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.

## **COMMITTEE PROCEDURES**

**Honorary Membership** - Individuals recommended for honorary membership must meet the following criteria and procedures.

### Criteria:

A person nominated for honorary membership must meet all of the following conditions:

1. Has been an active member of the Association for at least ten years.
2. Has made substantial contributions to the Association and its members through service as either an officer, committee member, or participant in the profession.
3. At the time of the election, the nominee has not been a member of the Association for a minimum of one year.

### Procedure:

Thoroughness in the consideration of potential honorary members requires a canvassing of the entire membership.

1. The Newsletter should include the criteria for honorary membership along with a request for suggestions for nominees. Nominations should be sent to the Recognition Committee with full justification for the recommendation.
2. All suggestions should be screened by the committee for conformity with the criteria and, if necessary, additional information obtained on each recommendation.
3. The committee should make its final recommendations to the Executive Committee prior to **August 1**.
4. Certificates of honorary membership shall be prepared by the Recognition Committee for presentation by the President at the Annual Meeting.

**CACRAO Award of Excellence** - The Award of Excellence was established in 1991 to recognize individual(s) who have made significant contributions to CACRAO, the admissions and registration professions, or higher education.

Recognition Committee would be responsible for engraving any plaques or other award, which may be appropriate. The Recognition Committee should work very closely and discretely with the Executive Committee to ensure that any family members or college officials that need to be aware of this award presentation are notified in a confidential manner well in advance of the Annual Meeting. The Chair of the Recognition Committee and the President should make the award presentation(s) at the Recognition Luncheon.

NOTE: The award was set up in such a manner that if the feeling is that there are no qualified winners in a given year, the award does not have to be presented at that year's annual meeting.

**Charlie Hendricks Award** - The Charlie Hendricks Award was established in 1995 to recognize an individual who has made significant contributions to CACRAO above and beyond the call of duty. This individual would be someone who is always there to help, volunteers to do those jobs no one else likes and rarely gets any credit for all the time and effort he/she contributes to CACRAO. Individuals recommended for must meet the following criteria and procedures:

1. Is not a current member of the Executive Board;
2. Has been active in CACRAO for at least 5 years;
3. Has made substantial contributions to CACRAO above and beyond the call of duty.

Opportunities should be made for the membership to submit nominations for this award, with deadlines set such that the nominations would be received prior to the summer meeting of the Recognition Committee. The list of nominees would then be reviewed by the Recognition Committee, with the committee's recommendations sent to the Executive Committee in time for their August meeting. After the Executive Committee approves the winner, the Recognition Committee would be responsible for engraving the award. The Chair of the Recognition Committee and the President should make the award presentation at the Recognition Luncheon. This award is to be kept confidential until time of presentation.

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

*January 1, 2012*