

# SOUTH CAROLINA SCHOOL COUNSELOR CONFERENCE COMMITTEE PROCEDURES MANUAL

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## PURPOSE OF COMMITTEE

According to the Bylaws, Article VII, Section 18, the SC School Counselor Conference Committee is responsible for planning and implementing the annual series of SC School Counselor Conferences held each fall in conjunction with the SC Educational Opportunity Program.

## RESPONSIBILITIES OF THE CHAIR

The Chair of the Committee is appointed by and reports to the Vice President of Admissions (SC).

The Chair is a one-year appointment. Responsibilities of the Chair include:

- Selecting members for the School Counselor Conference Committee
- Preparing and submitting a budget request
- Scheduling the conferences in conjunction with the EdOp Scheduling Committee
- Planning programs for the conferences which meet the needs of secondary and post-secondary institutions
- Ensuring the successful handling of all details associated with the conferences, including publicity
- Chairing all meetings of the committee
- Evaluating the conferences and submitting recommendations for improvements
- Suggesting a successor to chair the committee

## 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 the Ex-Officio members. 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 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 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 CACPAO President, the Ex-Officio, and the committee members prior to **February 15**. Name, title, institution, mailing address, telephone, e-mail, and fax are required on the roster.
4. Call a **meeting** for **January/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 for 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 anticipate long-range committee activities, as well as to study expenditures from years past.

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.

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. The first meeting should occur immediately after the selection of committee members in **January** to define duties and plan the fall EdOp schedule.

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.

**TIMETABLE**

<b>January</b>	Select school counselor conference planning committee. The Vice President for Admissions (SC) is an Ex-Officio member of the committee.
<b>February</b>	Meet with school counselor conference planning committee; select dates, program, and tentative sites. Contact Army and ask if they will be able to co-sponsor conference. Contact program participants.
<b>March</b>	Contact State Department of Education. Request three sets of high school mailing labels.
<b>April</b>	Print invitations for high schools and colleges. May mail high school invitations.
<b>June</b>	Mail college invitations. Meet at sites with Army representatives.
<b>July</b>	Print program and evaluations.
<b>September</b>	Attend South Carolina School Counselor Conferences. Send notes of appreciation, as appropriate. Compile and submit to the Vice President for Admissions a report on the actual costs of the conferences as well as the actual numbers in attendance; include suggestions for improvement and suggestions for the next chair. Update this Procedures Manual and submit to the Vice President for Admissions, no later than <b>October 1</b> .
<b>December</b>	Attend CACRAO Annual Meeting.

Give all records/working notebook, etc. to the new Vice President for Admissions by **January 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 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.
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 and recommendations for a new chair.
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. The outgoing Chair will give all minutes/working notebook, records, etc. to the new chair immediately following the Annual Meeting or 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 South Carolina Educational Opportunity Programs Scheduling Committee Working Manual for samples, former correspondence, details, etc.

*Updated January 1, 2012*

# SOUTH CAROLINA SCHOOL COUNSELOR CONFERENCES

## SITE COORDINATORS' RESPONSIBILITIES

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### **PARKING**

1. Reserve parking area. Mark it clearly on the campus map and in the directions to the college.
2. Choose site for drive through pick up of boxes.

### **DRIVE-THROUGH BOX PICK-UP**

1. Provide enough boxes for your site for each high school to have two (*one set of materials per school*). Boxes will be provided by CACRAO, and arrangements need to be made to pick them up about a week before the event.
2. Provide room large enough for boxes to be arranged for easy filling. Location needs to near site for drive-through pick up.
3. Appoint someone to coordinate the filling of boxes. This will take place in the afternoon or evening before the conference. Some time will also be provided the morning of the conference.
4. Provide someone to supervise the pick-up. Also provide strong backs for loading, i.e., student workers, ROTC, Greek organizations, etc.

### **REGISTRATION**

1. Reserve registration area (*lobby*). Include place for breaks. It is of extreme importance that we have a list of all people attending for reimbursement from the Army. Each site coordinator will need to provide some type of lunch ticket and a way to collect them before people eat.
2. Furnish portfolios for registration materials. You may add pads, pencils, etc. if you wish.
3. Furnish two tables and chairs.
4. Provide at least two people to register participants.
5. Provide space for 2-6 eight foot tables for vendors (*recommend at least 2 vendors per table*)

### **WELCOME AND ANNOUNCEMENTS**

1. Reserve auditorium or room large enough for approximately 250 people.
2. Provide podium and microphone.
3. Request college president to welcome guests (*5 minutes*).

### **BREAKS**

1. Reserve area for breaks.
2. Make arrangements for refreshments.
  - A. Morning: coffee, tea, juice or fruit punch, Danish, donuts.
  - B. Mid-morning: coffee, tea, sodas
3. Make sure rest rooms are clearly marked.

### **SESSIONS**

1. Reserve auditorium (typically same as where the welcome occurs) for sessions.
2. Reserve appropriate audio-visual equipment (if applicable).

### **MOTIVATIONAL SPEAKER**

Please obtain a motivational speaker; someone entertaining, yet informative. Someone with ties to secondary education is preferable. *Allotted time: 20 minutes.*

### **LUNCH**

1. Reserve large eating area - buffet style suggested - 3 lines.
2. Select menu. (*The host institution does not pay for food*).
3. Devise a way at your location to get school counselors and college reps to interact during lunch.

**DIRECTIONS (*Needed by May 1*)**

1. Typed directions will be included in registration materials.
2. Provide two sets of directions...
  - A. For college reps: from last program to drop-off point for materials and from recommended hotel (include parking location)
  - B. For school counselors: from interstate (include where to pick up materials and parking location).

**HOTEL RECOMMENDATIONS (*Needed by May 1*)**

1. Recommend a hotel(s) convenient to your college.
2. Ask for special CACRAO rate - approximately 50 colleges.
3. Consider location and reputation for safety when making recommendation.

**MAP (*Needed by May 1*)**

1. Provide a map of your campus.
2. Indicate where to park and location of building. Add arrows and street names, if appropriate.
3. Indicate where materials will be packed and distributed.

*Updated January 1, 2012*