

PROFESSIONAL ACCESS AND EQUITY COMMITTEE PROCEDURES MANUAL

Purpose of Committee

According to the Bylaws, Article VII, Section 9, the PA&E Committee shall be responsible for the identification of problems or needs in the field of higher education which impact upon minorities, women, the handicapped or disabled and make recommendations to the membership to correct them.

Responsibilities of the Co-Chair

The Chair of the PA&E Committee is appointed by and reports to the CACRAO President. For a more collaborative leadership model the committee operates with **two Co-Chairs** who **share the responsibilities of the Chair position**. The Chair positions are one-year appointments. The Chair of the PAE committee may serve for a term of up to one year, with the possibility of reappointment. There is no limit to the number of consecutive terms a Chair may serve, provided they continue to meet the eligibility criteria and are approved by the committee members.

The Chair's responsibilities include:

- Committee selection (Members/Chair)
- Calling committee meetings, as appropriate
- Preparing and presenting an annual report
- Attending the Annual Meeting
- Active member of the Program Committee

SPECIFIC DUTIES AND TIMETABLES

1. Committee membership may be made throughout the year, and membership is not limited to a specific deadline. The Executive Committee or other leadership within the CACRAO organization may provide a list of individuals who have expressed interest in joining the PAE Committee. The Chair may also actively solicit additional members from within CACRAO and invite individuals to join based on their experience and expertise relevant to the committee's goals.

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 or email should be sent to each committee member upon their selection, confirming their membership on the committee. This can occur at any time during the year, depending on when a member is invited to join. The appointment letter/email should outline the committee member's responsibilities, term length, and any other relevant expectations.
3. A **Committee Roster** must be prepared and shared with relevant stakeholders after the committee membership has been finalized. The roster should include the names, titles, institutions, mailing addresses, email addresses, and phone numbers of all committee members. It is advised that this roster is finalized during the middle or towards the end of the Spring semester.

4. Call a Meeting for **Spring semester**. 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 appointment letter/email should be copied to the **President** and another relevant leader within the executive team, who should also be invited to be aware of the appointment. The **Co-Chairs** (or any committee member) may take informal meeting notes during committee meetings. These notes can be used for reference or to assist with follow-up actions. However, formal meeting minutes, if required, are considered an additional task and may be delegated as needed.

The PA&E Committee is responsible for ensuring that an adequate number of Annual Meeting sessions address concerns of minority populations. This Committee Chair should be in contact with the CACRAO President-Elect soon after the Annual Meeting, to be included in meeting plans for the following year.

A. **Budget Preparation.**

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

The **PAE Committee** does not have direct responsibility for preparing or managing an annual budget. Instead, the committee relies on the **Executive Committee** and **CACRAO Treasurer** to oversee budget allocations. The PAE Committee's primary focus is on submitting the necessary forms for reimbursements and tracking expenses related to committee activities. The Chair may inquire with the Treasurer or Executive Committee about available funds and any restrictions on spending for the year.

Budget discussions for the PAE Committee typically occur during the **annual meeting**, where general budget allocations are reviewed. However, the committee does not engage in detailed budget planning. The Chair receives budget information from the Treasurer and is informed about the available funding after the **annual meeting** or following review by the Executive Committee. The Chair should not be expected to prepare a full budget but should be aware of the general financial parameters for the committee.

The primary financial responsibility of the **PAE Committee Chair** is ensuring that all committee-related expenses are reimbursed. The Chair must submit **CACRAO Expense Vouchers** for any expenditures, sending the original and second copy to the **CACRAO President** for approval, while retaining the third copy for their own records. Reimbursement requests should be submitted promptly following expenditures. While the PAE Committee does not directly manage its own budget, the Chair must ensure all expenses are properly documented and communicated to the Treasurer for reimbursement processing.

- B. Prepare an outline of committee goals for the upcoming year and forward to the President and copy the Ex-Officio by **February**.

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.
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 PAE Chair of deadlines for each edition.
7. 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 who 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:
 - Update the procedures manual, and
 - Recommendations for a new chair (*this is a recommendation only and should not be assumed*).
10. Attend the Annual Meeting, including any Executive Committee meetings, at which your presence is requested. Present/listen to an annual report at the business meeting.
11. The outgoing Chair will give all minutes/working notebook, 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.

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