

UPPER MIDWEST ASSOCIATION OF  
COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS



New Member & First Time Conference Attendee Handbook  
2014-2015

[www.umacrao.com](http://www.umacrao.com)

## Welcome

Welcome to Upper Midwest Association of Collegiate Registrars and Admissions Officers (UMACRAO). UMACRAO is a non-profit, professional association focusing on issues of admissions, enrollment management, registration and other related issues of interest to members of the student services profession in higher education. UMACRAO members represent over 100 institutions of higher education from Iowa, Minnesota, North Dakota, South Dakota, Manitoba, Saskatchewan, and northwestern Ontario.

## Mission

UMACRAO's mission is to foster an environment conducive to cordial relations among the registrars and admissions officers, to provide opportunity for exchange of information and ideas on problems of common uniformity in administrative practices, and to strive for the advancement of education.

## Membership

- *Active Memberships:* Voting privileges are extended to each person from any institution granted full membership who is charged with responsibility in the field of admissions, registration, records, financial aids, institutional research or equivalent responsibilities. Any active member may request voting by institutional ballot on a specific subject or question. When an institutional ballot is called for, the active members in attendance from each institution shall caucus and vote on a single ballot.
- *Affiliate Membership:* Each person, who is from an institution granted associate membership and who is charged with responsibilities in the fields listed above, is eligible as an Affiliate Member to participate in Association activities and is awarded all rights, privileges, and responsibilities of Full Membership, except voting.
- *Honorary Life Membership:* A person holding an Honorary Life Membership shall enjoy all the privileges of Active Membership except the right to participate during institutional balloting.
- *Corporate Membership:* Membership applications subject to approval by the Executive Committee. Open to organizations that provide products and/or services that may benefit Association members. Corporate partners do not have voting rights and cannot hold office or committee appointment. If the Executive Committee approves the application, membership will become effective once the annual fee has been paid.

## Meeting

Place of Meeting. The Board of Directors may designate any place within the region, consisting of Iowa, Minnesota, North Dakota, South Dakota, Manitoba, Saskatchewan and Northwestern Ontario as the place for any annual meeting or for any special meeting of members called by the Board of Directors.

## Benefits

- Sponsoring an annual meeting every fall in which members share their expertise with others in the profession and meet to discuss relevant issues and concerns affecting their professions.
- Providing opportunities for involvement and interaction in UMACRAO's professional activities committees (see Committee Participation Form in the back of this handbook).
- Maintaining an association website at [www.umacrao.com](http://www.umacrao.com). The website provides access to association information such as: the membership directory, the UMACRAO Newsletter, the association's constitution and bylaws, meeting minutes and a wealth of other information of interest to the membership.
- Maintaining an association listserv to provide better communication to our membership. Not only is this listserv used to communicate association business, but it can also be utilized to solicit information and feedback from your colleagues across the state or as a venue to discuss relevant issues and concerns affecting our profession. This is also often used as a place to advertise relevant job opportunities at member institutions. Go to the website above to get information on how to join the listserv.
- Maintaining an association directory that provides a listing of membership institutions and specific contacts at that institution. The association directory also includes a listing of our corporate and honorary members, a listing of past presidents, and the UMACRAO Bylaws.
- Providing special recognition and awards for distinguished service to the association and the profession.

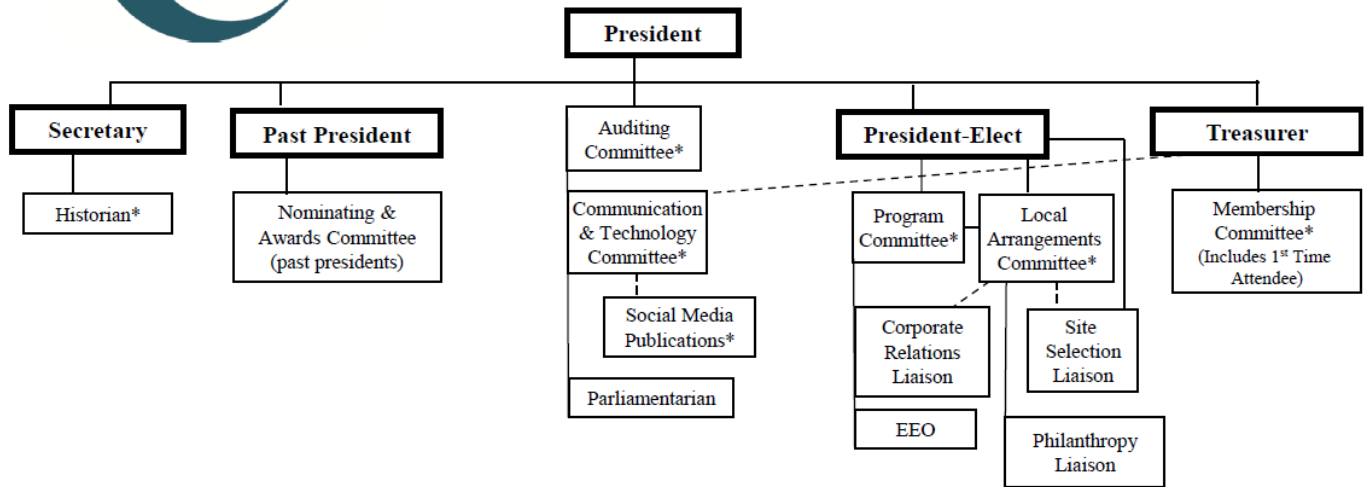
## Officer Positions

- President
- Past President
- Secretary
- President Elect
- Treasurer

## Committees



UMACRAO Organizational Chart



\*Committee Chair Required

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## Special Awards

UMACRAO recognizes members who have served our profession or the association with several awards. The UMACRAO Special Recognition votes on these nominations, which are forwarded to the UMACRAO executive board for final approval. Awards are presented at the annual meeting. We honor members with the following awards:

- Exemplary Service Award
- Honorary Life Award
- Staff Support Award
- Exemplary New Member Award

## Newsletter & Social Media

- Current and past newsletters may be found at <http://umacrao.com/news/newsletters/>
- Follow UMACRAO on Facebook, Twitter and Instagram

## Committee Participation Form

Please complete the attached Committee Participation form if you are interested in getting involved in UMACRAO!



Upper Midwest Association of Collegiate Registrars and Admissions Officers

**2014-15 Committee Participation Form**

The President and Committee chairs will make final committee appointments. You will be notified of your committee appointment by the end of December.

**NAME** \_\_\_\_\_

**INSTITUTION** \_\_\_\_\_

**TITLE** \_\_\_\_\_

**PHONE** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

Yes! I am interested in serving on the following UMACRAO committee(s). Please indicate in **rank order**, with 1 being your first choice and 2 being your second choice, the committee(s) on which you are willing to serve.

_____ Auditing	_____ Program
_____ Membership	_____ Local Arrangements
_____ Historian	_____ Communication and Technology
_____ I prefer not to be on a committee, but am willing to assist with special projects or short term tasks	

**UMACRAO Committee Descriptions**

**AUDITING COMMITTEE** – Audits the association’s accounts and recommends accounting procedures.

**MEMBERSHIP COMMITTEE** – Solicits new members to the association, catalogs institutional and individual membership information and publishes the UMACRAO membership directory and brochure. Includes a First Time Attendee liaison who organizes conference welcoming event for first time attendees.

**HISTORIAN COMMITTEE** – Maintains historical information of the organization.

**PROGRAM COMMITTEE** – Develops the program for the annual meeting. Serves as the representative to AACRAO on issues of affirmative action. Exercises leadership in committing the regional membership toward the advancement of equal education opportunities. Evaluates committees for equitable representation.

**LOCATION ARRANGEMENTS COMMITTEE** - Host institution(s) for the association’s annual meetings and provides for all physical arrangements for the meetings.

**COMMUNICATION AND TECHNOLOGY COMMITTEE** – Maintains and manages UMACRAO’s listserv and web site. Develops and uses technologies to facilitate UMACRAO operations and member communication. Assists in the creation and publication of the association’s newsletters.

**Questions? Contact Joni Krueger at [jkrueger@augie.edu](mailto:jkrueger@augie.edu)**

**You may turn in your form at the UMACRAO vendor table, the registration table or email Joni Krueger**