**I’m Available!**

ArkACRAO places a special emphasis on getting its membership involved in the association. ArkACRAOans serve as session presenters and also work on standing and program committees. These provide wonderful professional development opportunities to members and also gives the organization a continuous supply of experienced members from which to elect its Executive Committee.

Name: Institution:

Job Title: Years in Profession:

Years at Institution: # of ArkACRAO Meetings Attended:

Phone Number: Email Address:

Gender (optional): Ethnicity (optional):

Please read the following descriptions and select your top 4 committees. Rank them from 1 to 4 in order of your area of interest/service preference with 1 being the committee you are most interested in serving on.

**Standing Committees**

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|  | **Annual Financial Review Committee** – Conducts the annual financial review prior to the Annual Business Meeting. |
|  | **Annual Meeting Program Committee** – solicits program topics from the membership, develops the Annual Meeting program, makes all Annual Meeting arrangements with host hotel, oversees the work of the Hospitality Sub-committee, and evaluates each Annual Meeting program. Chair is President-Elect. |
|  | **Articulation Workshop Committee** - Recommends and plans dates, locations and programs for the fall workshops. |
|  | **College Planning Program Clearinghouse Committee** - Coordinates, evaluates and makes recommendations concerning the College Planning Programs endorsed by ArkACRAO. |
|  | **College Fair Automation Committee** - Serves as a liaison to the College Fair Automation provider and works closely with the Admissions Administration and School Relations-Oriented Standing Committees to ensure a positive experience for counselors, students, and members. |
|  | **Constitutional Review Committee** - Solicits, reviews, and proposes constitutional changes to the general membership as deemed necessary. |
|  | **Hospitality Subcommittee** - Serves as a subcommittee of the Annual Meeting Program Committee and Professional Development Committee. Plans social activities and coordinates door prizes at the fall conferences. |
|  | **Membership Committee** - Establishes rapport with inactive members and reviews requests for memberships. |
|  | **Nominations and Election Committee** - identifies candidates for ArkACRAO offices and presents a slate of nominees to the general membership for consideration. Chair is the immediate Past President. |
|  | **Professional Access & Equity Committee** - Monitors ArkACRAO committees and activities for representation of minority interests, sensitizes the members about issues concerning the recruitment and retention of minority students and provides recommendations for conference program topics. |
|  | **Publicity and Publications Committee** - Publishes the ArkACRAO newsletter, submits articles to the regional (SACRAO) newsletter, and publishes and distributes the ArkACRAO Directory. |
|  | **Recognition Committee** - Identifies and recognizes retired and deceased members, outgoing officers and members who have made significant contributions to the association. |
|  | **Site Selection Committee** - Identifies possible fall conference sites and makes recommendations to the membership based on price, accommodations, meal options, etc. |

**Executive Committee**

Please indicate if you have an interest in serving in any of the following positions. If you have an interest in more than one position, please rank them in order of your interest with 1 being the position you are most interested in.

For a detailed description of each position, please refer to the ArkACRAO Constitution and By-laws posted at <https://www.arkacrao.org/>.

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|  | **President Elect** |
|  | **Secretary** |
|  | **Treasurer** |
|  | **Vice President for Admissions Administration** |
|  | **Vice President for Information Technology** |
|  | **Vice President for Records** |
|  | **Vice President for Registration** |
|  | **Vice President for School Relations** |
|  | **Legislative Liaison** |
|  | **Publications/Publicity Chair** |
|  | **Historian Chair** |

Please list any previous experience you have serving on an ArkACRAO committee and indicate if you have served as a committee chair.