

Rhode Island Association of Admission Officers

Policy and Procedure Manual

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Rhode Island Association of Admission Officers Mission Statement:

The Rhode Island Association of Admission Officers (RIAAO) was founded in 1976. RIAAO is committed to providing access to higher education for high school students, adult learners, and those seeking transfer to a RI college or university. RIAAO is a professional organization for college and university admission personnel who represent institutions within the state of Rhode Island. Annually, the organization sponsors a fall college fair, a spring college tour for school counselors and scholarships for RI residents.

INTRODUCTION

The purpose of the RIAAO Policy & Procedure Manual is to provide members of the Executive Board, Committee Chairs/its members, and other members of RIAAO with information that they need to carry out their roles and responsibilities in the organization. This information is established in accordance with RIAAO Organization and Bylaws.

RIAAO is a dynamic and vital organization with leadership and committee membership changing regularly. Continuity and smooth transitions are also essential for efficiency and the health of the organization. The procedures in this manual are there to help with these transitions and to facilitate communication within RIAAO. The Manual will be regularly examined and, if needed, revised so it remains helpful and relevant. Suggested changes should be brought to the Executive Board for consideration with final approvals conducted by quorum and membership vote.

CURRENT RIAAO MEMBER INSTITUTIONS

Brown University
Bryant University
Community College of Rhode Island
Johnson & Wales University - Providence
New England Institute of Technology
Providence College
Roger Williams University
Rhode Island College
Rhode Island School of Design
Salve Regina University
The University of Rhode Island

OFFICERS

OFFICE OF THE PRESIDENT

The President shall be the chief executive and administrative officer of the Association, and shall assume full responsibility for all of the general activities. The President shall call and preside at all meetings of the Executive Board. The President shall preside at and be responsible for all activities connected with the general meetings of the Association.

The President is elected by the membership and is a voting member of the Executive Board. The Presidential cycle is a one-year commitment.

Duties of the President shall be:

- To prepare the agenda for all meetings.
- To preside at all meetings of the General Membership, and Executive Board
- To serve as an ex-officio member of all Committees
- To determine board liaisons for standing and special Committees
- To serve as the primary spokesperson for the Association to both internal and external constituencies
- To complete all projects assigned and Executive Board reports in a timely manner.
- To respond to all requests from RIAAO and take appropriate action.
- To review and approve contracts in conjunction with the President-Elect, Treasurer and Secretary.

OFFICE OF THE PRESIDENT-ELECT

The President-Elect shall act as the chief assistant to the President, carrying out all such duties as are delegated by the President, and shall automatically succeed to the Presidency. The President-elect shall, in the absence or disability of the President, perform the duties and exercise the powers of the President and shall have such other powers and perform such other duties as are designated from time to time by the Executive Board. Should the office of President become vacant for any reason, the President-Elect shall serve the unexpired portion of the term of the President, as well as the full one-year term for which the President-Elect was

elected. Should the office of President-Elect become vacant for any reason, a special election will be held to fill the vacancy at the next regular meeting of the Association.

The President-Elect is approved by the membership and is a voting member of the Executive Board. The President-Elect cycle is a one-year commitment.

Duties of the President-Elect shall be:

- To prepare to succeed the President.
- To attend all meetings of the General Membership, and Executive Board.
- To assume other responsibilities as directed by the President or the Executive Board.

OFFICE OF THE PAST-PRESIDENT

The Past-President is elected by the membership, and serves for one year immediately following his/her term as President. The Past President is a voting member of the Executive Board, and presides at any meeting of the General membership, and Executive Board in the absence of the President. The Past-President cycle is a one-year commitment.

Duties of the Past-President shall be:

- To attend all meetings of the General Membership, and Executive Board.
- To assume the organizational duties of the President in the event the President is unable to complete the term of office and if the President-Elect is absent.
- Chair the Elections process from April-June each cycle
- Serve as primary advisor to the President with regards to transition in the role

OFFICE OF THE SECRETARY

The Secretary is elected to a two-year term by the membership and is a voting member of the Executive Board.

Duties of the Secretary shall be:

- To attend all meetings of the General Membership and Executive Board.
- To record the minutes of all meetings of the Membership and Executive Board, as well as any special meetings called by the President.
- To prepare an Executive Summary of the Executive Board meetings
- To prepare an Executive Summary of the meetings.
- To assume such other responsibilities as directed by the President.

OFFICE OF THE TREASURER

The Treasurer is elected by the membership to a two-year term as Treasurer, becomes a voting member of the Executive Board.

If a vacancy occurs, it will be filled by appointment by the Executive Board.

Duties of the Treasurer shall be:

- To maintain all financial records for the Association.
- To issue reimbursements, reconcile expenses and submit invoices.
- To order any/all supplies and organization related paraphernalia.
- To maintain organization insurance and associated documents.
- To file taxes yearly with hired organization accountant.
- To present Treasurer's Report at Quarterly Meetings.
- To serve on the Executive Board along with the President, Past-President, President-Elect and Secretary.
- To assume year round obligations.

COMMITTEE CHAIR ROLES

Committee Chairs are self-nominated or appointed by the Executive Board. All appointments are subject to the approval of the Association.

Committee Chairs must be RIAAO members.

If appropriate, Co-Chairs are appointed by the Committee Chair and Executive Board to assist as needed.

All members of the Committee must be members of RIAAO. Non-members of RIAAO may sit on Committees as decision-making members. Each Committee shall meet at the call of the Chair and as often as necessary to complete Committee business.

Each Chair shall regularly inform the Executive Board. As a member, ex-officio, of all Committees, the President should be notified of all meetings that are scheduled.

If any Committee is not functioning or if the current Chair is unable to fill his/her duties, the Chair may be replaced by order of the President.

Each Chair is encouraged to drop any member from the Committee roster who does not attend meetings or who does not participate appropriately in Committee activities; this action may be taken at the option of the Chair in consultation with the President.

The duties of the Committee Chair include:

- To become familiar with the RIAAO Bylaws and the Policy and Procedure Manual.
- To attend all meetings of the General Membership
- To hold meetings regularly throughout the year
- To actively recruit Committee members to fill vacant positions
- To keep ongoing contact with the Executive Board
- To monitor and manage the Committee budget
- To assume such duties as assigned by the President

STANDING COMMITTEES

College Fair Committee

Communication Committee

Counselor Relation Committee

First-Year Student Relations Committee

Members Relations Committee

Transfer & Adult Education Committee

COLLEGE FAIR COMMITTEE

This Committee plans the annual college fair in the fall. Date and location of the college fair are to be approved via quorum and majority vote of the membership.

The duties of the College Fair Committee Chair shall be:

- Contact and secure location for College Fair
- Coordinate food for College Fair attendees (including bottles of water)
- Coordinate security & signage (parking and directional)
- Update college mailing list and print labels
- Mail out invitations to college mailing list
- Put invitations and dates on RIAAO website
- Email past attendees from contact list
- Confirm number of plastic RIAAO bags left and order more if needed
- Book presenters (Financial Aid, Admission process) if location has room available
- Send press releases to media
- Mail posters and letter to high school guidance offices
- Work with School Publications for our fair booklet (send directly to location if possible)
- Create map and attendee list for students upon arrival of fair
- Contact RIAAO institutions for student volunteers (to assist with carrying in colleges materials and greeting visitors)
- Update, make copies, distribute and compile College Reps Evaluations
- Send college registration confirmation letters once registration deadline has past

COMMUNICATIONS COMMITTEE

The primary function is to maintain the RIAAO website, advertise through sponsorships

Duties of the Communication Committee Chair(s) are:

- Maintain the RIAAO Website
- Promote the organization through various advertising initiatives

COUNSELOR RELATIONS COMMITTEE

The committee's primary function is planning the annual counselor tour, coordinate the College Fair Clearinghouse, and coordinate the counselor scholarships to NEACAC's Annual Meeting and Conference. Chair/Co-Chairs will be identified by the first quarterly meeting of the year with call for chairs occurring after fourth quarterly meeting. The Committee members are recruited by the Chair.

Counselor Relations Chair description and responsibilities:

- Identify dates of the upcoming counselor tour in conjunction with Executive Board and member institutions
- Schedule institutions for time slots and meals over the period of the tour
- Work in conjunction with a liaison from each institution to ensure details and programming success
- Manage the overall budget. Budget will be procured by Treasurer (which will be approved by the Executive Board) in late summer.
- Create all publications including but not limited to: save the dates, registration materials, materials for binders, confirmation materials, evaluations, etc.
- Manage communication and serve as primary source of contact with prospective participants and eventually selected participants.
- Create selection system and make participant selections in conjunction with the Executive Board
 - Organization has previously agreed that:
 - participants count will not exceed 40
 - tour will be limited to 2 independent counselors (unless more are needed to fill the tour)
 - 1 Rhode Island based counselor will be offered a participant slot
 - 1 counselor per secondary school
 - participants cannot be employed by the same school district
 - both domestic and international counselors can be considered
 - counselors from community colleges can be considered
- Collect registrations and payments while maintaining accurate records, handoff all payments and receipts to Treasurer
- Assemble and gather gift bags and binders, including all materials from institutions
- Collect most up to date institution profiles
- Order any materials needed for the tour through Treasurer
- Select and work with hotel site (approved by the Executive Board)
- Book coach bus for the entirety of the tour
- Create social events for opening and closing nights
- Create evaluation process for the tour (institution specific and tour as a whole)
- Other duties that may arise and/or are assigned by the President

NEACAC AMC Scholarship Chairs:

- Revise the application for the annual NEACAC AMC scholarships
- Work with the Communication Committee to advertise the scholarships

- Work with the E-Board to select counselors for the Annual AMC Scholarship which will be a total of \$2,000 in scholarship funds annually

FIRST YEAR STUDENT RELATIONS COMMITTEE

The primary function is to provide scholarship awards for first year students entering a RIAAO member institution.

Any RIAAO member may sit on the selection committee. The President shall be present for selection. Through the budget approval process, the Association will determine the amount of scholarships that can be dispersed each year. The Chair will be notified of that number prior to the selection meeting.

Duties of the First Year Student Relations Committee Chair(s) are:

- Update the website and application as needed
- Evaluate and determine scholarship recipients
- Notify recipients of their award (in conjunction with the Treasurer)
- Notify organization of recipients at first quarterly meeting of the year
- Recruit committee members and set a date to evaluate scholarship applications
- Market scholarship by advertising to schools, RISCA, etc.

MEMBERS RELATIONS COMMITTEE

Duties of the Member Relations Committee Chair are:

- Plan appropriate professional development for organization
- Solicit members for nomination for annual awards
- Review and decide on award recipients with Committee
- Purchase awards and present awards at the annual meeting
- Other duties that benefit the RIAAO membership

TRANSFER AND ADULT EDUCATION COMMITTEE

The RIAAO Transfer and Adult Education Committee is comprised of advisors and other professionals involved and interested in improving the college transfer process. The Committee's primary responsibility is to review and make recommendations on transfer issues to the organization.

Duties of the Transfer and Adult Relations Committee include:

- Updating Transfer RI Brochure:
 - Updated all college information, contacts and logos
 - Make brochure available on the RIAAO website
 - Distribute brochures to the coordinators of the New England Educational Opportunity Association Conference

- Distribute brochures at the New England Transfer Association Conference
- Include brochures in guidance counselor tour materials
- Provide Professional Development
- Revise, update, and obtain approval for annual transfer scholarship.
 - All changes to the transfer scholarship are proposed by the Committee and will be approved via quorum by majority vote by the membership

GENERAL POLICIES

RIAAO MEMBERSHIP

Membership into RIAAO is limited to institutions who meet all of the criteria outlined in the by-laws, Article II, Section 2.01.

RIAAO BRAND GUIDELINES

All events, publications, marketing collateral, etc. must follow RIAAO brand guidelines including the proper use of RIAAO colors, logo, and logo types. All questions regarding this should be presented to Executive Board. Logo: Appendix A.

BUDGET APPROVAL PROCESS

The Executive Board will be responsible for finalizing the annual budget of the Association as approved by the general membership. Executive Board will notify committee chairs of their budgets at the start of the new cycle (September). Additional monies to budgets can be requested in writing to the attention of the President with approval by Executive Board at any time throughout the year.

QUARTERLY MEETING REIMBURSEMENT POLICY

A RIAAO member institution can request a maximum of \$100 for reimbursement from a quarterly meeting. An invoice must be provided to the Treasurer in order to disperse funds

SPECIAL COMMITTEE POLICIES

College Fair Committee

- The college fair must be held in The State of Rhode Island
- Exhibitors at the fair must be a nonprofit agency or institution and/or a regionally accredited institution or have approval from Executive Board
- Presenters at the college fair must be employed/volunteer from a nonprofit agency

Counselor Relations Committee

- Counselors are required to participate in the entirety of the program.
- Counselors are responsible for their own transportation to and from the host hotel.
- Tour fee will cover hotel room accommodations, all meals and transportation between schools/events
- The number of fee waivers each year will be determined by the President

Communication Committee

- Counselors are required to participate in the entirety of the program.
- Counselors are responsible for their own transportation to and from the host hotel.
- Tour fee will cover hotel room accommodations, all meals and transportation between schools/events
- The number of fee waivers each year will be determined by the President

First-Year Student Relations Committee

- To be eligible, students must have attended and graduated from a Rhode Island High School or received a Rhode Island GED and must be accepted with plans to enroll as a degree or certificate candidate first-year student at any RIAAO member institution
- Decisions made by the committee and executive board will be merit and need-blind
- Process for determining scholarship recipients will be made by the chair(s) in conjunction with the president
- No scholarship award shall exceed \$500 per student
- A minimum of 5 scholarships shall be awarded each year
- Additional scholarship will be awarded at the discretion of the Executive Board

Member Relations Committee

- RIAAO members are invited to submit nominations for Friend of RIAAO, Counselor of the Year, and Distinguished RIAAO Member awards
- The recipients shall receive their awards at the fourth quarterly RIAAO meeting.

Transfer & Adult Student Relations Committee

- The scholarship is a one-time award designed for a student to continue his/her educational aspiration towards a bachelor's degree at a RIAAO member institution.
- Eligibility criteria is to be determined by the Chair and their Committee with final approval from the membership.
- A minimum of 1 scholarship shall be given each year with additional scholarships awarded the discretion of the Executive Board