

NARAC Advisory Council

Fall 2017 meeting notes

Governing Document – *established fall 2017*

ARTICLE I - NAME:

The name of this organization is NARAC (National Association of Regional Admission Counselors.) Adopted in October of 2012 following the 2012 inaugural meeting in Denver, CO.

ARTICLE II - PURPOSES:

To promote regionally based admissions as a career and to support the regionally-based professionals throughout the country. NARAC will serve to support: established regional **member organizations**, and individual regionally- based admission counselors with no **member organization affiliation**. NARAC will serve as a resource to help new groups to form. NARAC will also serve as a resource to help colleges and universities considering the use of regionally-based representatives. Member organizations will be governed by their own by-laws and boards.

Web site – established in 2012 as a way to connect the various regional groups and provide a repository for key resources and documents. Neutral colors were chosen per committee in order to not favor any college/university or any other regional group.

Bi annual survey – Conducted by NARAC's National Survey Committee to evaluate the regional admission counselor profession on a national landscape. In the off year, individual Member Organizations are encouraged to conduct their own survey.

Conference – will take place every fall in conjunction with the annual NACAC Conference.

ARTICLE III - MEMBERSHIP:

Any regionally-based admission representative who is part of a **member organization** (aka -regional group,) is *eligible for participation in NARAC*. By definition of the **member organization** to which the regionally-based counselor belongs, NARAC allows for the individual's membership in NARAC. Our membership guidelines default to the membership guideline of the various **member organizations**.

Regional admission counselors not associated with an established **member organization** are also eligible to be part of NARAC as at-large members. The Advisory Council can approve participation in NARAC for those regionally-based admission counselors who are not part of a **member organization**, and who meet the minimum qualifications noted in the statement below. New member organizations can be established and approved by the NARAC Council for membership in NARAC.

All **individual members of NARAC** are to work for non-profit, accredited colleges and universities that ideally are NACAC or Regional ACAC members in good standing.

ARTICLE IV – Governance (The NARAC Council):

Made up of a dedicated liaison from each of the Member Organizations. Each Member Organization will determine who their NARAC Council Member will be based on whatever means works for that group. It could be an elected position, assigned position, or one a current board member from the Member Organization group fills.

Regional groups can abstain from having a council position for NARAC, and this will not impact their NARAC membership.

Likewise, groups that do not assign a Council Member are still part of NARAC.

There are currently 23 groups, with 3-5 forming, as of Spring 2018

Each assigned or elected Council Member will serve on one of three subcommittees within the overall council. The NARAC Council Member will be responsible for fulfilling their duties on the Council, as well as keeping their Regional Group Board and members apprised of what is taking place in NARAC. The NARAC Council Member Liaison will report to the Regional Group Chair and will be responsible for keeping the Member Organization members informed of NARAC happenings. The liaison could be an elected position or in some cases may even be the Regional Group Chair. The position could also be assigned to board members of the **member organization**. The duration of term served as NARAC Liaison will be determined by **the member organization**.

The NARAC Council is co-chaired for 1 year by the upcoming host site member organization chair or appointed liaison AND the previous year's host site organization chair or appointee who coordinated the NARAC conference.

The NARAC council is divided into three 8-10 member committees. Each Member Organization is eligible to send a representative (liaison) to the NARAC Council. It is not required that each group sends a representative to maintain their group's membership in NARAC.

1) Conference Planning/PD Committee

- a. Chaired by host conference city **member organization** chair (or liaison/designee), and the previous year conference chairperson and the future city chairperson (or designee.) The three chairs will fill the roles noted below or will assign committee members to fill these roles:
 - i. Sessions chair
 - ii. Guest speaker chair
 - iii. Site coordinator chair
 - iv. Communication, promotion and registration chair
 - v. Hospitality (food, local transportation, and accommodations) chair

2) National Survey Committee

- a. Chair chosen by committee election
- b. Update and disseminate the national survey
- c. Tally and create an annual report summarizing the results of the survey
- d. Present data set, and summation, at NARAC meeting, and make documents available on NARAC web site
- e. Remind and guide **member organizations** groups to survey their individual membership in alternate years

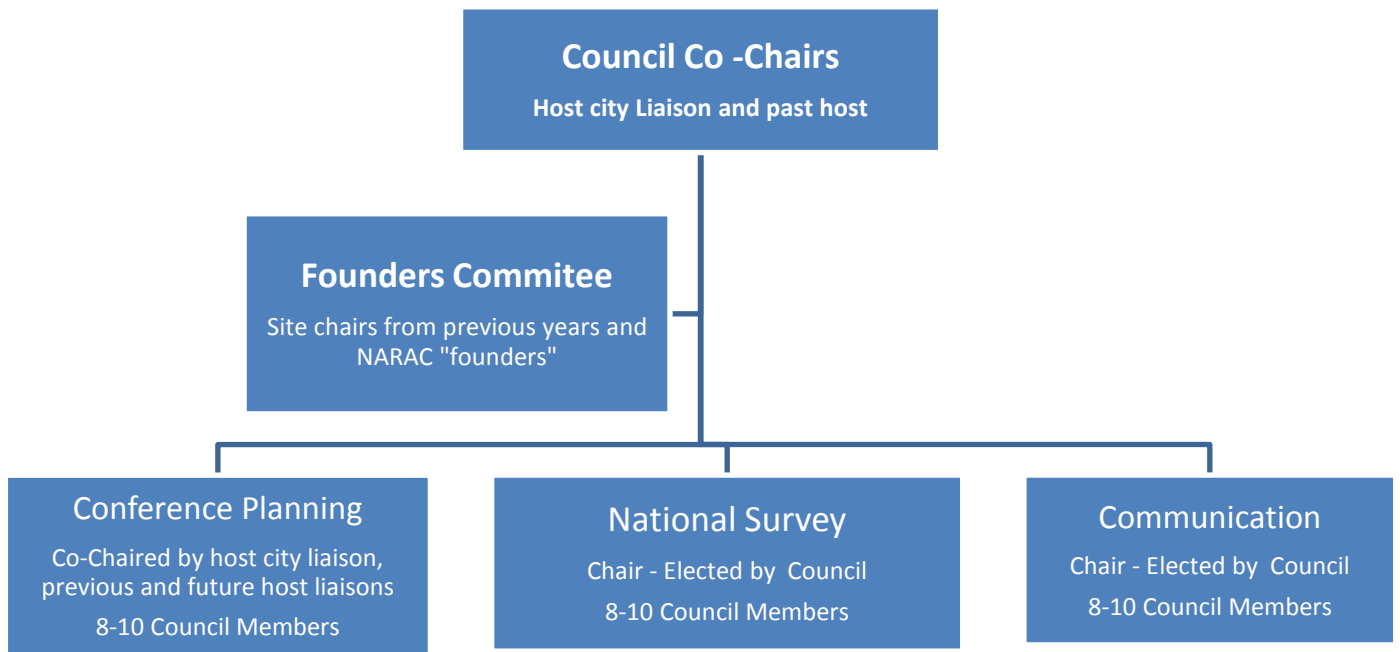
3) Communications Committee

- a. Chair chosen by NARAC Advisory Council committee election
- b. Maintain roster of NARAC Council (Google)
- c. Maintain roster of Member Organizations (regional groups) (Google)
- d. Maintain roster of member organization NARAC Liaisons
- e. Maintain roster of member organization officers/board (Google)
- f. Review and suggest updates to the NARAC website
- g. Respond to emails sent to NARAC and disseminate information to NARAC
- h. Communication to NARAC
 - i. General, not conference related

1. Newsletter
2. Facebook and other social media

Entire Council meets virtually 2 times per year. Meetings scheduled and run by NARAC Co-Chairs

Each committee of the council will meet as their groups see fit under the leadership of the Chairs of each committee. Chairs for the 2 committees (National Survey and Communications) will be chosen by the NARAC Council with final appointment by the chairs of NARAC. This could call for a vote after nominations and self-nominations are solicited.



ARTICLE V – Dues

There are no dues or fees to participate in NARAC. Our annual conference is typically hosted at free sites. In many cases we have offered programming to our hosts in lieu of rental fees. All costs for meals will be covered by individual attendees. No travel costs, meals costs or any other costs associated with NARAC will have funding provided by NARAC.

This may change in the future.

ARTICLE IV – By Laws:

The Council may review and adapt by-laws based on the evolution of the regional profession and member organizations. The Council shall adopt and amend its By-Laws after opportunity for Member Organizations to review and have input on changes. Changes to the by-laws will be made by the council as part of Council business during the annual meeting or a publicized virtual meeting. Changes will need a 2/3 vote by the council to pass.

Council By-Laws shall be published on the NARAC website and will be presented at the annual meeting.

ARTICLE VII – CODE OF ETHICS:

NARAC subscribes to the [Statement of Principles of Good Practices and Code of Profession Practices](#) of NACAC.