



## 2018-2019 PACRAO NOMINEE ACTIVITY FORM

For Executive Board, Audit Committee, and  
Nominations and Election Committee Positions

Thank you for considering your opportunity to stand for nomination for a leadership position with PACRAO. Please complete and submit this form to Past President Heather Chermak, at [hchermak@uidaho.edu](mailto:hchermak@uidaho.edu).

**All nominees are required to submit a PACRAO Nomination Activity Report to be considered for nomination. Nomination Forms/Activity Reports are due by the end of the 2017 Business Meeting, Wednesday, Nov 8, 2017.**

This Nomination Form and the Nominee Activity Report are both available under "Resources/Links" at [pacrao.org](http://www.pacrao.org) at this link: [http://www.pacrao.org/docs/toc\\_resources.html](http://www.pacrao.org/docs/toc_resources.html).

All board members attend three meetings a year (one meeting coincides with the annual meeting) and participate in monthly phone meetings. All board members spend approximately 10 hours per month on PACRAO business, outside of meetings.

**All nominees must be able to attend the 2018 PACRAO Conference in Sacramento, CA, October 28 – 31, 2018.**

Nominee's Name:

Check position(s) for which the nominee has agreed to be nominated.

- President-Elect (three-year term)** The President-Elect shall act as the chief assistant to the President and shall succeed to the presidency at the end of the term of the President. The President-Elect shall be responsible for strengthening the Association's relationship with leadership from state and province associations, the membership and with business partners and exhibitors. The President-Elect works with the Vice President for Membership and Treasurer to foster greater Association membership throughout the Pacific region. The President-Elect identifies individuals to serve in the following roles to run concurrent with his or her presidency: Local Arrangements Committee Chair, Program Committee Chair, Diversity Development Advocate, and Business Partner Liaison.
- Vice President for Professional Development (two-year term):** The Vice President for Professional Development shall be responsible for developing and promoting professional development opportunities across the region outside of the annual conference; and, as appropriate, for working with the annual conference Program Committee Chair to suggest potential speakers and session presenters, and for the new member orientation session at the annual conference. The Vice President for Professional Development chairs the PACRAO Review Editorial Board.
- Vice President for Membership (two-year term):** The Vice President for Membership, with the assistance of the President-Elect and Treasurer, shall be responsible for developing and implementing plans for building Association membership, for collecting annual dues and baseline data used to maintain and update the Association's directory, in accordance with the provisions of Article III of the constitution, and for maintaining an active list of all members of the Association with their contact information. The Vice President for Membership chairs the Membership Development Committee.
- Secretary (two-year term):** The Secretary shall be the custodian of the records of the Association; and shall keep the minutes of the formal annual business meeting and all meetings of Executive Board.
- Audit Committee Member (two-year term):** The Audit Committee is appointed by the Nominations and Elections Committee and is responsible for reviewing annually the Association's financial practices including the receipt and distribution of funds and the maintenance of financial records. The committee will prepare an annual report for the Executive Board of findings and recommendations regarding the Association's financial operations.
- Nominations and Election Committee Member (one-year term, 6 members):** The Nominations and Elections Committee shall solicit nominations for the next Nominations and Elections Committee, for the Audit Committee, and for the next Executive Board. The Nominations and Elections Committee shall review all nominations and present a slate of nominees to the Executive Board and to the membership. The committee meets at the 2016 Annual Meeting and works over the previous summer and early fall to solicit nominations.

**Nominee Information:**

Full Name \_\_\_\_\_

Title \_\_\_\_\_

Name of institution \_\_\_\_\_

Public       Private       2-Year       4-Year       Graduate/Professional

Fall term headcount enrollment \_\_\_\_\_ Gender:  Female  Male  Other

Office Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Office phone (\_\_\_\_) \_\_\_\_\_ Office email address \_\_\_\_\_

Why are you interested in this position? \_\_\_\_\_

Ethnic Origin: Hispanic or Latino       Yes  No

Race:       American Indian or Alaska Native       Native Hawaiian or Other Pacific Islander

Asian       White

Black or African American

Highest Degree Earned and Year Awarded: \_\_\_\_\_

Total number of years in profession \_\_\_\_\_

What professional areas have you worked in and how many years in each area (e.g. admissions, registrar, enrollment, etc.)?

\_\_\_\_\_  
\_\_\_\_\_

**Include a short statement on why you are interested in this position on a separate page.**

**Professional Involvement**

Number of years as PACRAO member \_\_\_\_\_ Number of PACRAO Annual Meetings \_\_\_\_\_

Current state ACRAO Association Member  Yes  No State Association \_\_\_\_\_

**PACRAO Activities**

Year                      Committee, Office Held, Task Force, etc.

**State Association or Other Professional Activities**

Year                      Committee, Office Held, Task Force, etc.

Additional pages may be added.