

# **RESOURCE GUIDE**

## **TAIR LEADERSHIP RESPONSIBILITIES**

**2003 Edition**

## **Acknowledgements**

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# TAIR RESOURCE GUIDE

## Overview

The Texas Association for Institutional Research (TAIR) is a professional organization supporting institutional research, planning, evaluation, and policy analysis in Texas institutions of higher education. TAIR provides professional development opportunities through its annual conference, pre-conference workshops, and other professional development workshops held at various times during the year. TAIR also provides opportunities for information exchange through newsletters, electronic mail lists, and a home page on the World Wide Web.

The TAIR Resource Guide was constructed to enhance the efficiency, effectiveness, and resourcefulness of the organization's members, materials and machines. It will serve as a reference tool to ensure that organizational activities are carried out according to TAIR Constitution and Bylaws. In addition, the Resource Guide will provide information regarding the duties and responsibilities of TAIR officers, committees and appointments. This Resource Guide will continue to evolve into a valuable information source for TAIR members, newly elected officers, committee members and potential officer candidates. The Resource Guide will be updated on an annual basis by presiding TAIR officers to ensure that the guidelines accurately reflect current applications.

This Resource Guide is organized into three sections:

- **Section 1:** Roles and Responsibilities of Officers
- **Section 2:** Roles and Responsibilities of Committees and Appointments
- **Section 3:** Roles and Responsibilities of Program Committees

Two appendices will be added to provide detailed duties and functions of positions as well as samples of previous year's business communications.

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# SECTION 1:

## Officers

**Per Article IV, TAIR Constitution and Bylaws:  
Section 1.**

The officers of the Association shall consist of a President, a Vice President, a Secretary, a Treasurer and an Immediate Past President.

**Section 7. Terms of officers.**

- The Vice President shall be elected for a three-year term, becoming President for the second year and Immediate Past President for the third year.
- The terms of office for the Secretary and the Treasurer shall be for two years and shall not start in the same year.
- Each newly elected officer shall assume office at the close of the annual business meeting following the announcement of his or her election and remain in office until a successor takes office or is appointed.

## EXECUTIVE COMMITTEE

Per Article VI, Section 1, the Executive Committee shall be composed of the officers designed in Article IV.

Per Article VI, Section 2, the Executive Committee shall:

- (a) conduct the general affairs of the Association between its annual conferences;
- (b) set the time and location of the next year's meeting;
- (c) function as a budget committee;
- (d) present, prior to the annual business meeting, the slate of candidates prepared by the Nominating Committee for the vacancies for which an election is to be held;
- (e) fill vacancies, unless otherwise provided for in the Constitution; and
- (f) set the membership fee structure.

The Executive Committee also shall compile election results at the annual conference (Thursday evening prior to the Friday business meeting). If one of the executive committee members cannot count ballots, past presidents of TAIR may be recruited to assist with the project.

The Executive Committee consists of:

President  
Vice President/Program Chair  
Secretary  
Treasurer  
Immediate Past President

# PRESIDENT

Per Article IV, Section 2, the President shall be responsible for:

- (a) activities of the Executive Committee;
- (b) appointment of the committee members unless otherwise stated in the Constitution or Bylaws;
- (c) the annual conference and business meeting;
- (d) formulating and implementing policy; and
- (e) any other duties necessary to assist the Association in achieving its purpose.

The President also makes the following appointments:

- Awards Committee
- Audit Committee
- Professional Development Committee Chair
- TAIR Historian
- TAIR-L Manager
- TAIR Newsletter Editor
- TAIR Webmaster

It is recommended that the presidential appointments be coordinated with the Program Chair and that appointments be made prior to the first program planning committee meeting.

The President is also responsible for:

- hosting and providing the agenda for the Past President's Luncheon held Wednesday prior to officially opening the conference;
- ordering plaques for immediate past president and out-going secretary or treasurer;
- presenting plaques to immediate past president and out-going secretary or treasurer at the end of the TAIR Business Meeting.

## VICE PRESIDENT

Per Article IV, Section 3, the Vice President shall be responsible for:

- (a) the program for the annual conference (*refer to Section 3, page 20*); and
- (b) the duties of the President in his/her absence and in the event that the President cannot complete his/her term.

## SECRETARY

Per Article IV, Section 4, the Secretary shall be responsible for:

- (a) maintaining an annual listing of the membership of the Association;
- (b) keeping the minutes of the annual business meeting and of the meetings of the Executive Committee;
- (c) printing and distributing notices of the annual conference;
- (d) printing and distributing copies of changes and amendments to the Constitution and Bylaws; and
- (e) serving as an Ex Officio member of the Program Committee.

## TREASURER

Per Article IV, Section 5, the Treasurer shall be responsible for:

- (a) collection of annual registration and membership fees;
- (b) payment of duly authorized expenses of the Association;
- (c) preparation of the financial reports of the Association;
- (d) serve as Ex Officio member of the Program Committee;
- (e) preparation of annual budget for consideration by the Executive Committee; and
- (f) maintaining in conjunction with the Secretary a list of the annual membership of the Association;
- (g) maintain banking records/accounts.

Per Section 7, Terms of Officers:

“The outgoing Treasurer shall have responsibility for reconciling the financial records of the fiscal year and shall transfer responsibility to the newly elected Treasurer within 45 days of the annual business meeting.”

## IMMEDIATE PAST PRESIDENT

Per Article IV, Section 6, the Immediate Past President shall serve as:

(a) Chair of the Nominating Committee; and

(b) Chair of the Awards Committee

The Immediate Past President also carries out ad hoc projects as requested by the President. Some specific projects have included:

- Organizing the Past Presidents Luncheon at the annual conference;
- Organizing the electronic factbook judging
- Serving as advisor to the Program Committee
- Ordering plaque(s) for Awards Committee

# **SECTION 2:**

## **COMMITTEES & APPOINTMENTS**

### **COMMITTEES:**

**Elected by Membership:**  
Nominating

**Appointed by President:**  
Audit  
Awards  
Professional Development

**Appointed by Vice President:**  
Program Committee

### **APPOINTMENTS**

**Appointments by President:**  
TAIR Historian  
TAIR-L Manager  
TAIR Newsletter Editor  
TAIR Webmaster  
Liaison to AIR

## **Nominating Committee** ***(Elected Committee)*** (Bylaws, Section 4 [d])

- Chair: Immediate Past President
- Members: At least four, elected annually by the membership
  - Term of office: One year or until a successor takes office.
  - Expected time commitment: Approximately one week.
  - Cost to appointee: None; work is done by electronic mail.
  - Process: See timeline listed below.

### **Role/Purpose:**

To consider candidates from all types of institutions of postsecondary education in Texas in order to prepare and report to the Executive Committee, for transmission to the membership, a double slate of candidates for the Nominating Committee and one or more candidates for each of the other positions for which an election is to be held.

### **Timeline:**

During the Summer following the annual conference:

- The Chair of the Nominating Committee shall officially request from the membership ('A Call for Nominations'), through the communication avenues available, nominations for candidates to serve on the next year's Nominating Committee slate, and for officers to be elected.
- A specified deadline, along with types of desired candidates, shall be included in the Call for Nominations.

### **Example of Duties Process**

### **Example of a Call for Nomination**

**Audit Committee**  
**(Appointed Committee)**  
(Bylaws, Section 4 [b] )

- Chair appointed by the incoming President
- Members appointed by the Chair and the President
  - Term of office: One year or until a successor takes office.
  - Expected time commitment: One to two weeks.
  - Cost to Appointee: Costs associated with delivering information for committee review; cost for Chair to attend annual conference and business meeting to review results.
  - Process: See Role/Purpose.

**Role/Purpose:**

To plan and perform an audit of the Association's financial statements and books to obtain reasonable assurance that the financial statements are free of material misstatement. An audit also includes assessing the accounting principles used and significant estimates made by the treasurer as well as evaluating the overall financial statement presentation.

**Timeline:**

The Audit Committee shall audit the Treasurer's books for current fiscal year ending March 31, and the Chair of the Committee will report its findings at the next annual business meeting.

**Awards Committee**  
**(Appointed Committee)**  
(Bylaws, Section 4 [e])

- Chair: Immediate Past President
- Members appointed by the President
  - Term of office: one year or until a successor takes office
  - Expected time commitment: one year or until a successor takes office
  - Cost to appointee: NONE - Availability of e-mail and facsimile machines preclude the need for travel.
  - Process: See Role/Purpose.

**Role/Purpose:**

- (1) To select the recipient of the Outstanding Service Award; and
- (2) to select the Best Paper Award at the TAIR Conference.

Outstanding Service Award:

Per the Bylaws, Section 5:

The TAIR Outstanding Service Award will be given to a member who has made a significant contribution to TAIR over an extended period of time. A nominee for the Outstanding Service Award must have been a TAIR member for at least five years and not a member of, nor a candidate for, the Executive Committee during the year nominated. In addition, the Nominee must meet at least three of the four general criteria:

- (a) has been a member of the TAIR Executive Committee or a chair of a conference or presidential appointed committee;
- (b) contributed in some other specific and significant way which has advanced the professionalization of TAIR.
- (c) has made a professional contribution to TAIR by being actively involved in the following:
  - (i) presented contributed papers to the TAIR conference;
  - (ii) organized, offered, or acted as a primary participant in workshops or panels at the TAIR conference;

The Awards Committee will review the nominations and make a recommendation to the Executive Committee.

Best Paper Award

Refer to Detailed Duties for Best Paper Award (to be completed)

## **Professional Development (Appointed Committee)**

(Bylaws, Section 4 [f])

- Chair: Appointed by the President in consultation with the Executive Committee
- Members: Appointed by the Chair in consultation with the Executive Committee
  - Term of Office: One year or until a successor takes office.
  - Expected time commitment: As needed to fulfill role/purpose.
  - Cost to Appointee: Ability to travel or designate a volunteer to attend conferences/professional development programs to assist with coordination of activities associated with professional development programs.
  - Process: *See Resource Guide Section 3.*

### **Role/Purpose:**

To organize and deliver timely and important professional development activities to the TAIR membership. These workshops and presentations are scheduled at the annual conference and at other times during the conference year, as they are deemed appropriate or necessary. The Chair of the Professional Development Committee shall serve as an Ex Officio member of the Program Committee.

Example of Duties Process (link to Appendix A – to be completed)

Samples of communications (link to Appendix B – to be completed)

## **Program Committee**

(Bylaws, Section 4[a])

- Chair: Vice President
- Members appointed by the Vice President in consultation with the President for each annual conference. The Secretary and the Treasurer shall serve as Ex officio members. Other ex officio members are the Newsletter editor, Web master, and Professional Development Chair. The President and Immediate Past President serve as Advisors.
  - Term of Office: One year or until a successor takes office
  - Expected time commitment: As needed to fulfill role
  - Cost to appointee: Ability to attend or select designated volunteer to attend annual conference and program committee meetings to coordinate role/purpose with other committee members.
  - Process: Refer to Resource Guide Section Three and Appendices

### **Role/Purpose:**

To plan, facilitate and coordinate a program at the annual conference that will provide TAIR members learning, social, and professional development

Example of Duties Process (See Section 3, pages 20 - 44)

**TAIR Historian**  
**(Appointed Committee)**  
(Bylaws, Section 4 [I])

- Appointed by the President
- Term of Office: One year or until a successor takes office.
  - Expected time commitment: As required to fulfill role/purpose outlined below.
  - Cost to Appointee: Ability to attend TAIR activities or send a designated volunteer to fulfill duties. The Historian should have access to a camera to take pictures at TAIR functions.
  - Process: See Role/Purpose

**Role/Purpose:**

To collect and preserve the Association's permanent and historical record.

These records should include, but not be limited to, copies of present and superseded constitutions and bylaws; programs of annual conferences; lists of past officers and dates of service; audit reports, and other financial records; membership directories; and committee lists.

Other types of materials to be kept may include pictures and videos of members, conference functions, etc.; copies of conference brochures; and any other memorabilia that will aid in the preservation of the Association's history.

The Historian should also maintain and extend the Association's electronic historical database that includes information about the member's participation in conferences and committees.

## **TAIR Newsletter Editor** **(Appointed Committee)** ( Bylaws, Section 4 [c] )

- Appointed by the President
- Term of Office: One year or until a successor takes office.
  - Expected time commitment: Publish three newsletters and serve as an Ex Officio member on the Program Committee.
  - Cost to Appointee: Software and in-kind contributions, cost associated with attending program committee meeting.
  - Process: See Role/Purpose

### **Role/Purpose:**

To publish three newsletters and serve as an ex officio member of the Program Committee. The newsletter is distributed three times annually. The TAIR Editor serves as Chair of the Publicity subcommittee on the Program Committee.

The TAIR Newsletter is currently created to produce a “camera ready” copy of the Newsletter. Articles are sent to the editor, who works up the layout of the newsletter. When all articles have been placed in the newsletter the Editor prints a hard copy of the Newsletter and submits it to the current TAIR President for review.

See [TAIR Newsletter Issue Contents](#) for details on timelines and types of articles.

After any changes are made and the president has approved the contents, a final hard copy is made. At the discretion of the president, the Newsletter may be printed (hard copy) or posted to the TAIR website and distributed via the TAIR-L listserve.

If printed, the printing generally takes one week. The Editor requests TAIR Mailing Labels from the TAIR Secretary to use in mailing out the newsletter. The cost for printing the newsletter and postage is submitted to the TAIR Treasurer for payment or reimbursement.

If posted to the website, the final copy is saved in a pdf format and e-mailed to the Webmaster for posting on the TAIR website. After posting, the Newsletter Editor is responsible for sending out an e-mail through TAIR-L announcing the electronic publication and providing a link to the newsletter.

**TAIR Newsletter Editor**  
**(Appointed Committee)**  
( Bylaws, Section 4 [c] )  
**Continued**

**TAIR NEWSLETTER ISSUE CONTENTS**

First issue (in the fiscal year), printed/posted around June 1. Includes:

Call for Participation form for upcoming TAIR conference;  
An article highlighting the most recent conference and committee assignments and other appointments made by the new president.  
Other items: a summary article on the conference evaluation; future conference site locations; TAIR Treasurer's Report; Minutes of the Annual Business Meeting (from the most recent conference); and a listing of the Program Committee for the next year.

Second issue, distributed in October. Includes:

Articles promoting the upcoming conference; include message about absentee voting option.  
Announcement of the nominees for Vice President/President Elect and either Treasurer or Secretary positions;  
Information about upcoming conference--conference fees; reservation and cancellation policy; emeritus, graduate student registration policy; resource fair; announcement of TAIR Best Paper Award from previous conference; requests for proposals to host future conferences; and information on the Outstanding Service Award.

Third issue, distributed in Mid-January. Includes:

Proposed changes to the Constitution or By-Laws. (Note: It is a requirement of the TAIR Constitution that membership be notified at least 30 days prior to a vote on such change; therefore, it is important to mail this issue of the newsletter more than 30 days prior to the date of the Conference's Business Meeting.)  
A "Message from the President" article, on occasion;  
Other items, such as absentee voting reminder; committee appointments (if any additional appointments have been made).

**TAIR-L Manager**  
***(Appointed Committee)***  
(Bylaws, Section 4 [h])

- Appointed by the President
- Term of Office: One year or until a successor takes office.
  - Expected Time Commitment: As needed to fulfill duties as specified in role/purpose.
  - Cost to Appointee: Access to software to manage the TAIR-L listserve; ability to attend or assign a designee to represent the committee at program committee meetings and TAIR functions.

**Role/Purpose:**

To develop and maintain the listserve as an open channel of communication among all members. The TAIR-L Manager shall serve as ex officio member of the Program Committee.

**TAIR Webmaster**  
**(Appointed Committee)**  
(Bylaws, Section 4 [g])

- Appointed by the President
- Term of Office: One year or until a successor takes office. The Webmaster shall serve as ex officio member of the Program Committee.
  - Expected time commitment: As needed to fulfill role/purpose.
  - Cost to Appointee: Maintenance of all related materials in the TAIR web page; ability to attend or select volunteer to represent the committee at program committee meetings and the TAIR conference.
  - Process: See Role/Purpose.

**Role/Purpose:**

To develop and maintain the TAIR Homepage on the World Wide Web. The Webmaster is to present in electronic format important and pertinent information regarding the Association, membership and annual TAIR conference.

## **Liaison to AIR** ***(Appointed by the President)***

- Appointed by the President
- Term of Office: One year or until a successor takes office.
  - Expected time commitment: As needed to fulfill duties as specified in role/purpose.
  - Cost to Appointee: Ability to attend or send a designated volunteer to attend the AIR conference.

### **Role/Purpose:**

To act as a contact with AIR for receipt and distribution of information that is of interest to the TAIR membership. Provides feedback to AIR, after consultation with the Executive Committee, concerning issues of interest to TAIR. Chairs TAIR SIG at the AIR Annual Conference in the event the TAIR president cannot attend.

# **SECTION 3:**

## **ANNUAL TAIR CONFERENCE PROGRAM COMMITTEE**

### **Roles and Responsibilities**

2003 Version

Per Bylaws, Section 4:

A Program Committee  
shall be appointed by the Vice President  
in consultation with the President  
for each annual conference.

The Vice President shall chair the Committee  
and the Treasurer and Secretary  
shall be ex-officio members.

# PROGRAM COMMITTEE

Planning an annual conference requires intensive communication, facilitation and coordination of a team of people to build an event that will provide TAIR members learning, social and professional development opportunities. Appointments to this committee need to be people who are committed to the TAIR organization and have the support of their institution to provide the needed time and effort to the conference planning. Most of these committee appointments require additional effort and expense on the part of the members, over and above the person's work responsibilities, during the conference-planning year.

## Program Committee Program Planning Chair (Vice President) *Conference Leader (President)*

Concurrent Sessions  
Evaluation  
Finance (Treasurer\*)  
General Sessions  
Local Arrangements  
Program Brochure  
Publicity (Newsletter Editor\*)  
Registration (Secretary\*)  
Resource Fair

Roundtables  
Special Interest Groups  
Workshops (Professional Development  
Chair\*)  
Listserv Manager\*  
Webmaster\*  
Advisor (President)  
Advisor (Immediate Past President)

### *\*Ex Officio members*

The Program Committee planning begins immediately following an annual conference. Evaluations from the conference membership serve as a tool in guiding the planning of the next year's conference.

An overview of all other key stages of the Program Committee's timeline are:

Committee Meetings      2-3 official meeting dates, in various locations, are required to build a successful program;  
1<sup>st</sup> and 3<sup>rd</sup> meetings held at home site of Program  
Committee Chair; 2<sup>nd</sup> meeting at conference location site

## Previous Year's Schedule of Program Committee Meetings

February 2002		Current Year Conference
March 2002		2003 Conference Committee members assigned
April 2002		Proposed Conference Themes/Titles from Committee
May 2002		Updates to mailing list TAIR Executive Committee (EC) Meeting <u>1<sup>st</sup> planning meeting</u> Initial contact with Guest Speakers <i>AIR Annual Conference</i>
June 2002		Call for Participation (CFP) sent out
July 2002		TAIR EC Meeting <u>2<sup>nd</sup> Planning Meeting</u> (usually held at conference site)
	31	Paper Proposals due
August 2002		TAIR EC Meeting <u>3<sup>rd</sup> [and final] Planning Meeting</u>
September 2002	1	Confirmation of Guest Speakers
	15	Bio on Speakers due
	15	Notification of Accepted Papers and Moderators; paper rejections Abstracts and other info to Brochure Chair
October	1	Draft brochure reviewed by TAIR EC
	20	Brochure edits due <i>SAIR Annual Conference</i>
November 2002	1	Final Program Brochure due Program Brochures mailed out
December 2002		Conference Registration due Late Registration Period
January 2003		Hotel Reservations Deadline
February 2003	25-26	Pre-conference Workshops
	26-29	2003 Conference

Timeline for each year's conference may vary some but the above template should be used as a guide.

## **PROGRAM PLANNING CHAIR** *(Vice President)*

**GOAL:** To build an event that will provide TAIR members learning, social and professional development opportunities.

The TAIR Vice President serves as the Program Chair and is responsible for:

- planning the next year's annual conference immediately following their election at the current annual conference;
- appointing TAIR members to the various roles of the Program Committee;
- scheduling and hosting the program committee meetings;
- monitoring progress of all subcommittees;
- providing assistance in achieving all the committee's goals and timelines;
- seeking guidance from committee advisors, as necessary;
- handling special dietary requests at annual conference;
- selecting the restaurant for Program Committee Dinner -Tuesday Evening;
- preparing Conference Errata sheet for packets;
- requesting door prizes from Program Committee membership.

## **CONFERENCE LEADER** *(President)*

GOAL: To provide TAIR leadership at the Annual Conference

The TAIR President serves as the Conference Leader and has the following responsibilities:

- Serves as consultant to the Program Chair on program committee matters
- Opens the TAIR Conference and all General Sessions
- Introduces participants who will introduce General Session Speakers
- Provides updates to program functions, i.e., last minute changes as necessary, logistical information on meeting room locations, breaks, etc., as needed
- Closes out all General Sessions
- Conducts the TAIR Business Meeting
- Other duties as necessary

## CONCURRENT SESSIONS

**GOALS:** To attract a wide number of proposed papers and presentations that reflect not only current issues in education in general and Texas specifically, but also (a) issues that may be on the horizon that institutional researchers need to begin thinking about now; (b) theoretical underpinnings, research, and analytical studies that push us beyond our practical knowledge; and (c) presentations, discussions, or demonstrations that help us perform our work more efficiently.

This subcommittee consists of the chair, along with several support members who will participate in the review of all proposals. All proposals are reviewed in terms of content, advancement of the field, clarity, etc. When necessary, proposals may be solicited. The Concurrent Sessions Chair responsibilities include:

### **(Pre-conference tasks)**

- Develops a “call for proposals” (CFP) for all the various types of sessions to be used in the conference and distribute to membership. This is usually distributed as an insert in the June issue of the TAIR newsletter.
- Collects the CFP and provides status reports to the Program Committee.
- With the help of subcommittee members, reviews all proposals for consideration on the conference program; makes decisions on accepted and non-accepted proposals (criteria listed in Section 4).
- Sends out acceptance letters and letters of regret to applicants; obtains additional information, as necessary, once assignment is made within the program.
- Makes assignments to rooms and time slots, balances type of institution of the presenter (2-yr vs. 4-yr, public vs. independent) and topic.
- Obtains and assigns facilitators to sessions (first preference for facilitators given to Newcomers from last conference).
- Sends out letters specifying roles of presenters and facilitators.
- Provides all presenters AV/Equipment needs to the contact person.

### **(Conference preparation)**

- Prepares Errata sheet information for packets (if needed, send to the Program chair).
- Tracks (at conference) registration of presenters and facilitators (cancel session and find replacement facilitators if necessary).

### **(Conference follow-up)**

- Sends letters of appreciation to all presenters and facilitators.
- Forwards all conference file documents to TAIR Secretary.

**Note: Signage provided by local arrangements.**

## EVALUATION

GOAL: To create (as needed) an evaluation form that reflects the needs of TAIR; and to conduct, analyze, and report on the findings from that evaluation form.

This subcommittee's responsibilities include:

- Develop or update previously used evaluation form for next year's conference.
- May choose to develop a general conference evaluation that is web based (put a note in the conference packets explaining how it will be done).
- Distribute pre- and post-conference workshop evaluation forms.
- Place box for pre-conference and general evaluation forms on Registration table.
- Pick up box of pre-conference and general conference evaluation forms on final conference day.
- Distribute and pick up general conference evaluation forms (if left on the meeting room tables) after the TAIR Business Meeting.
- Get post-conference evaluation forms from presenters.
- Conduct focus group (if needed).
- Report to Executive Committee on conference evaluation findings, to be used in planning the next conference.
- Forward all conference file documents to TAIR Secretary.

## **FINANCE**

*(Treasurer)*

**GOAL:** To build an annual conference within the designated budget

The TAIR Treasurer serves as Finance Chair and has the following responsibilities:

- Provide a budget for the upcoming annual conference, based on previous years and on TAIR Executive Committee recommendations.
- Collection of conference registrations.
- Treasurer's Report for packets.
- Track registrations for conference, pre- and post-conference workshops, and special event. Keep program committee abreast of pre- or post-conference workshops with low registrations in case the workshop needs to be cancelled. In general, the workshop is cancelled if (1) expenses for the workshop exceed the revenue generated from the conference fees; and/or (2) the workshop presenter does not want to present a workshop to less than an agreed number of participants. This minimum number of participants is agreed upon through negotiations between the Professional Development Chair and the workshop presenter.
- Send Evaluation Chair the names of those who stated on the Registration Form that they would like to participate in the Focus Group (if needed).
- If needed, for the Special Event, track who ordered what meal and verify with the registration forms.
- Track new registrations so we know who and how many need program brochures at registration.
- Create and make copies of the Treasurer's Report for packets.
- Collect fees on-site.
- Write checks to pay for approved conference and other expenses as they are received.
- Collaborating with the Secretary, the Treasurer will be responsible for updating information in the TAIR online database.

## GENERAL SESSIONS

GOALS: To attract speakers who can bring to the membership fresh ideas that reflect not only current issues in higher education in general and Texas specifically, but also (a) issues that may be on the horizon that institutional researchers need to begin thinking about now; (b) new/different perspectives by those outside of higher education on how higher education can better serve Texas; and (c) ideas for the membership to consider regarding the future role in the state of higher education in general and institutional researchers in particular, or (d) reflects the culture/climate of the host area (usually for Luncheon Speaker).

This subcommittee usually consists of a Chair and/or Co-Chairs, who work(s) closely with the Program Chair on the selection and contact with each speaker.

Responsibilities are:

- Recommend prospective speakers for the general sessions of the conference that will provide the major thrust of the conference with topics that support the conference theme. Conference usually includes three general session speakers and one luncheon speaker.
- Involvement of speakers from outside of higher education is encouraged as it broadens institutional researcher's perspectives.
- Use of local speakers is also encouraged.
- Get written confirmation from prospective speakers once the Program Committee agrees on the proposed slate.
- Obtain all the necessary information (title of presentation, audiovisual needs, travel and housing requirements) on prospective speakers well in advance of deadlines for publicity; send to Program Brochure chair.
- Ascertain which speakers will need hotel rooms.
- Contact the Audio/Equipment chair regarding AV/Equipment needs.
- Greet General Session Speakers and make sure they know where they are speaking.

**Note: Signage provided by local arrangements.**

## LOCAL ARRANGEMENTS

### GOALS:

- (1) To have a smooth, well-run conference, working with hotel and other staff to take care of meals, session schedules, presentations, and workshops (each with appropriate audio visual equipment);
- (2) to arrange for various before- and after-hours activities for the members attending the conference; and
- (3) to serve as number-one "troubleshooter"/liaison with hotel staff for last minute changes or problems.

This subcommittee usually consists of a Chair, appointed by the Executive Committee, when the future conference site is determined. The Local Arrangement Chair is appointed a year or two in advance of when the annual conference planning begins and the full Program Committee is selected. (It is important that the person who fills this slot is dedicated and anticipates their employment through the time period needed.)

### Responsibilities are:

#### "Preparation Steps"

- Work with TAIR Executive Committee a year or more in advance of conference to select a conference site; (includes working with the local convention and visitor bureaus, conference hotel sales and catering staff).
- Serve as primary local contact person/intermediate between conference hotel and Program Chair on all matters necessary to organize site functions. Assists in obtaining hotel contract for TAIR event as requested. Once a contract has been negotiated the local arrangements chair is the critical link for a smooth-running conference.
- Reserve facilities for two on-site Program Committee meetings held in advance of the startup of the conference; one in July, and one the day before the actual start of the workshops.
- Recommend the Conference's Special Event; serves as primary contact for Special Event (determine where to be held, logistics for attendees, menus, entertainment, etc.).
- Encourage involvement and cooperation by all local institutions.
- Help select meeting rooms, meal plans, refreshments and all social functions within the four days of the annual conference.
- Responsible for signage for all conference concurrent and general sessions.
- Ensure that there are table displays for roundtable presentations. The Roundtable Chair will be responsible for signage.
- Assign a member of the local arrangements committee (not the chair) to coordinate AV for the conference. This includes working with the concurrent session, roundtables and general session chairs to identify the AV needs for different

sessions. The AV person should also attempt to locate AV equipment, when possible, from their campus or from other TAIR conference participants. Other duties include working with the hotel to arrange for dial-up or high speed connections, LCD panels, screens, microphones, overhead projectors, and flip charts/markers that may be needed by general session speakers. It is TAIR's policy to provide LCD panels, if requested for general session speakers. All other speakers (concurrent sessions, roundtables) will provide their own LCD panels if they are needed for presentations. Violation of this policy will result in charging of the TAIR member for the cost of the LCD rental (usually \$250 to \$550 per day).

## **CONFERENCE FACILITATOR**

*(Appointed by the Local Arrangements Chair)*

### GOALS:

- (1) To have a smooth, well-run conference, working with hotel and other staff to take care of meals, session schedules, presentations, and workshops (each with appropriate audio visual equipment);
- (2) To arrange for various before- and after-hours activities for the members attending the conference; and
- (3) To serve as number-one "troubleshooter"/liaison with hotel staff for last minute changes or problems.

### Responsibilities are:

- Signage at Annual Conference (concurrent and General Session); also Message Board. Provide sign holders for roundtables.
- AV/Equipment Requirements.
- Organize dinner caravans on non-special event evening.
- Check at the beginning of each session to ensure that (1) proper AV equipment is in place (overhead projector and screen); (2) there are enough chairs for program participants; (3) the presenter is available and ready for the presentation.
- Check on refreshment for breaks (only the Program Chair may authorize ordering more food).

**Note: Roundtables Chair to provide signage for tables.**

# PROGRAM BROCHURE

GOAL: To provide a comprehensive listing of conference activities and organizational business, both in a fully descriptive format (book) and a summary format (tri-fold)

This subcommittee is responsible for a multi-page print and electronic brochure reflecting all the sessions, presentations, workshops, and activities for the annual conference along with a 'mini' brochure.

Responsibilities include:

- Present a draft of the conference logo for the program brochure at the second Program Committee meeting.
- Coordinate with respective members of the Program Committee to obtain information on speakers, general sessions, concurrent sessions, and the special event.
- Present initial draft program brochure during the third Program Committee meeting, along with conference logo.
- Provide the Executive Committee drafts of the program brochure and trifold beginning October 1.
- Final copy should go to the printer by November 1.
- Ensure program brochures are mailed on schedule (e.g., before Thanksgiving).
- Consult with the Webmaster to place the final copy of the program brochure on the TAIR Homepage.
- Provide extra copies of program brochure for registration table.
- Provide tri-fold 'mini' programs for packets.

Topics included in the program brochure, but not limited to:

- Letter from President and Vice President
- Registration Information
- Listing of General Session Speakers, including biographies
- Executive Committee Candidates and Nominating Committee Candidates, including biographies and goal statements
- Day-by-Day layout of the conference, including title of sessions, presenter(s), facilitator, location, time and a description of the session (the abstract from the proposal for Concurrent Sessions)
- Description of individual Roundtable sessions
- List of Program Committee members

- Conference history
- Hotel layout
- Local area map and directions
- Notes on:
  - »»voting times and places
  - »»the next conference
  - »»current officers
  - »»Special Event
  - »»breaks
  - »»local areas of interest

In center of brochure – for ease in pulling out

- Conference Registration form
- Hotel Registration form

## **PUBLICITY**

*(Newsletter Editor)*

**GOAL:** To insure the widest distribution of information for the upcoming TAIR conference

The Newsletter Editor serves as Chair of Publicity and has the following responsibilities:

- Develop printed medium for providing to other associated conferences in advance of the TAIR annual conference. (Following conferences are good contact points. Find a representative who will be attending and is willing to distribute these flyers.
  - \*SAIR Conference (mid-October; 75).
  - \*SCUP Mid Continent Regional Conference (50).
  - \*TACRO Mid November (75).
  - \*SACS Annual Meeting December (50).
- Mail flyer to TAIR prospects: Current TAIR membership (obtain list from Secretary).
- Capture additional prospects which become apparent from comparison of THECB list of Texas institutions to current membership.
- Contact the Chronicle of Higher Education, Classified Advertising Dept. (202-466-1050) for inclusion in Conferences section of the paper.
- Develop an Electronic Medium, in conjunction with: TAIR Webmaster and Listserv Manager.
- Coordinate posting to AIR Homepage and List-serve (contact with TAIR liaison to AIR).
- Coordinate posting to SCUP Homepage and list-serve (contact with SCUP Publications Director).

## **REGISTRATION**

***(Secretary)***

GOAL: To have an organized, efficient registration process in place

The TAIR Secretary is responsible for the following tasks:

- On-site conference registration
- Maintenance of Attendees List; provide copies for registrant packets
- Assigning assistants to work at the registration desk during the conference
- Name tags (send draft to program chair)
- Ribbons for name tags (officers, presenters, etc.)
- Designation of first-time attendees
- Brochures at registration
- Bring ballot box and put on registration table
- Tickets for workshops and Special Event, with review by Program Chair
- Name tags made on site
- Prepare minutes from last business meeting for packets
- Other duties as necessary

## **RESOURCE FAIR**

***(Includes Fact Book Competition Duties)***

GOAL: To provide an opportunity for vendors to showcase their products to conference participants who are looking for ways to do their jobs better, faster, and more accurately.

- Examples of types of displays: Exhibits of research-related products, software demonstrations, and poster presentations

The Resource Fair Chair responsibilities are:

- Solicit participation by companies as having an exhibitor table and/or being an event sponsor.
- Finalize Resource Fair Participation List to be included in registration packets.
- Determine equipment needs of exhibitors; provide to AV/Equipment Chair.
- Provide Program Committee a list of exhibitors .
- Resource Fair door prizes.
- Coordinate judging of Campus Factbooks.
- Provide On-line factbook competition information (including criteria) to Past Presidents who serve as judges.
- Order plaques for (1) Best Printed Fact Book and (2) Best On-Line Fact Book
- Announce winner and present plaque of printed fact book and on-line fact book at business meeting.

## **ROUNDTABLES**

**GOALS:** (1) To facilitate discussion of topics relevant to the field of institutional research and (2) To stimulate brainstorming among participants to generate new ideas and out-of-the box thinking about perennial problems facing researchers.

The roundtable sessions will be facilitator-led discussions with participants at each table. Facilitators will introduce the topic/problem, limitations if there are any, lead-in question, then facilitate discussion among the group. Facilitators will provide thought-provoking information as needed to stimulate discussion.

There will be three thirty-minute sessions. The end of each session will be announced by the coordinator of the roundtable sessions. Participants are encouraged to move to other tables at the end of each session. Presentation equipment will not be provided during the roundtable sessions.

The Roundtables Committee is responsible for:

- Solicitation and selection of proposals for sessions
- Notification to selected facilitators to include responsibilities
- Roundtable signs for tables (Local Arrangements will coordinate sign holders for tables)
- Facilitating the transition between sessions
- Drawings for door prizes
- Tracking (at conference) the registration of facilitators (cancel sessions if necessary)
- Errata sheet information for packets (if needed, send to Program Chair)
- Send letters of appreciation to facilitators

### **Some topics for the roundtable sessions might include:**

- Addressing the digital divide
- Gender equity in math, science and engineering
- Enrollment management
- Data warehousing
- Accountability
- IPEDS Reporting
- Institutional Factbooks
- Employer satisfaction of our graduates
- Student-Right-to-Know
- The high performance workplace
- The global economy

- Institutional surveys
- Workforce Investment Act
- Student Retention, Persistence and completion rates
- Best Practices of IR

## **SPECIAL INTEREST GROUPS (SIGS)**

GOAL: To provide an opportunity for members with common interests to meet. May be organized by special topics, geographical area, type of control, etc.

The chair is responsible for:

- Obtaining facilitators for SIG sessions.
- Coordinating room assignment with Concurrent Sessions Chair.
- Coordinating with Local Arrangements for signage.
- Sending letters to facilitators concerning responsibilities.
- Sending letters of appreciation to facilitators.

Examples of the type of groups that have met in previous conferences:

- Independent colleges and universities
- Public universities
- Community and Technical colleges
- Institutions within state Systems
- Health related universities
- Datatel colleague users
- SPSS users
- SAS users
- Gulf Coast Association for Institutional Research

## **WORKSHOPS**

### ***(Professional Development Chair)***

The Professional Development Chair oversees the Workshops Committee.

The Annual Conference workshops include the following:

- Tuesday PM workshops should include statistics (alternating years-beginning and advanced) and other topics from proposals.
- Wednesday AM workshops should include Newcomers Workshop, assigned by Chair, Professional Development and other topics from proposals.
- Friday PM workshops, if scheduled, will be selected from proposals and may require an off site location.

Workshop responsibilities are:

- Solicitation and selection of proposals for the pre- and post-conference workshops
- Coordinating Newcomers Workshop and Evaluation session
- Coordinating transportation to off-site workshops (work with local arrangements)
- Certifying that presenters are present
- Assigning a facilitator for each session
- Coordinating the workshop evaluations

## **LISTSERV MANAGER**

The Listserv Manager, a presidential appointee, is an Ex-Officio member of the Program Committee.

Responsibilities are:

- Facilitate electronic communication to TAIR membership regarding the annual TAIR Conference.
- Provide electronic communication to TAIR membership regarding critical issues, events and/or job announcements.

## **TAIR WEBMASTER**

The TAIR Webmaster, a presidential appointee, is an Ex-Officio member of the program Committee.

Responsibilities include:

- Presenting in electronic format information pertinent to the annual TAIR Conference.
- Maintaining and updating TAIR Web Page.

## **ADVISORS**

***(President and Immediate Past President)***

### **(1) TAIR President**

- Serves as resource person to the Program Committee as necessary
- Serves as Conference Leader (see Conference Leader duties)
- Serves as resource person to Local Arrangements as necessary

### **(2) TAIR Immediate Past President (IPP)**

- Develops Ballots for election of officers to be placed in registration materials
- 'Best Paper' Box and collection of paper submissions; turn over submitted papers to the subsequent Immediate Past President
- Coordinates ordering plaques for Best Paper Award and Outstanding Service Award Nomination
- Announces winner and presents plaque of Best Paper Award at business meeting
- Introduction of nominees at various times during the conference (e.g., Meet, Munch & Mingle, Newcomers Workshop)
- TAIR Outstanding Service Award Nominations; coordinates nominations and presents award plaque at business meeting
- At TAIR Business Meeting, pass the TAIR IPP Officer Hat to subsequent Immediate Past President

## **EXECUTIVE COMMITTEE**

*(The Executive Committee consists of the President, Vice President, Secretary, Treasurer, and the Immediate Past President)*

The Executive Committee is responsible for:

- Setting the time and location of the next year's meeting
- Functioning as a budget committee
- Presenting, prior to the annual business meeting, the slate of candidates prepared by the Nominating Committee for the vacancies for which an election is held
- Filling Vacancies, unless otherwise provided in the Constitution
- Setting membership fee structure
- Compiling election results at the annual conference
- Stuffing packets (along with available Local Arrangements people)
- Counting ballots (Thursday Evening)
- Setting up 'war room' – special room at conference hotel to carry out TAIR business throughout the four day conference period
- Making refund decisions (requests received after February 1 deadline)

In packets: (~225 to be assembled) TAIR contents that must be included:

- Mini-program Brochure (tri-fold)
- Minutes of last Business Meeting'
- Business Meeting Agenda
- Conference Attendees List
- Resource Fair List
- Errata
- Sheet, if needed
- Ballots
- Treasurer's Report

Other possible items:

- Folder, Tablet, Pencil
- Note about general conference evaluation on the web
- Things to do in (Conference City)
- How to get around in conference city



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2003 Edition**