OFFICER'S GUIDE

TAIR LEADERSHIP RESPONSIBILITIES

Updated March 28, 2014

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The 2007 Executive Committee and Program Committee reviewed, edited and updated the Guide to reflect changes made since the original document was published.

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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 during the year. TAIR also provides opportunities for information exchange through newsletters, electronic mail lists, and an Internet website.

The TAIR Officer's Responsibilities Guide was developed to enhance the efficiency, effectiveness, and resourcefulness of the organization's leadership. It will serve as a reference tool to ensure that organizational activities are carried out according to TAIR Constitution and Bylaws. In addition, the Officer's Responsibilities Guide will provide information regarding the duties and responsibilities of TAIR officers, committees and appointments. This Officer's Responsibilities Guide will continue to evolve into a valuable information source for TAIR members, newly elected officers, committee members and potential officer candidates. The 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 four sections:

- Section I: Roles and Responsibilities of Officers
- Section II: Roles and Responsibilities of Committees and Appointments
- Section III: Roles and Responsibilities of Program Committees
- Section IV: TAIR Mailing Address

Additional materials are also included as Appendices.

SECTION I: Executive Committee 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, an Immediate Past President, and two Members-At-Large.

Section 8. 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.
- The terms of office for the Members-at-Large 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 V, Section 1, the Executive Committee shall be composed of the officers listed in Article IV.

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

a) conduct the general affairs of the Association between its annual conferences;
b) conduct the annual conferences of the Association;
c) establish and announce the time and location of future annual conferences in such a manner as to protect the best interests of the association and its membership;
d) function as a budget committee;
e) 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;
f) fill vacancies, unless otherwise provided for in the Constitution; and
g) establish the membership fee structure.

The Executive Committee also shall compile election results at the annual conference (prior to the 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
Member-At-Large for Professional Development
Member-At-Large for Technology

PRESIDENT

Per Article IV, Section 2, the President shall:

a) preside over activities of the Executive Committee;
b) appoint and charge regular and emeritus members to positions and committees as specified in this Constitution or the Bylaws;
c) preside at the annual conference and business meeting;
d) formulate and implement policy;
e) serve as liaison to other associations and agencies (i.e. AIR, SAIR, Data Advisory Committee, etc.) or appoint regular or emeritus members to serve as liaison(s);
f) serve as an advisor to the Program Committee; and
g) perform any other duties necessary to assist the Association in achieving its purposes.

The first responsibility of the new TAIR President is as the Chair of the Executive Committee meeting immediately following the annual TAIR conference. Agenda items should include:
- Introduction of the new TAIR officers and
- Making arrangements with the bank to change signature on the TAIR accounts. It is HIGHLY recommended to do this on the last day of the conference, before or after the Executive Committee meeting time. Locate a nearby Bank of America branch with lobby service; the following officers must participate:
  o Incoming President
  o Outgoing President (to turn in credit card)
  o Secretary – with minutes listing names of new officers
  o Treasurer (outgoing will turn in card; incoming will receive a card)

The President is responsible for updating the forwarding mailing address to their address. This is done by contacting the North Texas Community College Consortium and updating the forwarding address. When contacting them, also make sure that what we have as their address is accurate (see Section IV).

The President is responsible for sending out the online evaluation after returning from the annual TAIR conference.

The President makes the following appointments:
- Financial Review Committee
- TAIR Historian
- Newsletter Editor/Publications Committee (Recommend doing in consultation with VP as this person also is a member of the Program Committee)
- TAIR Data Advisory Committee

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. When making appointments, ensure that those being appointed are current members.

As AIR and SAIR Liaison the President's role and purpose is to:
- act as a contact with AIR and SAIR for receipt and distribution of information that is of interest to the TAIR membership.

- provide feedback to AIR and SAIR, after consultation with the Executive Committee, concerning issues of interest to TAIR and
- Chair TAIR SIGs at the AIR forum and SAIR annual conference.

The President may appoint a liaison if he/she is unable to fulfill these duties.

The President oversees the production and distribution of TAIR's newsletter, in collaboration with the Newsletter Editor.

As Conference Chair the President provides 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 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
- Assists new President in conducting Executive Committee Meeting following the annual conference
- Other duties as necessary

The President is also responsible for:

- updating state IR director contact list (before newsletters go out);
- hosting and providing the agenda for the Past President's Breakfast held during the annual TAIR conference (invite incoming president and newly elected vice president to attend);
- awarding plaques for various awards (Best Fact book, Best Presentation, Outstanding Service, etc.) at the business meeting.
- presenting plaques to outgoing members of the Executive Committee during the TAIR Business Meeting.
- negotiating the hotel contract for the next available TAIR conference (most likely three years out). The President together with one or more other members of the Executive Committee will visit potential TAIR conference sites, negotiate the hotel contract, and present the proposed contract to the TAIR Executive Committee for final approval.
  - Notes for setting conference dates: TAIR attempts to avoid conflict with Texas A&M assessment conference as many members need to attend both   - in 2013 a call to A&M determined they prefer the third week of February for their conference, TAIR tries to work around that (2015 and 2016 conferences scheduled in this way).
- Notes for contract consideration: Care should be taken to insure that hotel room rates are equal for all TAIR members and that "state-rate" does not imply state employees only. Make sure meeting room spaces reserved for TAIR are noted by name on contract.

President Calendar of Events/Activities:

March/April
- Update forwarding address for TAIR mail (North Texas CC consortium)
- Make appointments as needed (TAIR DAC, Financial Review, etc.)

- Update officers with AIR, SAIR
- Arrange time/location for AIR SIG

May
- Send email to listserv announcing AIR SIG
- Put events on AIR calendar when have complete info on them - summer workshop, conference - can have some info and then link to the website

June
- Distribute TAIR newsletter

Summer
- Visit location to scout for upcoming contract with hotel (3 years out)

November
- Distribute TAIR newsletter

VICE PRESIDENT

Per Article IV, Section 3, the Vice President shall:

a) serve on the Executive Committee;
b) chair the Program Committee and be responsible for the program and appointees for the program committee membership for the annual conference;
c) fulfill the duties of the President in his/her absence and in the event that the President cannot complete his/her term; and
d) perform other duties as assigned by the Executive Committee.

See Program Chair responsibilities in Section III: Program Committee for additional information.

Note: When making appointments, ensure that those being appointed are current members.

SECRETARY

Per Article IV, Section 4, the Secretary shall:

a) serve on the Executive Committee;
b) maintain the official list of the Association's current members, their membership status, and other relevant member information on the TAIR management system as directed by the Executive Committee;
c) ensure that membership benefits accrue to current members;
d) keep minutes of the annual business meeting, Executive Committee meetings and the Program Committee meetings;
e) work with the Program Committee to print and distribute notices of the annual conference;
f) distribute copies of changes and amendments to the Constitution and Bylaws;
g) distribute minutes of the prior business meeting at the annual business meeting;
h) serve as an ex-officio member of the Program Committee;
i) perform other duties as assigned by the Executive Committee.

Other duties as assigned by the Executive Committee currently include:

- responsible for the absentee ballots;
- must be present to manage registration at the summer workshops as well as the conference registration;
- work with webmaster following the conference to populate the listserv with the appropriate subscribers;
- purchase summer workshop and/or conference supplies as needed;
- prior to the conference, create conference attendee listing for packets, name badges for registrants (also emeritus attendees, keynote speakers and sponsor attendees;
- work with local arrangements to implement special dietary requests to match hotel requirements;
- create and manage special event ticket process.
- Oversee TAIR conference registration (see Section III. Registration)
- Keep official records
- Maintain calendar of events
- Maintain the TAIR file share
- Store TAIR materials and conference supplies

Recommendations:

- Develop a way to designate in the membership list those who have been officers (especially Past Presidents)
- Develop a tracking method for emeritus membership

Secretary Calendar of Events/Activities:

February/March
- Annual Conference

April
- Executive/Program committee meetings

June
- Monitor Summer workshop registrations

August
- Prepare certificates and name badges for summer workshops
- Manage registration for summer workshops – downloading data and maintaining any changes, cancellations, etc.
- Executive/Program committee meetings

October
- Conference registration opens (track memberships)

January
- Check all supplies for conference and purchase any that are low.
- Begin conference prep (name badges, elections, member directory)
- Prepare absentee ballot

February
- Print materials for conference: copies of Business minutes, copies of last EC minutes, membership list for conference bags, new members (for name badge ribbons), workshop registrations, special event registrations (for tickets, et al), name badges, and anything else needed for the conference, such as:
  - copies of proposed bylaw changes
  - envelopes with attendees names on label for distributing all small items (badges, ribbons, tickets, etc.)
  - completed absentee ballots
  - name badge holders, inserts, ribbons
  - special event tickets
  - special diet cards
  - workshop certificates

TREASURER

Per Article IV, Section 5, the Treasurer shall:

a) serve on the Executive Committee;
b) collect annual registration and membership fees;
c) pay duly authorized expenses of the Association;
d) reconcile the financial records of the Association;
e) prepare the financial reports of the Association;
f) prepare an annual budget for consideration by the Executive Committee;
g) ensure that the annual tax exempt Federal Income Tax forms are completed and filed by August 15;
h) support the Secretary's efforts to maintain the official list of current members on the TAIR database by forwarding relevant information as registration and membership fees are paid;
i) serve as an ex-officio member of the Program Committee; and
j) fulfill other duties as assigned by the Executive Committee.

The outgoing Treasurer is responsible for reconciling the financial records of the last conference during which he/she was in office, which includes submitting federal income taxes of the fiscal year and should transfer responsibility to the newly elected Treasurer within 90 days of the annual business meeting.

The Treasurer meets annually with the Chair of the Financial Review Committee to provide documentation of all transactions including checkbook, receipts, and bank statements for examination.

Recommendations:

- Support the professional development person by providing headcount and funds for summer workshops and TAIR conferences.
- Make sure RegOnline has updated address for Treasurer to mail checks to
- Make sure AIR has updated address for Treasurer to mail checks to (may not be necessary as we move away from using their service for registrations)
  - AIR contacts:
    - Donna Carlsen, Membership Coordinator dcarlsen@airweb.org
    - Cathy Sexton, Finance Manager csexton@airweb.org

IMMEDIATE PAST PRESIDENT

Per Article IV, Section 6, the Immediate Past President shall:
   a) serve on the Executive Committee;
   b) chair the Nominating Committee;
   c) chair the Awards Committee;
   d) serve as an ex officio advisor to the Program Committee; and
   e) fulfills other duties as assigned by the Executive Committee.

The Immediate Past President makes the following appointments:
   • Awards Committee

The Immediate Past President coordinates an annual review and update of the Officer's Guide. Necessary updates should be made immediately following the annual conference so that the Guide is a current reference for the incoming Program Committee.

As Chair of the Awards Committee, the Immediate Past President coordinates the review of Travel Grant applications and selection of recipients. See the Appendix E for the application form and sample letters.

The Immediate Past President also carries out ad hoc projects as requested by the President.

Recommendations

Appoint Awards Committee in consultation with President because the work of this committee spans the change in officers. The Immediate Past President serving prior to the conference will work with committee on Outstanding Professional Practice and Outstanding Service Award selections, while the Immediate Past President post-conference will work with committee to select the Best Presentation.

MEMBER-AT-LARGE FOR PROFESSIONAL DEVELOPMENT

Per Article IV, Section 7, the Member-at-Large for Professional Development is elected for a two-year term and has primary responsibility for overseeing professional development activities of the Association, including those at the Annual Meeting.

Traditionally, TAIR professional development opportunities are:
- Summer workshops; and
- Pre-conference or post-conference workshops.

The Member-at-Large for Professional Development participates as a member of the following committees:
- Executive Committee
- Professional Development Committee (Chair)
- Program Committee

TAIR bylaws set forth requirements for a Professional Development Committee. This committee will consist of at least four individuals who are appointed for a one year period. See bylaws Section 6(f) in Appendix A for more information.

Summer workshops have been an annual tradition for TAIR since 2005 (2005: Waco; 2006: San Marcos; 2007: Dallas; 2008: Austin & Waco; 2009: Waco; 2010: San Marcos; 2011-2013: Round Rock). Planning for the summer workshop should begin immediately after the annual TAIR conference. It is important to move quickly to appoint a professional development committee, identify a location and time, and contact potential presenters.

A professional development survey can be developed and distributed to identify possible areas for professional development training, and to use a reference point for professional development focus and effort. A professional development survey was last administered in 2011.

The following calendar is inclusive of the activities that should be considered when developing the organization's professional development program. The calendar starts with those activities associated with the summer workshop and continue through with the activities that support the program committee and the annual conference workshops.

March
- Appoint professional development committee; consult with PD committee and Executive Committee to determine summer workshop location and format.
- Identify summer workshop topics and presenters.
- Develop summer workshop budget; plan for facility, food, and parking; identify lodging and transportation options for travelers.

April
- Review TAIR annual conference facilities (during Program Committee's visit to conference hotel); determine location and schedule of conference workshops.

May
- Begin publicizing summer workshop; issue "hold the date" notice if details are not available. If details are available (i.e., the workshop brochure is completed), this should be distributed to the general membership via the TAIR-L listserv.
- Begin soliciting for annual conference workshop proposals and presenters.

June
- Work with Member-at-Large for Technology to set up summer workshop registration site.
- Open summer workshop registration and publicize workshop.

July
- Plan and work on summer workshop logistics as needed; continue to publicize workshop.
- Confirm summer workshop presentation details with presenters.

August
- Confirm summer workshop registrations with participants; provide any last-minute details.
- Submit request for IPEDS conference workshop to AIR if applicable.

September
- Review annual pre-conference workshop proposals, solicit more proposals if needed.
- Finalize slate of workshops to be offered.
- Identify back-up presenters should the original conference presenter not be able to fulfill their commitment.

October
- Determine and confirm conference workshop equipment needs with presenters.

November
- Submit conference workshop listing for: TAIR website, conference registration system, and
- program brochure

December
- Obtain list of pre-conference registrants and share information with those presenters who will be facilitating the workshops.

January
- Contact pre-conference presenters and confirm their availability
- If workshops are cancelled, contact each registrant and make arrangements to attend an alternate workshop. Provide information to those not attending on the process they must follow to have monies refunded.

MEMBER-AT-LARGE FOR TECHNOLOGY

Per Article IV, Section 7, the Member-at-Large for Technology serves a two year term and has primary responsibility for coordinating the Association's technical support, including the website, the listserv (TAIR-L), and activities requiring technological support at the Annual Meeting and professional development workshops.

Duties include the following:

- Coordination of technical support at annual conference with Local Arrangements Chair;
- TAIR website Webmaster (Note: MAL for Technology can appoint a Webmaster, Bylaws: Section 6 (h));
- Management of the TAIR-L listserv (Note: MAL for Technology can appoint a listserv manager, Bylaws: Section 6 (i));
- Coordinate the annual conference registration website;
- Working with membership to make effective use of the website;
- Other issues requiring technological assistance or implementation as needed and authorized by the Executive Committee;
- Serves on the TAIR Executive Committee and;
- An ex-officio member of the Program Committee

The Member-at-Large for Technology is an Ex-Officio member of the Program Committee. Responsibilities are:

- Help local arrangements chair with acquisition of necessary equipment for a successful conference (e.g., projectors, internet access, etc.).
- Set up of A/V equipment at conference, including: workshops, concurrent sessions, and general sessions.
- Enhance the web presence of TAIR by proposing enhancements to the TAIR website and helping apply changes approved by the Executive Committee.
- 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.
- Add new members to the listserv after the annual conference and throughout the year as requested.
- Make sure the Domain name (texas-air.org) is registered every two years.
- Ensure that the TAIR web site hosting is paid.
- Presenting in electronic format information pertinent to the annual TAIR Conference.
- Maintaining and updating TAIR Web Page.
  - Call for Participation,
  - Call for Nominations forms
  - Sponsor Participation form
  - TAIR Travel Grant Application
- Annual Conference on-line registration

See Appendix F for additional information on Member-at-Large for Technology responsibilities and timeline.

SECTION II: OFFICERS, COMMITTEES AND APPOINTMENTS

COMMITTEES

Elected by Membership
- Nominating Committee

Appointed by President
- Data Advisory Committee
- Financial Review Committee

Appointed by Immediate Past President
- Awards Committee

Appointed by Vice President
- Program Committee

Appointed by Member-at-Large for Professional Development
- Professional Development Committee

INDIVIDUAL APPOINTMENTS

Appointed by President:
- Historian
- Newsletter Editor
- AIR Liaison

Appointed by Member-at-Large for Technology:
- TAIR-L Manager
- Webmaster

Nominating Committee

(Elected Committee)
(Bylaws, Section 6[b])

- 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: As needed, typically one to three weeks during summer/early fall prior to annual conference.
    - Cost to appointee: None; work is done by email.
    - 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, eight candidates for the Nominating Committee and two candidates for each of the Executive Committee positions for which an election is to be held.

Timeline:
During the summer and early fall preceding the annual conference:

June
- 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 – suggest to align deadline with Call for Participation deadline used for conference presentation submissions

September/October
- Nominating Committee reviews the nominations received and adds additional names if needed
- Verify candidate's willingness to run.
- Nominating Committee makes their recommendations to the Executive Committee for their approval.

November
- The Nominating Committee Chair sends a thank you and congratulations letter to the candidates.
- Collect candidates' picture and bio for the Conference Brochure. Deadline must be early enough to allow for nominees to be included in the Program Brochure and other communications prior to annual conference.

Recommendation
Ask candidates to be present at certain events during the conference to be introduced to membership and they are a good source of help. Example: VP candidates responsible for distributing drink tickets at during Meet, Munch and Mingle event.

Financial Review Committee

(Appointed Committee)
(Bylaws, Section 6[d])

- Appointed by the President within 60 days of business meeting
- 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 a review of the Association's financial statements and books to obtain reasonable assurance that the financial statements are free of material misstatement. This review also includes evaluating the accounting principles used and significant estimates made by the Treasurer as well as evaluating the overall financial statement presentation.

Timeline:

The Financial Review Committee shall examine 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 6[e])

- Chair: Immediate Past President
- Members appointed by the Immediate Past 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. Tasks can be accomplished by email.
    - Process: See Role/Purpose.

Role/Purpose:
1. To recommend to the Executive Committee the recipient of the Outstanding Service Award;
2. To evaluate nominations and select Outstanding Professional Practice Award (OPPA) winner(s);
3. To evaluate TAIR conference presentations and select the Best Presentation Award winner.

Outstanding Service Award:
See Bylaws, Section 7(a) for criteria.

The Awards Committee will call for nominations for outstanding service award during the summer preceding the annual conference. The Committee will review the nominations and make a recommendation to the Executive Committee. The Executive Committee will then vote on the recommendation.

Best Presentation Award
See Bylaws: Section 7(b) for details.

- An evaluation matrix agreed upon by committee members will be used to select the best presentation
- Recommendation of winner shall be made to the Executive Committee no later than two months after the annual conference or at the first Executive Committee meeting for the following year's conference.
- The winner will present at the AIR Forum of the next year as the TAIR annual conference (for example TAIR 2012 winner would present at AIR 2013).
- TAIR will pay the AIR Forum registration fee for the winner of the TAIR Best Presentation Award. If the presentation is made by more than one person the registration fee will be divided among the presenters.

Outstanding Professional Practice Award(s)
See Bylaws: Section 7(c) for details.

- Prior to 2014 there had been 3 categories of Best Fact Book (interactive, mini, and regular), 2014 the EC changed to award Best IR Website
- An evaluation matrix agreed upon by committee members will be used to select the awardee(s).

Professional Development
(Appointed Committee)
(Bylaws, Section 6[f])

- Chair: Member-at-Large for Professional Development
- 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.

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.

Data Advisory Committee

(Appointed Committee)
(Bylaws, Section 6[l])

- Chair: Appointed by President
- Members: Appointed by the President (9 total, including Chair)
  - Expected time commitment: As needed to fulfill role/purpose.
  - Cost to Appointee: Ability to travel to attend meetings

Role/Purpose:

The purpose of the Data Advisory Committee is to:
1. identify important issues related to the collection and use of higher education data, inform the Executive Committee and the members of TAIR;
2. Inform the Executive Committee and the members of TAIR about issues related to the collection and use of higher education data;
3. Take action, with the concurrence of the Executive Committee, to provide the Association perspective about issues related to higher education data;
4. Work as a liaison with other agencies and associations on higher education data-related projects.

Program Committee

(Bylaws, Section 6[c])

- Chair: Vice President / President Elect
- Members appointed by the Vice President in consultation with the President for each annual conference.
  - 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 Officers Guide Section Three and Appendices
- These officers serve as ex officio members: Secretary, Treasurer, Member-at-Large for Professional Development, and Member-at-Large for Technology.
- Other ex officio members include the Newsletter editor and the TAIR-L Manager.
- The President and Immediate Past President serve as Advisors.

Role/Purpose:
To plan, facilitate and coordinate a program at the annual conference that will provide TAIR members with opportunities for learning, social, and professional development.

Historian

(Appointment)
(Bylaws, Section 6[j])

- 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.

Role/Purpose:

To collect and preserve the Association's permanent and historical records. These records should include, but not be limited to, photographs, 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 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.

Newsletter Editor

(Appointment)
(Bylaws, Section 6[g])

- Appointed by the President
    - Term of Office: One year or until a successor takes office.
    - Expected time commitment: Publish two 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 meetings.

Role/Purpose:

- To publish two newsletters and serve as an ex officio member of the Program Committee. The newsletter is distributed two times annually.
- The TAIR Newsletter is produced as an electronic publication. Articles are sent to the editor, who works up the layout of the newsletter. The President will coordinate Executive Committee review of the draft newsletter and work with the editor to incorporate edits from the Executive Committee.
- The suggested TAIR Newsletter Issue Contents is listed in Appendix B and provides details on timelines and types of articles.
- After any changes are made and the President has approved the contents, a final version is saved in pdf format and e-mailed to the TAIR Member-at-Large for Technology for posting on the TAIR website. The President will announce publication of each newsletter on TAIR-L.

TAIR-L Manager

(Appointment)
(Bylaws, Section 6[i])

- Appointed by the Member-at-Large for Technology
    - 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 listserv; 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 listserv as an open channel of communication among all members. The TAIR-L Manager shall serve as ex officio member of the Program Committee.

Webmaster

(Appointment)
(Bylaws, Section 6[h])

- Appointed or contracted by the Member-at-Large for Technology with the approval of the Executive Committee
    - Term of Office: One year or until a successor takes office.
    - Expected time commitment: As needed/specified in the contract to fulfill role/purpose.
    - Cost to Appointee: Access to software to manage the TAIR website; ability to attend or assign a designee to represent the committee at program committee 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.

AIR Liaison

(Appointment)
(Bylaws, Section 6[k])

- The President shall serve or appoint an AIR liaison.
    - 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 if the President is unable to attend.

Additional Responsibilities:
Communicate TAIR events to AIR for including in Electronic AIR (AIR's newsletter) and other event listings hosted by AIR.

SECTION III: ANNUAL TAIR CONFERENCE PROGRAM COMMITTEE

(Bylaws, Section 6[c])

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.

The TAIR Vice President serves as Program Committee Chair; the President presides over the conference program.

Program Committee Appointed Positions:
- Concurrent Sessions/Discussion Sessions
- Evaluations
- General Sessions
- Local Arrangements
- Program Brochure
- Roundtables
- Session Coordinators
- Special Interest Groups
- Sponsor Fair

Ex Officio Members:
- Immediate Past President
- President (Conference Leader)
- Member-at-Large-Professional Development
- Member-at-Large-Technology
- Newsletter Editor
- Secretary
- Treasurer
- Vice President (Committee Chair)

PROGRAM 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 program subcommittees;
- providing assistance in achieving all the program committee's goals and timelines;
- seeking guidance from program committee advisors, as necessary;
- communicating special dietary requests at annual conference to local arrangements chairperson and the hotel;
- selecting the restaurant for Program Committee Dinner at the annual Conference in collaboration with the local arrangements chairperson;
- gifts for the program committee members;
- preparing Conference Errata sheet for packets;
- requesting door prizes from Program Committee membership;
- coordinate preparation of conference materials;
- work with hotel and local arrangements chairperson throughout the year;

Recommendations:

- Make sure to have representation from all constituencies on the Program Committee (public, private, 2-year, 4-year)
- When making appointments, ensure that those being appointed are current members.
- Have the following year's local arrangements chair in a small role on the Program Committee so that they are exposed to the planning and decisions made in advance of their conference
- Keep track of projected revenue and expenses to keep costs in check
- Start gathering items needed for the newsletter and brochure early.
- Make sure Program Committee members know that it is expected that they will be able to attend all planning meetings (exceptions can be made, but they should be exceptions and not the rule).
- Dropbox was the tool used for the 2012 TAIR conference and it worked very well to keep all members of the Program Committee up to date on the progress everyone was making. Instead of waiting for members to email changes, they were made into documents in the Dropbox and instantly available to all Program Committee members.
- The Program Chair keeps a master schedule of events and deadlines. DO NOT get behind schedule. Ask other members for advice as necessary.
- Consult with the following year's local arrangements person when working on the brochure so that save the date information and special highlights can be included in the conference brochure.

Executive & Program Committee Planning Schedule

The Program Committee planning begins immediately following the 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	3-4 official meeting dates, in various locations, are required to build a successful program
	1st meeting held at conference location site;
	2nd location to be decided;
	3rd location to be decided (recently has been held as a phone-in meeting)
	4th if needed.

The timeline for each year's conference may vary but the template should be used as a guide. The schedule on the following pages includes Program Committee and Executive Committee duties in recognition of the interactions and dependencies of duties on others.

March	Update forwarding address for TAIR mail (President)
	Make committee appointments (President, VP, Members At Large)
	Update officers with AIR, SAIR (President)
	Updates to listserv (immediately following conference)
April	Arrange time/location for AIR SIG (President)
	Vice President:
	• 1st week - Call for proposed Conference Themes/Titles
	• 2nd – 3rd weeks vote on proposed conference Themes/Titles
	• Present Conference Theme/Title to the Executive and Program Committees at their first meetings.
	TAIR Executive Committee (EC) Meeting
	First Program Committee (PC) Planning meeting at conference location
May	Initial contact with Conference General Session Speakers
	Send email to listserv announcing AIR SIG (President)
	AIR Annual Conference - TAIR President/AIR Liaison hosts TAIR SIG

	Work with Newsletter Editor on Summer Newsletter

Inform winner of TAIR Conference Theme contest

Put events on AIR calendar when have complete info on them - summer workshop, conference - can have some info and then link to the website (President)

Announce Travel Grant applications and set a due date. – suggest December 15 (Immediate Past President) |
| June | Call for Participation (CFP) sent out as part of the newsletter (set a deadline).

Nominating Committee Calls for nominations for elections (Immediate Past President Chairs)

Outstanding service award nominations open

Preparation for Summer Workshop

Visit location to scout for upcoming contract with hotel (3 years out) (President, another member of EC) |
| July | Preparation for Summer Workshop – (workshop is usually held during the last of July or first weeks of August). |
| August | Summer Workshops held

EC and PC meetings. 2nd Planning Meeting (location to be decided).

15th tax forms due to IRS (Treasurer)

Make first contact with potential Sponsors – rates and matrix must be set by EC

31st CFP and nominations (elections, outstanding award) deadline |
| September | 1st Confirmation of General Session Speakers

Proposals reviewed to determine what included in program

VP work with Member-at-Large for Technology to have website ready for registration. |
| October | 15th Bio on General Session Speakers due

15th Notification of accepted/rejected papers/presentations

OPPA submission announced (must be announced 90 days prior to conference)

30th Nominating Committee presents the nominations to the TAIR EC for their approval

SAIR Annual Conference |

	Work with Newsletter Editor on Fall Newsletter Draft of session content on website for when registration opens
November	Third Planning Committee meeting (remote) Abstracts and other info to the Brochure Chair 4th Conference Registration opens 15th Draft Brochure reviewed by TAIR EC Draft Brochure placed on TAIR website -Note: can be only the session schedule, speaker info (to help members make informed decision to attend conference) Fall Newsletter out before Thanksgiving After newsletter out - send email invitation to last year's Newcomers for session coordinators 30th Brochure edits due Get letter from TAIR President for donations of door prize items Order plaques
December	10th Final Program Brochure due (including session coordinators) 15th Travel Grant application deadline 15th Sponsors commitment deadline 20th Travel Grant recipients announced (try to do by December so can take advantage of Early Bird Registration) 31st Early Bird Registration Ends
January	1st Call for session coordinators sent to listserv 15th Sponsors payment deadline (affects inclusion in Brochure) Email candidates to make sure they are aware of when want to introduce them (example: Newcomers workshop, Meet Munch and Mingle) and that EC candidates know need to stay for EC meeting if elected Absentee ballots Selection of Session Coordinators – need schedule of sessions available so that they can select session

	Hotel Reservation deadline Program Brochure placed on TAIR website approximately two weeks prior to conference 31st Regular Registration Ends
February	1st up to conference: Late Registration Period Pre-conference Workshops TAIR Annual Conference

ADVISORS

(President and Immediate Past President)

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

Immediate Past President:
- Coordinates ordering plaques for Best Presentation Award, Outstanding Professional Practice Awards, and Outstanding Service Award
- Coordinates nominations for Outstanding Service Award and presents award plaque at business meeting
- Develops Ballots for election of officers
- Presentations are collected electronically within two weeks after the annual TAIR conference and turned over to the Immediate Past President to be reviewed by the TAIR Award Committee for selection of the Best Presentation award.
- Announces winner and presents plaque of Best Presentation Award at business meeting (prior year)
- Introduction of nominees at various times during the conference (e.g., Meet, Munch & Mingle, Newcomers Workshop)

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 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
- Conducts Executive Committee meeting prior to the annual conference
- Assists new President in conducting Executive Committee Meetings
- 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:
- issues that may be on the horizon that institutional researchers need to begin thinking about now;
- theoretical underpinnings, research, and analytical studies that push us beyond our practical knowledge; and
- presentations, discussions, or demonstrations that help us perform our work more efficiently.

Proposals will be assigned to one or more of the appropriate six (6) tracks:
- Planning & Organizing (examples include strategic planning, project planning, IR office or personal organization)
- Research (examples include statistical and institutional research applicable to a range of institutions)
- Technology & Training (examples include use of technology in IR, basic/intermediate/advanced software instruction and application)
- Assessment & Effectiveness (examples include implementing assessment programs, goal setting/measuring, novel assessment ideas)
- Reporting & Decision Support (examples include internal/external reporting, dashboards, data warehouses or other decision support systems)
- Current Issues in Higher Education (examples include new legislation, promising practices, SACS related, or Coordinating Board issues)

A seventh track is reserved for high-level sponsors (usually Platinum and Gold):
- Sponsor Track – use Session Coordinators who use the Sponsor's product. Ask the Sponsor to suggest the name of their Session Coordinator.

The target audiences may be specified in the following areas:
- General
- Introductory/Beginning
- Intermediate
- Advanced – requires prior understanding and experience

Recommendation:
- Use a subcommittee to evaluate and select proposals. This subcommittee could consist of the chair, along with several support members who will participate in the review of all proposals. It is recommended that the Member-at-Large for Professional Development and the Round Tables Chair be a part of this subcommittee so they can work together to place proposals in the appropriate venue. 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 distributed to membership. This is usually distributed as an insert in the summer issue of the TAIR Newsletter and on-line through the TAIR-L listserv.
- Sends reminder notifications to TAIR-L every few weeks to encourage TAIR members to submit proposals.
- 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.
- Retain evaluations of accepted proposals and give to the Awards Committee chaired by the Immediate Past President along with the electronic submissions of the presentations received two weeks after the annual conference for use in the selection of the TAIR Best Presentation Award.
- 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 track and intended audience (public/private, 2yr/4yr).
- Notifies presenters of room and time assignments. Asks presenters to review information for the program brochure. Solicits Bio if not already provided. Notifies presenters of deadline for submitting presentation and handout files for posting on the web site prior to the conference.
- Sends out reminders about submitting files for posting as conference deadline nears.
- Forwards presentation files to Member-at-Large for Technology for posting on TAIR web site.
- Provides all presenters AV/equipment needs list to the Local Arrangements Chairperson and Member-at-Large for Technology.
- Conference preparation
- Helps the Program Chair prepare errata sheet information for packets (if needed).
- Tracks (at conference) registration of presenters (cancels session(s) if necessary).
- Conference follow-up
- Sends letters of appreciation to all presenters
- Reminds presenters to submit a copy of their presentation electronically within two weeks after the conference for consideration in the TAIR Best Presentation Competition.
- Turn the electronic copies over to the Awards Committee, chaired by the Immediate Past President for consideration in the TAIR Best Presentation Competition. (unnecessary if posted to website)

SESSION COORDINATORS

GOALS: To introduce and assist Concurrent Sessions presenters while monitoring the session time and collecting session evaluations.

Pre-conference tasks:
- Sends a request for Concurrent Sessions Coordinators to TAIR members on the TAIR-Listserv
- Obtains list of Concurrent Sessions and assigns coordinators to sessions (first preference for coordinators is given to Newcomers from previous conference).

Conference preparation:
- Prepares the session evaluation packets for each coordinator.
- Prepares guidelines specifying roles of coordinators and places in the evaluation packets for each session.
- Prepares sets of time cards for each concurrent session and places in the evaluation packets for each session. (whether or not they are laminated is optional).
- Tracks (at conference) registration of coordinators (and finds replacement coordinators if necessary).

Conference follow-up:
- Sends letters of appreciation to all coordinators.

Recommendations:
- Allow coordinators to select which session they want to attend, so they can coordinate a session they were already planning to attend.
- For more detailed information about the tasks and for the documents used last year, see the DropBox folder for Session Coordinators.

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.

Responsibilities include:
- Develop or update previously used evaluation forms for concurrent sessions and workshops for next year's conference by working with a survey company that wants to support the evaluation process.
- Develop the ballot for the TAIR election of officers.
- Develop or update the previously used overall conference evaluation form.
- Provide pre and/or post-conference workshop evaluation forms and Concurrent Session evaluation forms to Conference Facilitator.
- Place box for pre-conference and general evaluation forms on Registration table.
- Pick up box of pre-conference and concurrent session conference evaluation forms on final conference day.
- Distribute the TAIR ballots on the luncheon tables the day before the TAIR Business Meeting.
- An overall online evaluation will be sent to all who attended the TAIR Annual Conference within 72 hours after the conference ends.
- Get post-conference evaluation forms from facilitators or presenters.
- Email the results of the concurrent session evaluations to the primary presenter of the session within 10 days after the end of the conference.
- Email the results of the pre-conference workshop evaluations to the Member-at-Large for Professional Development for distribution to the workshop presenters.
- Conduct focus group (if needed).
- Report to Executive Committee on conference evaluation findings, to be used in planning the next conference.
- Forward a copy of the Concurrent Session Evaluations to the Immediate Past President to be used as part of the evaluation process for the TAIR Best Paper.
- 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.
- 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
- expenses for the workshop exceed the revenue generated from the conference fees; and/or
- 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
- 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

GENERAL: This subcommittee normally consists of a Chair and/or Co-Chairs, who work closely with the Program Chair on the selection and contact with each speaker. Current protocol is to have two general session speakers who provide an informative lecture during/preceding the TAIR luncheons. TAIR speakers are reimbursed for their travel expenses to and from the conference. Reimbursed expenses include the cost of airfare (at the current average economy fare rate), airport parking, and travel fees to and from the airport (e.g., taxi or airport limousine service). Lodging expenses (limited to one night) are generally arranged and paid for by TAIR (comp rooms are used when available). Expenses incurred with travel to and from the conference are reimbursed after the conference has ended.

GOALS: The goal of this subcommittee is to secure the services of guest speakers who can bring fresh ideas to the TAIR membership reflective of current issues in general higher education and/or Texas specifically. Other ideas could include:
- issues in the foreseeable future about which institutional researchers need to develop an awareness;
- new or different perspectives from those outside of the profession on how higher education might better serve Texas; and/or
- ideas for the membership to consider regarding future roles for institutional effectiveness offices with the field of higher education in general, and institutional researchers in particular.

RESPONSIBILITIES:
- Discuss with the Executive Committee what the acceptable range of fees will be for general session speakers. This rate will vary each year dependent upon the amount of monies available within the TAIR budget.
- Obtain written confirmation from prospective speakers once the Program Committee agrees on the proposed slate.
- Obtain all the necessary information for the program brochure and forward to Program Brochure chair well in advance of deadlines for publicity. Such information includes:
    - Title of presentation (Should conform to or be in support of the conference theme)
    - A short biography of the speaker and a current digital picture
    - A shorter biography to be read as introduction at luncheon
    - A listing of audiovisual needs.
- Ensure the speaker knows how to get to the hotel – let them know if hotel shuttles are available or if they should take a taxi.
- Explain to the speaker the process they will be expected to follow for requesting reimbursement of their travel expenses. Let them know that they need to keep receipts for their expenses. Currently, the process is to send a cover letter summarizing their expenses, with receipts attached, to the TAIR Treasurer. Provide the Treasurer's contact information and email address to each speaker prior their arrival at the conference site.
- Coordinate with the Program Committee chairperson or the conference on-site liaison to secure hotel reservations. Confirmation numbers should be provided to each speaker prior to the travel date. The Program Committee will include the names of the speakers on the list for comp rooms.
- Contact the Member-at-Large Technology concerning AV/Equipment needs. Provide this person with a copy of the speakers' presentation as early as possible.

- Coordinate with the Program Committee chairperson to identify speakers' gifts and who will be responsible for the purchase and preparation of such items that will be presented to each speaker immediately after completion of their presentation. Note: Receipts should be kept and submitted to the Treasurer for reimbursement.
- Shortly before the conference, contact the speakers and request an electronic copy of their PowerPoint presentation. Forward the PowerPoint presentation to the Member-at-Large Technology so the presentation can be preloaded prior to the luncheon.
- Discuss with the President who will be introducing the speaker and who will be presenting the gift to the speaker.
- Greet each speaker upon their arrival at the hotel and ensure they know the arrangements for the presentation.
    o Coordinate with each speaker concerning where their presentation will occur and what time they should be available in the general area.
    o Fifteen minutes prior to the start of the session, escort the speaker to their table and confirm with them a start time for their introduction.
    o Inquire with each speaker on whether changes to the previously submitted presentation have been made. If so, provide the updated presentation to the Member-at-large Technology for uploading prior to the session.
- Follow up with the Treasurer to ensure that reimbursement requests have been received and paid.

GENERAL SESSIONS TIMELINE/CALENDAR:

To ensure timely contact with potential speakers and adequate time to coordinate with fellow program committee members, the following timeline and schedule of activities is recommended (timeline is developed based on a February conference date):

May -- A list of potential candidates should be provided to the TAIR VP and TAIR President. The candidate list should provide a justification for why each person was selected and the potential contribution they would provide to the conference. Contact potential speakers (See example of email messages in Appendix D). Depending upon the person contacted, several follow-ups may be required. If you must send follow-up messages include an RSVP date. Inform the potential speaker that you must have a response from them prior to the RSVP date, otherwise you will be forced to extend invitations to other potential candidates. Follow through and be persistent.

June – If you have not been able to secure a commitment from two general session speakers, send out invitations to other candidates. Once emails of acceptance have been received, forward those confirmations on to the TAIR VP and TAIR President.

July/August – Have information available to share with other Program Committee members at the Program Committee meeting.

October – Contact each general session speaker to inquire on travel arrangements. Request a copy of their travel itinerary once travel arrangements have been confirmed. As the chairperson for the general session speakers you want to ensure that travel arrangements are made in a timely manner to assure optimum ticket prices are available.

November – Obtain the topic for the guest speaker's presentation and request a copy of their biography and a recent digital photo for inclusion in the TAIR brochure. Name and topic are also included in fall newsletter.

December – Forward a copy of the TAIR brochure to the speaker so they can review the concurrent sessions. Some speakers may wish to arrive early on their travel day to sit-in on some of the sessions, or they may wish to attend some session after their presentation if they have late flights out of the airport. Provide each speaker with a copy of their hotel confirmation number.

January – Obtain a copy of the speakers PowerPoint presentation and forward a copy to the Member-at-Large Technology. Verify that audiovisual needs have not changed. Toward the end of the month (some day after the 15th) contact each speaker to confirm their attendance and address any last minute needs or concerns.

RECOMMENDATIONS:
- Recommend prospective speakers that will provide a major thrust for, and support toward the conference's theme.
- Involvement of speakers from outside of higher education is encouraged as it broadens the institutional researcher's perspectives.
- Discuss travel arrangements and lodging requirements with each speaker. Some speakers may have special dietary requirements or need special accommodations with their rooms. Ensure that each speaker understands that travel expenses to and from the conference must be paid for upfront using their own expenses which will be reimbursed after the conference. Provide the speaker with a cap on their travel expenses (i.e., travel expenses will be reimbursed up to a pre-determined amount of dollars).
- Obtain the speaker's arrival and departure time and how many days they will be staying. (Complementary lodging will only be provided for one night. Other nights must be paid by the speaker using predetermined conference rates).
- If possible, offer to meet the speaker upon arrival at the airport and travel with them to the hotel. This is not necessary, but is a nice gesture.
- Discuss with the Program Committee the possibility of having a complementary gift basket in each speaker's room prior to their arrival. Many hotels will provide these gratis.
- Once the program brochure is complete and posted to the TAIR website, the brochure should be electronically sent to each speaker. This will provide the speaker with more in-depth information concerning conference activities and allow them to decide if they would like to attend any of the concurrent sessions either before their presentation, or immediately afterward.

LOCAL ARRANGEMENTS

GOALS:
- 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);
- Arrange for various before- and after-hours activities for the members attending the conference; and
- 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 (LAC) 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).
- Collect "points of interest" materials for distribution at the conference immediately preceding the local conference to be chaired.
- Arrange for any transportation needs from airport, busing associated with the special event, and any other transportation needed for off-site activities.
- Serve as primary local contact person/intermediate between conference hotel and Program Chair on all matters necessary to organize site functions.
- Assists in obtaining contract for TAIR Special event as requested. Once a contract has been negotiated the local arrangements chair is the critical link for a smooth-running conference.
- Recommend the Conference's Special Event; serves as primary contact for the 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 annual conference - prepare a report identifying preferred meal options, with pricing for Executive Committee to reference during the decision making process.
- Responsible for signage for all conference concurrent sessions, general sessions, SIG's, and resource fair.
- Ensure that there are table display holders for roundtable presentations. (Roundtables Chair is responsible for the actual signage.)   (Note: If 2014 format remains in place, the Roundtables signs would need to be included with other signage by Local Arrangements – Roundtables help same time as Concurrent, more of working sessions/panels)
- Assign a member of the local arrangements committee (not the chair) to coordinate AV for the conference in collaboration with the Member-at-Large for Technology. 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 high speed or wireless connections, LCD projectors, screens, microphones, overhead projectors, and flip charts/markers that may be needed by general session speakers (these items should be negotiated between the Program Committee Chair and conference hotel - LAC is only responsible for coordinating with the AV Chair to ensure that they are in place when required).
- It is TAIR's policy to provide LCD projectors, if requested for general session speakers and concurrent session presentations. This will be coordinated by the LAC and the Member-at-Large for Technology.

During the Conference

- Signage at Annual Conference (all sessions); also Message Board. Provide sign holders for roundtables.
- Coordinate with AV Chair to ensure AV/Equipment requirements are met.
- If time is available in the conference schedule, organize dinner caravans on non-special event evening.
- Check at the beginning of each session to ensure that:
  - proper AV equipment is in place (overhead projector and screen);
  - there are enough chairs for program participants;
  - the presenter is available and ready for the presentation.
- Check on refreshments for breaks (only the Vice President/Program Chair may authorize ordering more food).

Recommendations:
- Introduce self to the Event Coordinator at the hotel as early as is feasible in the process.
- Familiarize self with menu expenses and compare said expenses to the amount allotted for each meal by the Program and Executive Committees.
- Early on, determine if the local site will be responsible for the production of printed materials, i.e. program brochure-booklet.
- Coordinate with Program Chair to determine the number of on-site meetings vs. webinar meetings that will be required of the Program Committee for preparation purposes.
- Schedule ample time in the work schedule to accommodate email inquiries, on-site meetings with the hotel, caterer, and special event personnel.

NOTE: The Program Chair and Treasurer must be in the loop on all expense-related inquiries as the LAC is not responsible for the distribution of payment.

Schedule of Events/Activities:

- One year out-collect items from convention centers and campuses and mail them to the local chair (or possibly the hotel) for distribution at the previous year's conference.
- Immediately following the completion of the previous year's conference coordinate the first on-site meeting with the Program Chair and conference hotel.

- Six to eight months before the conference- confirm special event location and commitment contract.
- Four to six months before the conference- meet with catering firms for selection of special event caterer. Prepare and submit food recommendation reports (inclusive of pricing and photos) for the Executive and Program Committees to review.

- One month before the conference- contact caterer, special event liaison and hotel event coordinator to firm up plans/activities- revisiting contracts for deadlines regarding vegetarian needs, headcount, etc. If responsible, firm up printing of brochures.
- Week of conference- set one day aside to walk the hotel site, confirm signage, and stuff bags.

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 program committee member or subcommittee is responsible for producing multi-page print and electronic documents containing information about the speakers, sessions, workshops, events and activities associated with the annual conference, and a tri-fold or one-page document that summarizes scheduled events.

Specific tasks include:
- Create or obtain a logo that complements the conference theme.
- Create a Conference Preview document for posting on the TAIR website while the more detailed program brochure is in development.
- Create and print a Program Brochure;
- Create and print a tri-fold or other conference summary document.

Deadlines:
- By end of July: Present a draft of the conference logo to the Program Committee.
- By mid-October: Present draft of program brochure for review by Program Committee; post Conference Preview document on TAIR website.
- By early January (or approximately one month prior to conference): Finalize Program Brochure and Tri-Fold and send to printer. Post Program Brochure on TAIR website.

Information to be included in the Conference Preview:
- Pre-Conference Workshops, with titles, descriptions, presenter(s), location and cost;
- General Speakers and their biographies;
- Concurrent Session assignments, with titles, descriptions, presenter(s), location, and facilitator;
- Round Table assignments, with titles, descriptions, and presenter(s);
- Special Interest Groups, with titles and conveners;
- Special Event description(s).

Information to be included in the Program Brochure:
- The overall conference schedule, including scheduled times for workshops, sessions, breakfasts, luncheons, round tables, Special Interest Groups, breaks, special events and the resource fair;
- General Speaker biographies and photos;
- Concurrent Session assignments, with titles, descriptions, presenter(s), location, and facilitator;
- Roundtable assignments, with titles, descriptions, and facilitator(s);
- Pre-Conference Workshops, with titles, descriptions, presenter(s) and location plus any special details such as food provided or transportation arrangements;
- Special Interest Groups, with titles and conveners;
- Special Events, with details about what, where and when;
- Special meetings, such as the Past President's Breakfast and the post-conference Executive Committee meeting;
- Executive Committee and Nominating Committee candidates for election, with names, biographies and photos;

- Sponsoring Sponsor ads, if solicited;
- Provide special recognition to those sponsors sponsoring TAIR Travel Grants.
- Details about food and drink provided during the breakfasts, luncheons, and breaks;
- Map of meeting rooms and any other important hotel information;
- Conference history;
- List of Executive and Program Committee members;
- Information about when and where voting will occur;
- Dates and location of upcoming conferences.
- Additional information:

Printing costs are typically paid by the Program Brochure chair's institution, and then reimbursed by TAIR after an invoice is submitted to the TAIR Treasurer.

REGISTRATION

(Secretary)

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

The TAIR Secretary will work with the Local Arrangements Chair and is responsible for the following tasks:

- Manage registration for summer workshops as well as conference.
- Assigning assistants to work at the registration desk during the conference
- Maintenance and updating of Membership List - download registrations as needed from registration website and maintain in Membership Database.
- Create reports for conference registrations, special event, workshop registrations (by workshop as well as one for individual registrants) and any other reports as needed
- Maintenance of Attendees List; provide copies for registrant packets
- Prepare name tabs– both summer and conference.
  - Determine sponsor assistance in things such as name tags, lanyards, etc. If not make certain sufficient supplies are on hand to print them.   Print name tags if needed.
- Ribbons for name tags (officers, presenters, etc.)
- Prepare certificates for workshops – both summer and conference.
- Designation of first-time attendees
- Brochures at registration
- Tickets for workshops and Special Event
- Print tickets for those registered for special event – if tickets will be used.
- Work with Member-at-Large for Professional Development to determine if tickets are needed for workshop lunches.
- Prepare special diet cards for those who specified diet restrictions or other requests; work with local arrangements chair to determine hotel procedure for accommodating requests
- Prepare minutes from last business meeting for packets

SPONSOR FAIR

GOAL: To provide an opportunity for sponsors 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, poster presentations, etc.

The Sponsor Fair Chair responsibilities are:
- Solicit participation by companies as having an exhibitor table and/or being an event sponsor.
- Finalize Sponsor Fair Participation List to be included in brochure/registration packets.
- Determine equipment needs of sponsors; provide to Member-at-Large for Technology AV/Equipment Chair.
- Provide Program Committee a list of sponsors with respective sponsorship levels.
- Send regular reminders to prospects
- Secure sponsorships at various levels
- There will be a Sponsor Track for Platinum and/or Gold level sponsors who want to do a presentation. Obtain following information and send to Concurrent Sessions Chair: Concurrent session title and description, presenter(s) name, presenter(s) title, presenter(s) bio
- Assist sponsors in making arrangements for electrical requirements and internet access for booths - Notify Program Chair of number of sponsors requiring electricity and/or internet to coordinate with hotel.
- Assist sponsors in arranging for shipping displays to hotel.
- Get correct badge information for sponsors (Names of all sponsors representatives attending conference) – provide to Secretary
- Fulfill requirements of sponsorship benefits at each level (i.e., get logos if applicable) and forward to the Brochure editor; Coordinate deadline to receive advertisements with Brochure editor
- Solicit a one-page 8-1/2" x 11" brochure from interested sponsors for packet stuffing and coordinate with Local Arrangements committee for stuffing; Brochure should arrive to attention of TAIR Program Chair at least 2 days prior to start of Pre-Conference Workshops
- Finalize Sponsor Fair Participation List to be included in registration packets.
- Work with Treasurer to be sure sponsors have paid fees; Send sponsors reminders if payment has not yet been received. It is preferable to receive payment at least one week prior to the start of the conference; Exceptions may include but are not limited to late registrants.
- Encourage sponsors to sponsor TAIR Travel grants
- Provide Member-at-Large for Technology with list of Sponsor company/product URL's to place on TAIR webpage prior to conference.

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 innovative 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, and 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
- Including information so that facilitators understand their role is to facilitate discussion during the roundtable session, not to make a presentation.
- Facilitating the transition between sessions
- 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

SPECIAL INTEREST GROUPS (SIGS)

GOAL: To provide an opportunity for members with common interests to meet and explore/discuss issues relevant to the group. May be organized by special topics, geographical area, type of institutional 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 after the conference.

Examples of the type of groups that have met in previous conferences:
- Independent Colleges and Universities of Texas
- Public Universities
- Community and Technical Colleges
- Institutions within state University Systems
- Health related universities
- Datatel Colleague users
- SPSS users
- SAS users
- Peoplesoft/Oracle users
- Newcomers Recap
- Community College Survey of Student Engagement
- One Person Institutional Research Offices
- Gulf Coast Association for Institutional Research

SIG facilitators are responsible for:
- Checking meeting room/space and setup needs in advance
- Familiarity with current issues that apply to SIG
- Welcoming SIG participants and coordinating introductions
- Leading off the exchange of information on the SIG topic(s)
- Encouraging and moderating the sharing of information/ideas among participants
- Engaging participants in the discussion of relevant issues and in problem-solving
- Providing participants with appropriate handouts
- Facilitating professional networking
- Arranging appropriate post-conference follow-up if necessary
- Distributing session evaluation forms to participants and encouraging completion
- Completing Facilitator's SIG Evaluation Form

Recommendations:
Group SIGs by intended audience. For example, schedule the Community and Technical Colleges SIG and the Community College Survey of Student Engagement SIG at separate times to allow participants to attend both SIGs.

Schedule of Events/Activities

August	make initial contact with proposed/previous years' SIG facilitators
October	contact other potential SIG facilitators, if needed
January	review registration list, send an email to verify SIG facilitators attendance/ participation

CONFERENCE WORKSHOPS
(Professional Development Chair)

The Member-at-Large for Professional Development ensures that a set of workshops are offered in conjunction with the annual conference to provide TAIR members an opportunity to learn new skills, techniques or information in an interactive setting.

Annual Conference workshops:
- Will include a workshop for newcomers to institutional research; this workshop is traditionally presented by an experienced IR professional and includes a diversity of perspectives for those newcomers working at two-year, four-year, public and private institutions.
- Are typically held just prior to the start of the conference; workshops may be half-day or full-day and may be scheduled to start the day before and/or the day of the conference (depending upon the start time of the conference).
- Can be held in the conference hotel or a nearby institution's facilities, depending upon the circumstances surrounding the conference. Logistics to consider are the need for computer workstations, availability of nearby facilities, cost of arranging shuttle transportation, and the need for meals and refreshments. If workshops are held at a nearby institution, an on sight coordinator at the hotel should be arranged to ensure transportation needs are met.
- Should represent a broad range of IR functions and responsibilities and align with the six tracks identified and adopted by executive committee members.

Workshop planning responsibilities are:
- Soliciting and selecting proposals and presenters for conference workshops
- Submitting grant application to AIR for an IPEDS workshop (see AIR website for application guidelines and deadlines)
- Coordinating with local arrangements committee, as necessary, for off-campus facility, transportation, and refreshments logistics.
- Publicizing workshops to TAIR membership; writing newsletter articles and email messages as necessary
- Coordinating workshop evaluations with program committee member responsible for conference evaluation
- Coordinating workshop equipment needs with local arrangements committee and Member-at-Large for Technology

TECHNOLOGY

The Member-at-Large for Technology is an Ex-Officio member of the Program Committee.

Responsibilities are:
- Help local arrangements chair with acquisition of necessary equipment for a successful conference (e.g., projectors, internet access, etc.).
- Set up of A/V equipment at conference, including: workshops, concurrent sessions, and general sessions.
- Enhance the web presence of TAIR by proposing enhancements to the TAIR website and helping apply changes approved by the Executive Committee.
- Provide electronic communication to TAIR membership regarding critical issues, events and/or job announcements.
- Add new members to the listserv after the annual conference and throughout the year as requested
- Presenting in electronic format information pertinent to the annual TAIR Conference.
- Maintaining and updating TAIR Web Page.
- Updating Call for Participation and Call for Nominations forms.
- Coordinating the procurement and set up of presentation equipment for the conference workshops and concurrent sessions.
- Solicit loan of LCD projectors from executive/program committee members or others as necessary to ensure sufficient equipment for each meeting room.

EXECUTIVE COMMITTEE

(The Executive Committee consists of the President, Vice President, Secretary, Treasurer, Two Members-at-Large and the Immediate Past President)

The Executive Committee is responsible for:
- Setting the time and location of the next year's conference
- Selecting the Local Arrangements Chair for the next year's conference
- 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
- Setting up 'war room' – special room at conference hotel to carry out TAIR business throughout the four day conference period
- Making refund decisions (requests by the published deadline)

SECTION IV: TAIR Mailing Address

TAIR, through a Memorandum of Agreement with the North Texas Community College Consortium (NTCC), will use the following address. NTCC shall invoice TAIR for the cost of forwarding mail on a quarterly basis. In compensation for the use of the address below, TAIR agrees to provide complimentary annual membership for one designated individual from NTCC. Such designated individual shall be Jesse Jones.

The incoming TAIR President shall contact NTCC and provide his/her mailing address to ensure that TAIR mail is forwarded accordingly. The phone number at NTCC is (940) 565-4035.

Texas Association for Institutional Research (TAIR)
c/o North Texas Community College Consortium
1155 Union Circle #310800
Denton, TX 76203-5017

APPENDIX A: TAIR Constitution and Bylaws

Article I. Name

The name of the organization shall be the Texas Association for Institutional Research (TAIR).

Article II. Purposes

The purposes for which the Texas Association for Institutional Research is organized are exclusively educational within the meaning of the section 501 (c) (3) of the Internal Revenue Code of 1986 or the corresponding provisions of any subsequent Internal Revenue Law. The major purposes of this Association shall be to provide for: 1) fostering unity and cooperation among persons having interests and activities related to institutional research, planning, evaluation, policy analysis, and institutional effectiveness in Texas institutions of postsecondary education; 2) disseminating information and exchanging ideas on issues and concerns of common interest; and 3) continuing professional development of individuals engaged in institutional research, planning, evaluation, institutional effectiveness and policy analysis.

Article III. Membership and Voting

Section 1. Membership in the association and election to any office or appointment to any committee shall not be based on race, ethnic origin, sex, age, sexual orientation, or religious conviction.

Section 2.   Membership shall be limited to persons working at public, private and independent colleges and universities, career colleges and schools, and government agencies that are actively engaged in institutional research leading to improved understanding, planning, evaluation, policy analysis, institutional effectiveness and operation of higher education institutions. Graduate students engaged in the practice or study of institutional research are also eligible for membership.

Section 3.   There shall be the following categories of membership: professional membership, graduate student membership, and emeritus membership.

Section 4. Professional membership is the typical TAIR membership and belongs to one person. The membership is transportable and may also be reassigned if purchased by an employer. If a position vacancy occurs, both the original member of record and the replacement member designated by the employer shall maintain full TAIR membership privileges until the end of the current membership year.

Section 5. To be eligible for graduate student membership, a person must provide documentation to the Secretary that s/he is actively pursuing a graduate degree at a regionally accredited institution of higher education, is not employed full-time, and is actively engaged in the study or practice of institutional research. A graduate student is eligible to vote, but is not eligible to hold elected and/or appointed positions.

Section 6. To be eligible for emeritus membership, a person must (a) be retired and (b) have been an active member of the Association for a minimum of five years. To receive emeritus membership, a person who meets the two criteria must make it known to the Secretary, at least 30 days prior to an annual conference, that s/he has retired or will retire prior to the annual conference and wishes to be

considered for emeritus membership. The Secretary shall ensure that applicants for emeritus membership meet all requirements.   Prior to the annual business meeting, the Secretary shall present the names of all qualified applicants for emeritus membership to the Executive Committee for formal approval. Approval of emeritus membership entitles the emeritus member to have TAIR membership fees waived.

Section 7. Voting may take place at any time throughout the year by means of electronic ballot administered via the TAIR website or listserv or during the annual conference by means of a ballot approved by the TAIR Executive Committee. An absentee ballot shall be available on the TAIR website for members unable to vote in person during the annual conference. It shall be the responsibility of the Executive Committee to ensure the integrity of whatever voting processes are used.

Section 8. The right of a member to vote and all of his or her other rights and interests in the Association shall cease on the termination of his or her membership.

Section 9. To retain membership, a member must pay the registration fee for the annual conference or pay the annual membership fee.   In special cases specifically designated by the Executive Committee, and for emeritus members, the annual membership fee shall be waived.

Section 10. The annual TAIR conference marks the beginning of the membership year.

Article IV. Officers

Section 1. The officers of the Association shall consist of a President, a Vice President, a Secretary, a Treasurer, an Immediate Past President, and two Members- At-Large.

Section 2. President. The President shall: (a) preside over activities of the Executive Committee; (b) appoint and charge professional or emeritus members to positions and committees as specified in this Constitution or the Bylaws; (c) preside at the annual conference and business meeting; (d) formulate and implement policy; (e) serve as liaison to other associations and agencies or appoint professional or emeritus members to serve as liaison(s); (f) serve as an advisor to the Program Committee; and (g) perform any other duties necessary to assist the Association in achieving its purposes.

Section 3. Vice President/President-Elect. The Vice President/President-Elect shall: (a) serve on the Executive Committee; (b) chair the Program Committee and be responsible for the program and appointees for the program committee membership for the annual conference; (c) fulfill the duties of the President in his/her absence and in the event that the President cannot complete his/her term; and (d) perform other duties as assigned by the Executive Committee.

Section 4. Secretary. The Secretary shall: (a) serve on the Executive Committee; (b) maintain the official list of the Association's current members, their membership status, and other relevant member information on the TAIR database as directed by the Executive Committee; (c) ensure that membership benefits accrue to current members; (d) keep minutes of the annual business meeting and of Executive Committee meetings; (e) work with the Program Committee to print and distribute notices of the annual conference; (f) print and distribute copies of changes and amendments to the Constitution and Bylaws; (g) print and distribute minutes of the prior business meeting at the annual business meeting;

(h) serve as an ex-officio member of the Program Committee; and (i) perform other duties as assigned by the Executive Committee.

Section 5. Treasurer. The Treasurer shall: (a) serve on the Executive Committee; (b) collect annual registration and membership fees; (c) pay duly authorized expenses of the Association; (d) reconcile the financial records of the Association; (e) prepare the financial reports of the Association; (f) prepare an annual budget for consideration by the Executive Committee; (g) ensure that the annual tax exempt Federal Income Tax forms are completed and filed by August 15; (h) support the Secretary's efforts to maintain the official list of current members on the   TAIR   database   by   forwarding   relevant information   as   registration   and membership fees are paid; (i) serve as an ex-officio member of the Program Committee; and (j) fulfill other duties as assigned by the Executive Committee.

Section 6. Immediate Past President. The Immediate Past President shall: (a) serve on the Executive Committee; (b) chair the Nominating Committee; (c) chair the Awards Committee; (d) serve as an ex officio advisor to the Program Committee; and (e) fulfill other duties as assigned by the Executive Committee.

Section 7. Members-At-Large.   Two Members-At-Large will be elected for two- year terms. The Member-At-Large for Professional Development will have primary responsibility for overseeing professional development activities of the Association, including those at the Annual Meeting. The Member-At-Large for Technology will have primary responsibility for coordinating the Association's technical support, including the website, the listserv (TAIR-L), and activities requiring technological support at the Annual Meeting and professional development workshops.

Section 8. Terms of Officers.   The Vice President/President-Elect shall be elected for a three-year term, serving as Vice-President/President-Elect for the first year, serving as President for the second year, and serving as 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. The terms of office for the Members-At- Large will 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 conference during which his/her election was announced and shall remain in office until her/his term is fulfilled, until s/he resigns, or until s/he is removed from office.

Section 9. Transfer of Records. At the conclusion of any officer's service in their office, all records shall be transferred to the incoming officer within 90 days.

Article V. Executive Committee

Section 1. The Executive Committee shall be composed of the officers designated in Article IV.

Section 2. The Executive Committee shall: (a) conduct the general affairs of the Association between its annual conferences; (b) conduct the annual conferences of the Association (c) establish and announce the time and location of future annual conferences in such a manner as to protect the best interests of the association and its membership; (d) function as a budget committee; (e) 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; (f) fill vacancies, unless otherwise provided for in the Constitution; and (g) establish the membership fee structure.

Section 3. Compensation to members of the Executive Committee shall be limited to: (a) waiver of the conference registration fee for the annual meeting, not to include membership fee, workshops or special event; and (b) reimbursement of up to $100 for each Executive/Program Committee meeting, to be applied to travel and/or lodging. If mileage is to be reimbursed, it will be reimbursed at the federal rate.

Section 4. Members of the Executive Committee shall not be personally liable for the debts, liabilities, or other obligations of the Association.

Section 5. Only the Executive Committee is authorized to approve any contract on behalf of the Association and only the President is authorized to sign any such contract.

Article VI. Election

Section 1. Eligibility for Election. Only professional members shall be eligible to become officers.

Section 2. Consent to Election.   Only those persons who have signified to the Nominating Committee their consent to serve if elected shall be nominated for or elected to such office.

Section 3. Multiple Offices. No person shall be on the ballot for more than one office in the same year.

Section 4. Vacancies.   The Executive Committee shall have the authority to fill a vacancy by appointing a professional member to fill an unexpired term of office. If the elected President resigns, the Vice President completes the year as President and is also the President the following year as specified in Article IV, Section 3. In such an instance or if the Vice President's position should become vacant for other reasons, the Executive Committee may appoint a person to complete the term of the Vice President.   A person appointed as Vice President will not automatically succeed to the office of President but is eligible to become a candidate for the President's position. Whenever a Vice President resigns and the position is filled by appointment, both the President and Vice President must be elected the following year. Persons appointed to the position of Secretary or Treasurer or Member at Large Positions will complete the two-year term of office and will be eligible to succeed themselves and serve a full elective term of office as provided in the Constitution.

Section 5. Removal from Office. Should an elected officer or committee member fail to fulfill her/his responsibilities as defined in the constitution or in the bylaws, that person may be removed from office by vote of the Executive Committee. Prior to such a vote, the person who is the object of the vote shall be notified via certified mail of the Executive Committee's intention to take such a vote.   In addition, immediate notice must be given to the membership prior to such a vote. The person who is the object of the vote has a right to respond in writing within 14 days of receipt of the certified notice.   The Executive Committee may take its vote upon receipt of the response or 14 days after the notice was delivered to the person who is the object of the vote. Immediately prior to the vote, members of the Executive Committee shall discuss all relevant information related to the vote. If two-thirds of the Executive Committee votes in favor of removal, the person who is the object of the vote is immediately removed from office. The person who was removed should be immediately notified of that fact by certified mail and the membership should be immediately informed.   The vacancy shall be expeditiously filled in a manner consistent with Article VI, Section 4.

Section 6. Succession. Officers cannot succeed themselves in the same office except as noted in Article IV, Section 3 and Article VI, Section 4.

Section 7. Election of Officers. All officers shall be elected at or before the annual conference from a slate of two or more candidates provided by the Nominating Committee.

Section 8. Tie Votes. A majority vote of the Executive Committee shall resolve tie votes in the election of officers.

Article VII. Dissolution

In the event of a dissolution, all assets of the Association shall be distributed to an organization or organizations with the same or similar purposes that qualify for exempt status as described in section 501 (c) (3) of the Internal Revenue Code of 1986 or corresponding sections of any prior or subsequent Internal Revenue Code, or to the Federal, State, or Local government for exclusive public service.

Article VIII. Constitutional Amendments

Section 1. This Constitution may be amended at the annual business meeting.

Section 2. Proposed amendments to this Constitution: (a) must be submitted to the Secretary by a professional member of this Association in writing at least sixty (60) days prior to the vote, or (b) may originate through actions of the Executive Committee.

Section 3. Proposed amendments, initiated in accordance with Article VIII, Section 2, shall be circulated at least thirty (30) days prior to a vote. Such amendments shall also be distributed at the annual business meeting.

Section 4. Changes to this Constitution must be approved by two-thirds of voting members. Changes shall become effective immediately after approval or as stated in the changes.

Article IX. Bylaws

Section 1. The Association shall adopt Bylaws consistent with this Constitution as required for the conduct of its affairs.

Section 2. Proposed changes in the Bylaws: (a) must be submitted to the Secretary by a regular member of this Association in writing at least sixty (60) days prior to a vote, or (b) may originate through actions in the Executive Committee.

Section 3. Proposed Bylaws initiated in accordance with Article IX, Section 2 shall be circulated at least thirty (30) days prior to a vote and distributed at the annual business meeting by the Secretary.

Section 4.   Changes in the Bylaws must be approved by a majority of voting members present at the annual business meeting. Changes shall become effective immediately after approval or as stated in the changes.

Bylaws

Section 1.   Annual Conference.

The annual conference of the Association shall be held each year at a site and date determined by the Executive Committee and announced at the annual business meeting. The annual business meeting shall be held in conjunction with the annual conference.

Section 2. Calendar.

The fiscal year of the Association shall begin April 1.

Section 3. Fees.

(a) Fees shall be assessed according to the categories of membership as described in Article III, Section 2, of the Constitution.

(b) A registration fee shall be assessed to all who register for the annual conference each year, except as described in Article V. Section 3 of the Constitution. This fee shall include an annual membership fee.

(c) A membership fee will be assessed to anyone who does not pay the registration fee but wishes to be a member of the Association. In special cases specifically designated by the Executive Committee and for emeritus members, the annual membership fee shall be waived.

(d) The fee structure shall be established by the Executive Committee.

Section 4. Affiliations.

TAIR shall maintain affiliations with other state, regional, national, and international organizations that share common interests to the mutual benefit of all parties.

Section 5. Expenditures of Financial Resources.

The expenditure of the Association's financial resources shall further the purposes of the Association as specified in Article II of the constitution.

Section 6. Committees and Appointments.

(a) Appointment to positions and committees is restricted to members of the Association.

(b) Nominating Committee. There shall be a Nominating Committee consisting of the immediate Past President, who shall serve as the Chair, and four (4) members elected by the membership. The term of each member of the Nominating Committee shall be one (1) year or until a successor takes office. After considering candidates from all types of institutions of postsecondary education in Texas, the Nominating Committee shall prepare and report to the Executive Committee for transmission to the membership, a slate of eight candidates for the Nominating Committee and two candidates for each of the Executive Committee positions for which an election is to be held.

(c) Program Committee. A Program Committee shall be appointed by the Vice President/President-Elect in consultation with the President for each annual conference.   The Vice President/ President-Elect shall chair the Committee. The Treasurer and the Secretary shall be ex officio members. The President and the Immediate Past President shall serve as ex officio advisors. Other members of the Program Committee shall be appointed by the Vice President/President-Elect.

(d) Financial Review Committee.   Each year, the President shall appoint a Financial Review Committee within 60 days of the annual business meeting. The Financial Review Committee shall audit the Treasurer's books for the current fiscal year, ending March 31, following the business meeting. In auditing the Association's finances, the Financial Review Committee shall reconcile the Association's financial records with bank account(s), ensure that all financial transactions were consistent with Association policy and procedure, ensure that financial expenditures were consistent with the Association's purposes, assess the Association's financial condition, and make recommendations that address any problems or that would result in improvements in the management or use of the Association's financial resources. The chair of the Financial Review Committee shall report the Committee's findings at the next annual business meeting.

(e) Awards Committee.   Each year, the Immediate Past President shall appoint an Awards Committee. The Awards Committee shall be chaired by the Immediate Past President.   The Awards Committee shall (1) solicit from the membership the names of candidates to receive the TAIR Outstanding Service Award, evaluate the candidates based on criteria specified in Section 7 of the bylaws, and recommend candidates to receive the award to the Executive Committee (which, in turn, makes the final decisions); (2) evaluate nominations for the TAIR Best Presentation Award based on the criteria specified in Section 7 of the Bylaws and select the winner of the TAIR Best Presentation Award; and (3) evaluate nominations for the TAIR Outstanding Professional Practice Award(s) based on criteria approved by the Executive Committee and select the winner of the TAIR Outstanding Professional Practice Award(s).

(f) Professional Development Committee. Each year, the Member-At-Large for Professional Development will appoint a Professional Development Committee. This committee shall consist of the Member-At-Large for Professional Development and at least four additional members. The Committee should be broadly representative of Texas higher education in terms of geographical regions and educational sector (e.g., public/private/agencies, two-year/four-year, etc.).   Based on the needs of TAIR members, the Committee shall be responsible for organizing and delivering professional development activities at the annual conference and throughout the course of the year.

(g) TAIR Newsletter Editor. Each year, the President shall appoint a TAIR Newsletter Editor who shall in collaboration with the TAIR Webmaster ensure that the TAIR Newsletters are published on the TAIR website according to a schedule approved by the Executive Committee.

(h) Webmaster.   Each year, the Member-At-Large for Technology shall appoint a Webmaster in consultation with the TAIR President. The Webmaster shall maintain and develop the TAIR Web site on the World Wide Web. The TAIR Web site is an official communication vehicle of the Association and provides a critical link among the Executive and Program Committees and the membership. Thus, the Webmaster shall coordinate closely with the Executive Committee and the Program Committee to keep the membership abreast of important issues, professional development opportunities, and conference plans. TAIR event publicity, registration forms, and proceedings (e.g. papers and meeting minutes) should be published on the TAIR website.

(i) TAIR-L Manager.   Each year, the Member-At-Large for Technology shall appoint a TAIR-L Manager. TAIR-L (the TAIR listserv) is one of the official communication vehicles of the Association, provides a critical link among the Executive and Program Committees and the membership, and provides a useful link among members when they seek professional information and advice from peers. The TAIR-L Manager shall maintain and develop TAIR's listserv as an open channel of communication among all members.

(j) TAIR Historian.   Each year, the President shall appoint a TAIR Historian. This person shall be responsible for collecting and preserving the Association's permanent and historical records. Within parameters defined by the Executive Committee and in collaboration with the Member-at-Large for Technology, this person shall maintain a TAIR history page on the TAIR Web site.

(k) AIR Liaison. Each year, the President shall serve as or appoint an AIR Liaison. This should be a person who is willing and able to attend each AIR Forum and able to represent TAIR at appropriate AIR functions.   The AIR Liaison's primary responsibility is to serve as a bridge between AIR and TAIR throughout the year, communicating pertinent information and issues to the TAIR Executive Committee and the TAIR membership.   In the absence of the President at the AIR Forum, the AIR Liaison is responsible to make arrangements for and conduct the TAIR Special Interest Group (SIG) meeting and other TAIR activities at the AIR Forum.

(l) Data Advisory Committee. There shall be a Data Advisory Committee (DAC) consisting of nine (9) members, including the chair, appointed by the President, chosen from the active membership. These nine members will be representative of public, independent colleges and universities, technical colleges, and community colleges. Resignations will be replaced by appointment by the TAIR President. The purpose of the Data Advisory Committee is to:

(1) identify important issues related to the collection and use of higher education data, inform the Executive Committee and the members of TAIR;

(2) inform the Executive Committee and the members of TAIR about issues related to the collection and use of higher education data;

(3) take action, with the concurrence of the Executive Committee, to provide the Association perspective about issues related to higher education data;

(4) work as a liaison with other agencies and associations on higher education data-related projects.

Section 7. Awards.

(a) TAIR Outstanding Service Award. The TAIR Outstanding Service Award shall be presented to members who have 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 following criteria. The candidate has:

(1) been a member of the TAIR Executive Committee, served on Program Committees, been appointed by the President to serve on committees or in positions of responsibility consistent with those in Section 6 of the Bylaws;

(2) presented contributed sessions at TAIR conferences;

(3) organized, offered, or acted as a primary presenter in workshops or panels at TAIR conferences;

(4) contributed in some other specific and significant ways that have advanced the purposes of TAIR.

(b) TAIR Best Presentation Award.   For any given annual conference the TAIR Best Presentation Award shall be given during the annual business meeting at the subsequent annual conference. The award shall be given to the presenter(s) whose concurrent session best exemplified a significant contribution to the theory or results of institutional research, planning, evaluation, policy analysis, or institutional effectiveness related to higher education in Texas.   Members of the Awards Committee and the Executive Committee are ineligible for this award.   Awards Committee members must recuse themselves from judging or influencing award decisions associated with presentations made by presenter(s) who pose any potential conflict of interest.   To the extent possible, the Awards Committee should conduct blind reviews of the nominated presentations. To be nominated, a presenter must submit either a hard or electronic copy of her/his presentation to the Program Committee Chair within 14 days of the end of the annual conference. The Awards Committee is responsible for establishing its own processes and specific criteria for selecting the winning presentation. As an incentive for the presenter(s) to reprise the presentation at the subsequent AIR Forum, TAIR pays the basic AIR Forum registration fee for the presenter(s). If the presentation is made by more than one person, the registration fee payment MAY be divided among the presenters.

(c) TAIR Outstanding Professional Practice Award(s). At least ninety (90) days prior to each annual conference, the Awards Committee shall invite nominations from the membership for the TAIR Outstanding Professional Practice Award(s) (OPPA) and shall disseminate the Committee's categories, criteria, and deadlines for evaluating the submissions. Submissions shall be sent to the Committee Chair by the specified deadline and, depending on the categories established by the Awards Committee, may include reports, fact books, charts, instrumentation, methodologies, etc. in hard or electronic formats. Committee members shall review the nominated submissions based on their predetermined categories and criteria. After the Committee makes its decision(s), the award-winning submissions as well as all other submissions shall be made available to TAIR members for review at the resource fair. Awards Committee members must recuse themselves from judging or influencing award decisions associated with any potential conflict of interest. The TAIR OPPA(s) shall be presented for each designated category during the annual business meeting.

Section 8. Vendors and Sponsors.

For-profit entities engaged in providing goods and services to TAIR member institutions can participate in TAIR activities as a vendor/sponsor but will not be eligible to vote, hold elected office or participate in appointed committees. Vendors can participate in the resource fair by paying the required fees. Vendors can partner with a TAIR member institution in submitting proposals for workshops, round tables and concurrent session presentations.

Section 9. Sponsorship of Graduate Assistant.

The Executive Committee may elect to sponsor a graduate assistant by providing membership fees and travel expense reimbursement for the annual conference. Such sponsorship is at the discretion of the Executive Committee with due consideration of the financial status of the organization in any given year. A sponsored graduate assistant may be utilized to support conference planning activities, Data Advisory Committee projects, or any other initiatives deemed appropriate by the Executive Committee.

Last amended: February 20, 2014

APPENDIX B: TAIR Newsletter Content

Listed below are suggested content items for the newsletter:

First issue (released around June 1). Includes:
- Call for Participation form for upcoming TAIR conference;
- A letter from the President,
- A letter from the Vice President/Program Chair,
- An article highlighting the most recent conference,
- Committee assignments and other appointments made
- Announcement of TAIR Best Paper Award from previous conference;
- Other items:
- Information about the Summer Workshop
- 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.
- Updates from various committees, as needed

Second issue (released in November). Includes:
- Letter from President
- Letter from Vice President /Program Chair
- TAIR workshops
- Update on summer workshops
- Workshop list for conference
- Articles promoting the upcoming conference; include message about absentee voting option.
- Announcement of the nominees for Vice President/President Elect, Member-at-Large, and either Treasurer or Secretary positions (if ready)
- Travel Grants information
- Updates from various committees, as needed
- Information about upcoming conference:
- conference fees;
- reservation and cancellation policy;
- emeritus, graduate student registration policy;
- Sponsor fair;
- Special event
- Requests for proposals to host future conferences; and
- Information on the Outstanding Service Award.
- Call for session coordinators

APPENDIX C: Sponsor Fair Prospectus/Matrix

TAIR 36th Annual Conference Resource Fair—Thursday, February 20, 2014
8:30 am – 4:30 pm
Sponsor Prospectus

The Texas Association for Institutional Research (TAIR) invites you to participate in its annual conference offering vendors many excellent opportunities to promote their products and services. For the Platinum and Gold levels, note that there are only 4 Sponsor Track Concurrent Sessions. Platinum vendors who commit before November 30th will have first choice of times; after that date, sessions will be available on a first-come, first-served basis. Register online at http://www.regonline.com/TAIRSponsor.

Platinum level - $3,000 (2 opportunities)
- Includes basic level benefits, plus:
- Recognition as a sponsor of one TAIR Special Event: ("Your Company – Special Event") or ("Your Company –Meet, Munch, and Mingle)
- Extra display table
- Full-page advertisement in TAIR Conference Brochure
- Email addresses of all conference attendees (pre-conference 1 week prior to conference upon receipt of sponsorship payment)
- Large "Platinum Sponsor" sign for display table
- Access to the Demo Theater at the Resource Fair*, with first or second pick of time slots
- Sponsor Track Concurrent Session (With or Without TAIR Member)
- Two additional tickets to February 20 Luncheon
- Verbal recognition by TAIR President throughout conference.
- Up to four tickets to Special Event (limited to company employees at the conference)

Gold level - $2,500 (4 opportunities)
- Includes basic level benefits, plus:
- Recognition as a sponsor of one luncheon or breakfast: ("Your Company - Breakfast" or "Your Company - Luncheon")
- Extra display table
- Full-page advertisement in TAIR Conference Brochure
- Email addresses of all conference attendees (pre-conference 1 week prior to conference upon receipt of sponsorship payment)
- Large "Gold Sponsor" sign for display table
- Access to the Demo Theater at the Resource Fair*
- Sponsor Track Concurrent Session (With or Without TAIR Member)
- Two additional tickets to February 20 Luncheon
- Verbal recognition by TAIR President throughout conference.
- Up to three tickets to Special Event (limited to company employees at the conference)

Silver level - $1,500
- Includes basic level benefits, plus:
- Half-page advertisement in TAIR Conference Brochure
- Email addresses of all conference attendees (pre-conference 1 week prior to conference upon receipt of sponsorship payment)
- "Silver Sponsor" sign for display table

- Access to the Demo Theater at the Resource Fair*
- Two additional tickets to February 20 luncheon
- Verbal recognition at February 20 luncheon
- Up to two tickets to Special Event (limited to company employees at the conference)

Bronze level - $900
- Includes basic level benefits, plus:
- Quarter-page advertisement in TAIR Conference Brochure
- "Bronze Sponsor" sign for display table
- One additional ticket to February 20 Luncheon
- Verbal recognition at February 20 Luncheon

Basic Level - $400
- Fully dedicated exhibit area with display table
- Attend TAIR 2014 Conference Concurrent Sessions
- Hyperlink on Conference webpage
- One ticket to February 20 Luncheon
- One 8-1/2 x 11" brochure about your product(s) in our Conference Packets

Additional Opportunities
- Branded conference bags
- Branded name badge holders & lanyards
- Branded water bottles
- Branded lunch bags

These are a great way to get your company's name out to many colleges and universities for a low cost. See http://www.bagmasters.com/Promotional/** for one source for these items.   For any of these opportunities, vendors will be expected to provide 250 items, shipped to the conference hotel no more than one week before the beginning of the conference.

Travel Grants - $300 each
For $300 each, you may sponsor travel grants for institutional researchers throughout the state who may not have the budgeted funds to attend the TAIR conference
Travel Grant sponsors will be noted in the TAIR Conference Brochure and announced at the conference

Other options:
_____ Additional display tables - $55 each
_____ Additional lunch tickets - $25 each
_____Special Event tickets -$40 each
_____Extension cord or power strip –No Charge

For questions, please contact:
Phil Rhodes, 2014 TAIR Resource Fair Chair prhodes@hbu.edu (preferred) 281-649-3417

*Vendors must provide their own computer and projector for the Demo Theater. TAIR will provide all other items (stand, microphone, screen).

** The Texas Association for Institutional Research does not specifically recommend or endorse this source. It is provided as an example only.

APPENDIX D: General Session Speaker Correspondence Example

Letter of Invitation – General Session Speaker

Dear <Dr. X>,

I am writing to formally invite you, on behalf of the Texas Association for Institutional Research (TAIR), to be a general session speaker at the 2014 TAIR Conference.

The theme of this conference is <theme>. The conference will be held at <hotel and city> from <February X to X, 2014>.

As a general session speaker we offer you the opportunity to address our general membership on <Wednesday, February 13th from approximately 12:00 p.m. until 1:45 p.m.>. This general session will be inclusive of lunch.

We are anticipating approximately 150 to 175 participants from across the state of Texas.

Hoping that you will be able to join us, I look forward to your response.

Sincerely,

<Insert your name here>
TAIR Program Committee

Cc: <TAIR President>   <TAIR Vice President>

APPENDIX E: Travel Grant Application and Correspondence

TAIR Travel Grants

Purpose: To assist with expenses (hotel, airfare, and/or mileage) incurred while attending the annual TAIR conference. The funding is to provide for professional development among institutional research professionals that work in institutions and organizations located in Texas. The Travel Grant can NOT be used to cover the registration or membership fee.

Amount of Grants: $300.00 per grant, limit 1 grant per person.

Eligibility: Travel Grants are available to both active members and newcomers (individuals who will become new members of TAIR at the 2014 conference). Members of the TAIR Executive Committee are not eligible for travel grants during their term. Travel grants are not transferable.

Deadline: December 15, 2013

Details about the application procedure, including the deadline for receipt of applications, will be published in the newsletter and the website each year.

Application Materials and Considerations: To be considered for the award, application materials must be submitted to the Past President or designee. The deadline will be announced in the TAIR Newsletter. The following items must be submitted:
   a. applicant's name and institution/organization of employment;
   b. a brief resume/curriculum vita;
   c. a statement of how receiving the grant will contribute to professional development, particularly with regard to future activity in TAIR;
   d. a statement describing financial need and the financial support available from his/her institution and other possible sources.

Criteria for Awarding of Grants: Recommendations by the Immediate Past President will be based on information submitted in the application materials. Applications from individuals who have not received a travel grant from TAIR within the past three years will receive priority. Only one travel grant will be awarded to an institution in a single year.

Notification: Those selected to receive the travel grant will be contacted by the Immediate Past President prior to the Conference to let them know they are a recipient of the grant.

Procedure for recipients: Travel Grant Recipients must register for the conference using the online registration process. The Travel Grant recipient must pay all conference charges up front, and will turn in receipts to the TAIR Treasurer to be reimbursed up to the amount of the
travel grant ($300) for hotel, airfare, and/or mileage calculated at the state rate. The Travel Grant can NOT be used to cover the registration or membership fee.

TAIR Travel Grant Application

1. APPLICANT INFORMATION
        Applicant Name: _____
        Work Title: _____
        Work Address: _____
        Phone Number: _____
        FAX Number: _____
        E-mail Address: _____

2. ACADEMIC QUALIFICATIONS
Attach a brief resume/curriculum vita.

3. STATEMENT OF WHY GRANT IS NEEDED
Explain how receiving the grant will contribute to professional development, particularly with regard to future activity in TAIR

4. STATEMENT OF FINANCIAL NEED
Explain your financial need and the support available from the institution.

DEADLINE FOR SUBMISSION: DECEMBER 15, 2013

Submit your form to: Carol Tucker
TuckerCa@uhd.edu
1 Main Street, Suite S;629
Houston, TX 77002
Phone: (713) 221-8269

TAIR Travel Grant Award Letter

Dear   ,

I look forward to seeing you soon in Addison at the TAIR 2014 Conference, and I am pleased to announce that you are the recipient of one of the TAIR $300 travel grants. The following guidelines explain what the grant may be used for and how to receive the $300.

Purpose: To assist with expenses (hotel, airfare, and/or mileage) incurred while attending the annual TAIR conference. The funding is to provide for professional development among institutional research professionals that work in institutions and organizations located in Texas. The Travel Grant can NOT be used to cover the registration or membership fee.
Amount of Grants: $300.00 per grant, limit 1 grant per person.
Procedure for recipients: Travel Grant Recipients must register for the conference using the online registration process. The Travel Grant recipient must pay all conference charges up front, and will turn in receipts to the TAIR Treasurer Tracy Stegmair (tstegmair@mail.twu.edu) to be reimbursed up to the amount of the travel grant ($300) for hotel, airfare, and/or mileage calculated at the state rate. The Travel Grant can NOT be used to cover the registration or membership fee.

Sincerely yours,

Carol Tucker, Immediate Past President
Texas Association for Institutional Research

APPENDIX F: Member-at-Large for Technology Responsibilities & Timeline

Timeline

February-March
- The "TAIR Year" begins at the end of the conference.
- Attend Executive Committee on last conference day after conference is adjourned.   If newly elected, accept TAIR property and website(s) administrator permissions/passwords.
- Purge previous year's listserv membership database and upload current year paid members emails to the listserv database.
- Update the "Officers" section of the website. Secretary will provide names and contact information for new officers.
- Create conference webpage for the upcoming conference.
- Update "Publications" section of the TAIR website (specifically, the link to conference presentations) and create new conference presentations page to post collected presenter's documents to the web.
- Update link on TAIR homepage for "Election Results & Awards" and upload the document identifying the results and awards, provided by the Past President, as a pdf to the appropriate web folder.
- Update the link on the TAIR homepage to point to the upcoming conference webpage.
- Update this document as necessary.

April
- A two day site visit will be conducted at the hotel of the upcoming conference. There will be an Executive committee meeting on the first day and a meeting of the Conference Program Committee the second day.
- Report to the EC on issues regarding the TAIR website, listserv, file sharing (Dropbox), registration site, and technology budget (fees for website hosting, registration hosting).
- Contribute to the deliberations of the Program Committee as they relate to technology requirements for the upcoming conference.
- Tour ballroom and session rooms with hotel representative and establish TAIR/hotel audio-visual coordination, responsibilities, contacts, and estimated costs.
- Determine if hotel will create a dedicated TAIR room reservation portal for membership. Create link on the "hotelinfo.php" page if portal is provided.

May-June-July
- Development of summer newsletter and summer workshops.
- Review drafts of summer newsletter and upload final copy as pdf to appropriate web folder. Update newsletter links on TAIR homepage and "Publications" page.
- Coordinate development of summer workshops registration website with registration website contractor.
- Update the summer workshop registration site link on the on the TAIR homepage.
- Weekly, download registration reports from registration site host and provide copies to the Member-at-Large for Professional Development and Dropbox folder.
- Activate links "Call for Participation" and "Call for Nominations" on the conference webpage.

- Update HTML code on "callfornom.html" webpage/form to reflect the positions up for election for the current year.

August-September
- Summer workshops will be conducted in early August. Executive Committee and Program Committee will meet on a date to be determined sometime in August.
- Report to the EC on issues regarding the TAIR website, listserv, file sharing (Dropbox), registration site, and technology budget (fees for website hosting, registration hosting).
- Contribute to the deliberations of the Program Committee as they relate to technology requirements for the upcoming conference.
- Weekly, download reports from phpMyAdmin in csv format on current conference presentation submissions and nominations for TAIR office.
- Update conference main page and associated linked pages as details are provided. Anticipated updates; sponsor forms and information, airport shuttle information, registration dates and cutoffs, etc.

October-November-December
- Expect an Executive Committee meeting and a Program Committee meeting conducted through a conference call or web conferencing interface.
- Review drafts of summer newsletter and upload final copy as pdf to appropriate web folder. Update newsletter links on TAIR homepage and "Publications" page.
- Coordinate development of Conference registration website with registration website contractor.
- Update conference main page and associated linked pages as details are provided. Anticipated updates; link to registration site, changing deadline dates on registration site.
- Weekly, download registration reports from registration site host and provide copies to the EC and Dropbox folder.

January-February
- Six to seven weeks until conference. Anticipate possible need for EC conference call. Review of draft conference documents.
- Update conference main page and associated linked pages as details are provided. Anticipated updates; changing deadline dates on registration site.
- Weekly, download registration reports from registration site host and provide copies to the EC and Dropbox folder.
- Upload as pdf, Conference Schedule, Pre-conference workshops, concurrent sessions outlines, brochure, etc. to the appropriate folders. Update links on conference page and hotel info page.
- Send out request to membership to borrow projectors

During Conference
Pre-Conference, on-site:
- Inspect pre-conference workshop facilities, set up projectors and cordage as necessary.
- Inspect pre-conference workshop facilities, set up projectors and cordage as necessary.
- Test Internet connectivity in session rooms.
- Assist in putting together conference materials/bags.
- Test ballroom audio/visual systems, test Internet connectivity.
- Attend Program Committee Dinner.

Conference, onsite:
- Meet with General Session speakers and load presentations. Test presentation software and microphones.
- Collect presentations for posting on website (posted on "Publications" page).
- Assist presenters in setting up A/V.
- Participate in post-conference Executive Committee meeting.

Listserv
- Purge listserv membership during conference and upload emails of active membership from conference registration data set.
- Verify and add approve listserv request throughout the year.
- Approve listserv posting from non-members throughout the year.

APPENDIX G: Donation Letter Template

Dear TAIR Friends,

The Texas Association for Institutional Research (TAIR) will be holding its 35th annual conference on February 11-13, 2013 in Galveston, Texas.

This conference is a time when nearly 200 researchers from colleges and universities from all over the state gather to share best practices and learn new skills to better serve their institutions.

During this time, TAIR gives away door prizes containing donated items. We request donations for these door prizes to be given away during our annual conference.

Your donations will be greatly appreciated and enjoyed.

Appreciatively,
Carol M. Tucker

TAIR President 2012-2013

We can also solicit donations from other organizations, here are links to professional sports teams sites to ask for donations:

Houston
Astros http://houston.astros.mlb.com/hou/community/donations.jsp
Dynamo: http://www.houstondynamo.com/donationrequestform
Texans: http://www.houstontexans.com/community/houston-texans-foundation/donations.html
Rockets: http://www.nba.com/rockets/community/donations

Dallas
Mavericks - http://www.nba.com/mavericks/community/donation_request_guidelines.html
Rangers - http://texas.rangers.mlb.com/tex/community/fundraising.jsp
Cowboys - http://www.dallascowboys.com/community/donation-requests.html
FC Dallas - http://www.fcdallas.com/community/donation-request-form
Stars - http://stars.nhl.com/club/page.htm?id=83307

San Antonio
Rampage - http://www.nba.com/spurs/community/donation.html
Spurs - http://www.nba.com/spurs/community/donation.html
Silver Stars (WNBA) -http://www.wnba.com/silverstars/community/donations_appearances.html

Way to search: Team name + donations

APPENDIX H: Past Presidents Breakfast templates

Past Presidents breakfast (those who ARE registered)
Subject: TAIR Past Presidents Breakfast

I want to invite you to attend the Past President's Breakfast on Tuesday, February 12, 2013 at 8:30 am – 9:15 am in the Monarch Dining Room at Moody Gardens Hotel.   The Dining room is in the Terrace Restaurant, on the lobby level.
I hope to take this time to get your suggestions and recommendations and to ask for your insight on a few items currently in discussion with the TAIR Executive Committee.
I hope you can join us.
In case you need to contact me at the conference, here is my cell number 713-254-0094.
Sincerely,
Carol Tucker,TAIR President, 2012-2013
 ~~~~~~
Emeritus member and Past President, not registered (note: whether or not to waive reg fee is an EC decision)
Subject: TAIR Conference and Past Presidents Breakfast

We have you listed as an Emeritus member of TAIR and wanted to see if you would be joining us for the TAIR conference – the 35th!
If you plan to attend, please complete the registration form located here: http://www.texas-air.org/conference/2013/   Completing the form will allow us to capture all information necessary for planning, including your t-shirt size.

As per the TAIR by-laws, we can waive your $25 membership fee and have decided that we will waive your registration fee this year if you choose to attend.   Please note that we may not be able to waive your registration each year, but would like to do so as we celebrate TAIR's coral anniversary.   If you plan to attend the special event (Mardi Gras parade and dinner) we will need to have you pay for it ($35) to help us to cover expenses.   You know better than most that TAIR runs on a limited budget.
I want to also invite you to attend the Past President's Breakfast on Tuesday, February 12, 2013 at 8:30 am – 9:15 am in the Monarch Dining Room at Moody Gardens Hotel.   The Dining room is in the Terrace Restaurant, on the lobby level.
I hope to take this time to get your suggestions and recommendations and to ask for your insight on a few items currently in discussion with the TAIR Executive Committee.
I hope you can join us.
In case you need to contact me at the conference, here is my cell number 713-254-0094.
Sincerely,
Carol Tucker, TAIR President, 2012-2013

APPENDIX I: Basic CONFERENCE Budget

Revenue	Final Amount
Early Registration with Membership	$24,106.25
Late Registration with Membership	$1,068.75
Membership Only	$855.00
Registration with Membership	$12,920.00
Special Event	$4,555.25
Sponsor	$14,850.00
Workshops	$7,077.50
Total Revenue	$65,432.75

Expenses	Final Amount
Audio Visual	$4,212.00
Brochure	$1,238.90
Decor	$882.61
Food & Setup	$38,974.10
General Session Speakers	$4,130.20
Plaques	$474.00
Special Event	$8,520.37
Travel Grants	$1,800.00
Workshops	$2,218.55
Other	$2,239.56
Total Expenses	$64,690.29

Based on TAIR 2013 (Galveston)

APPENDIX J: Items to include in program bags

In packets: (number is dependent on the number registered) TAIR contents that must be included:
Mini-program
- Brochure (tri-fold)
- Regular Program Brochure
- Conference Attendees List
- Sponsor Fair participant list
- Sponsor Fair sponsor flyers
- Errata sheet, if needed
- Minutes of last Business Meeting (could be brought to business meeting instead)
- Business Meeting Agenda (could be brought to business meeting instead)
- Treasurer's Report (could be brought to business meeting instead)

Other possible items:
- Ballots – may instead be passed out/available at tables
- Folder, Tablet, Pencil
- Note about general conference evaluation on the web
- Things to do in (Conference City)
- How to get around in (conference city)
- Next year's TAIR conference location/items from their chamber of commerce