



Admissions and Registration Council (ARC) Executive Board Duties

Executive Board Members – President, Past President, President Elect, Secretary, Treasurer, Historian

- Work with membership to plan for the following year's conference dates and locations
- Contribute to Executive Board decisions
- Review minutes of each meeting prior to sending to membership and website

President – One Year Term

- Chair ARC Executive Board and ARC meetings
- Create and coordinate meeting agendas for fall, winter and spring meetings
- ARC liaison with SBCTC and WSAC
- Facilitate ARC work plan/goals with WSSSC
- Coordinate with Student Services Commission (WSSSC) liaison (eg. college attendance, ARC requests, etc.)

Past President – One Year Term

- Mentor the President with ARC policies and procedures
- Recruit new incoming Executive Board members
- Maintain membership list
- ARC liaison with four-year institutions

President Elect – One Year Term

- Facilitate question box as noted on agenda for quarterly meetings
- Arrange for warm-up/ice breaker for quarterly meetings
- Responsible for host college gratuity gift (~\$25.00 each quarter) and honors plaque for President
- Assist Student Services Commission (WSSSC) liaison with quarterly reports for WSSSC

Secretary – Two Year Term

- Transcribe minutes for meetings (general and Executive Board)
- Provide general meeting minutes to Executive Board for review prior to publication
- Coordinate with Treasurer to include Treasurer's report in meeting minutes
- Send general meeting minutes (including Treasurer's report) to the SBCTC Student Services Administrative Assistant for publication on the ARC Minutes and Handouts page
- Send Executive Board meeting minutes to Executive Board members for reference (not published)

Treasurer – Two Year Term

- ARC liaison with host colleges for meeting coordination (refer to planning sheet; eg. catering, hotel, etc.)
- Maintain online meeting registration and send out meeting information to membership
- Provide conference sign-in sheets and name tags
- Monitor budget and provide quarterly reports to membership (report expenditures and incoming amounts)
- Send quarterly Treasurer's report to Secretary to be included with minutes
- Provide college attendance list after each meeting to ARC President

Historian – Appointed by President

- Welcome and invite new members to brown bag lunch
- Provide Historian's report
- Parliamentarian resource when there are voting questions
- Responsible for gifts and honors for retirees and other honorable mentions