



COMMITTEE DESCRIPTIONS

Administrator of the Year: This committee is responsible for creating a RCAEOP Administrator of the Year Nomination Form, disseminating the nomination forms, establishing the judging criteria, selecting judges, and compiling the results to determine a winner.

Bylaws: This committee is responsible for reviewing the Bylaws and recommending any changes necessary to insure the activities of the Association.

Community Service: This committee is charged with researching and suggesting various community service projects. The members of this committee will plan and implement opportunities for members to participate in community service projects.

Fundraising: All fundraising activities of the RCAEOP are the responsibility of this committee. The committee researches fundraising ideas, and plans and schedules these events to generate funds needed.

Membership/Recruitment: This committee is responsible for working with the Membership Recorder to update, print, and disseminate the RCAEOP Membership Application, and for recruiting new members.

Newsletter/Public Relations: This committee is charged with promoting the events and activities of RCAEOP by notifying RCAEOP members, school and district officials, local news media, and community organizations. This committee writes, edits, and mails a monthly newsletter and sends out flyers and announcements as needed. The dissemination of information promotes attendance at RCAEOP functions as well as brings public attention to the organization.

Nominations & Elections: The primary focus of this committee is to nominate a slate of candidates to serve as officers, prepare and mail out ballots and nominee biographies to all members of RCAEOP, and count the ballots.

Office Professional of the Year: This committee is responsible for creating a RCAEOP Office Professional of the Year Nomination Form, disseminating the nomination forms, establishing the judging criteria, selecting judges, and compiling the results to determine a winner.

Professional Growth: This committee is responsible for researching and suggesting various professional growth opportunities. The members of this committee will plan and implement opportunities for speakers, special guests, etc.

Refreshments: This committee is responsible for coordinating refreshments for the meetings, get-togethers, and other events that happen throughout the year.

Scholarship: This committee is responsible for creating an RCAEOP Scholarship Application, disseminating the application, establishing the judging criteria, selecting judges, and compiling the results to determine a winner.

Social Media: This committee is responsible for creating and maintaining a strong online presence for the organization by creating engaging text, image and video content, designing posts to sustain members curiosity and creating buzz around new updates/information, stay up-to-date with changes in all social platforms ensuring maximum effectiveness, train team members to use social media in a cohesive and beneficial way, facilitate online conversations with customers and respond to queries, develop an optimal posting schedule, oversee social media accounts' layout.

Website: This committee is charged with creating and editing a RCAEOP website to provide up-to-date information on upcoming meetings, membership, scholarships, newsletters, professional development opportunities, and a calendar of events.