

SEAHO LEADERSHIP MANUAL

Updated February 2010

GOVERNING STRUCTURE

SEAHO Constitution

Leadership Positions

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ANNUAL CONFERENCE

On line at: <http://www.wm.edu/seaho/ConferenceGuide.pdf>

FORMS

On line at: http://www.wm.edu/seaho/seaho_resources.htm

STATEMENT OF WORKING RELATIONSHIP WITH ACUHO-I 3

SEAHO MONTHLY CALENDAR OF RESPONSIBILITIES

March

President

- Send out congratulatory letters or emails to newly elected and appointed Governing Council Officers, State Representatives, State Editors, Committee/Task Force Chairs, liaison, appointments, etc.
- Set up email distribution lists of various Governing Council groups
- Remind Members at Large to contact Committee/Task Force Chairs and liaisons about setting up and finalizing Committee/Task Force rosters, setting annual goals and objectives, and submission of reports (April 1, October 1, and February 1)
- Use Involvement forms submitted at annual conference and online to develop spreadsheet of interested individuals along with their Committee/Task Force interests; email spreadsheet to Governing Council members
- Write *SEAHO Report* article to meet March deadline
- Start thinking about ACUHO-I; plan the Regional Reception
- Send email to Governing Council members reminding them to review the Monthly Calendar of Responsibilities.

President-Elect

- Familiarize self with upcoming duties and responsibilities
- Read the online Leadership Manual
- Begin to identify members of Awards and Recognition Committee

Past President

- Send thank you letters to past year's Governing Council
- When necessary, work with the Webmaster to make changes to Constitution based on amendments passed at the annual Business meeting.
- Begin to identify members of the Nominations and Elections Committee
- Begin updating the Leadership Manual – this will take all year with expectation that revised version is posted on the web before the annual conference in February; coordinate plans with Webmaster

Secretary

- Complete Governing Council and annual business meeting minutes; forward to Governing Council members when completed
- Compile roster of new Governing Council; set up email distribution list and send new roster to Webmaster for posting on web
- Prepare abridged minutes from annual conference business meeting and submit for publication in *SEAHO Report* and for posting on the website

Treasurer

- Review next year's SEAHO host budget
- Secure conference site insurance (every other year)

Outgoing Conference Program Chair

- Email all program presenters and thank them
- Notify ACUHO-I of best of SEAHO programs

Incoming Conference Program Chair 4

- Using Involvement forms, work with Member at Large to identify Program Committee members
- Begin working with Committee to set up plans for Call for Programs
- Send letter to State Reps with upcoming Program Committee time lines

Past Conference Host

- Balance conference budget

Members at Large

- In first year of service, make contact with State Representatives; develop goals for the upcoming year
- In second year of service, make contact with Committee/Task Force Chairs and liaisons to finalize Committee/Task Force membership, set goals for the upcoming year
- Provide dates for submission of Committee/Task Force reports, using the form posted on the website (April 1, October 1, and February 1)
- Provide dates for submission (prior to Mid Year Meeting and annual Conference) of State Rep reports using form posted on the website
- Provide dates for submission of articles to the *SEAHO Report*

April

President

- Begin working with Treasurer to finalize plans for ACUHO-I Regional Reception
- Touch base with Members at Large about finalizing Committee/Task Force membership and confirm submission of Reports due April 1
- Send email to Governing Council members reminding them to review the Monthly Calendar of Responsibilities.

- Prepare and submit the ACUHO-I Quarterly Regional President Report Form to the Southern District Representative according to the deadline provided by the Southern District Representative.

President-Elect

- Direct State Representative of the state expected to host the annual conference three years hence to the online copy of the Guide for Prospective Hosts for the Annual Conference (<http://www.wm.edu/seaho/ConferenceGuide.pdf>)
- Submit Awards and Recognition Committee report to Member at Large

Past President

- Continue updating Leadership Manual
- Submit Nominations and Elections Committee report to Member at Large

Secretary

- Distribute a copy of the meeting minutes to the Governing Council

Conference Program Committee

- Develop the program proposal form for the next year's conference
- Submit the program proposal form to the next issue of the *SEAHO Report* and forward to the webmaster for posting
- Establish the program proposal deadline
- Distribute program proposal forms to Governing Council members
- Continue to search for major speakers (many may require early commitment due to their schedules)

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Members at Large

- Contact State Representatives to offer assistance
- Contact Committee/Task Force Chairs and liaisons to offer assistance; insure finalized rosters of individual Committee/Task Force members and submission of goals for the year
- Obtain reports from Committee/Task Force Chairs by April 1 and submit copies to President

SEAHO Report Editor(s)

- Publish *SEAHO Report*

May

President

- Continue preparation for ACUHO-I conference
- Write *SEAHO Report* article for June 1 deadline
- Send email to Governing Council members reminding them to review the Monthly Calendar of Responsibilities.

Treasurer

- Fidelity Bond due

Conference Program Chair

- Contact State Reps and other Governing Council members again to remind of “Call for Programs”

June

President

- Send email to Governing Council members reminding them to review the Monthly Calendar of Responsibilities.
- Prepare and submit the ACUHO-I Quarterly Regional President Report Form to the Southern District Representative according to the deadline provided by the Southern District Representative.
- Finalize plans for ACUHO-I:
 - A. Attendance at the Regional Presidents meeting
 - B. ACUHO-I Regional Reception
 - C. Other SEAHO business

President-Elect

- Continue to work with State Representative to identify potential conference hosts as needed
- Plan to attend the ACUHO-I Regional Presidents meeting

Past President

- Set due date for officer nominations for early October
- Prepare a submission for the *SEAHO Report* publicizing the upcoming elections along with positions to be selected, the nomination process, form and deadline
- With the Nominations and Elections Committee, begin soliciting nominations by contacting Governing Council, State Representatives, Committee/Task Force Chairs, and CHOs
- Work with Webmaster to post nomination form on website

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Treasurer

- Obtain Southern Placement Exchange Financial Statement (SPE uses SEAHO’s Federal Tax ID#)

Past Conference Host

- Prepare report from past conference to be given at SEAHO Regional Reception at ACUHO-I

Members at Large

- Maintain contact with State Reps and Committee Chairs; provide assistance as needed to keep them on track

July

President

- Attend ACUHO-I

- Participate in ACUHO-I Regional President's meeting
- On-going communication with Governing Council about SEAHO business
- Run reception at ACUHO-I with SEAHO past host
- Send email to Governing Council members reminding them to review the Monthly Calendar of Responsibilities.

President-Elect

- If conference is in July attend the ACUHO-I (Regional President's meeting

Past President

- Continue to solicit nominees for all officer positions open for election (early October due date)

Conference Host

- Confirm date for Mid-Year Meeting and begin to work on details
- Provide Mid Year Meeting information to Governing Council

Past Conference Host

- Give report of past conference at ACUHO-I Regional Reception

SEAHO Report Editor(s)

- Publish *SEAHO Report*

August

President

- Send out email to remind Governing Council members about upcoming Mid-Year meeting (begin work on details such as agenda, proposals, copies, etc.)
- Write *SEAHO Report* article
- Send email to Governing Council members reminding them to review the Monthly Calendar of Responsibilities.

President-Elect

- Update Award nomination forms and Conference Fee Waiver Scholarship application and distribute information to Governing Council members and for the upcoming *SEAHO Report*; ask State Representatives to share this information in their respective states

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- Work with Membership Services Chair to update Involvement form and brochure; submit to *SEAHO Report* (for mid September deadline) and to Webmaster to post on SEAHO Website

Past President

- Continue to solicit nominees for all officer positions open for election (early October due date)
- Continue updates to Leadership Manual

Conference Host

- Send invitations and registration materials to Governing Council to attend Mid-Year Meeting
- Begin to finalize details for Mid-Year Meeting

Conference Program Committee

- Email program proposal reminder note to State Reps to send to SEAHO members
- Begin to solicit program proposals

September

President

- Begin to develop agenda for Mid-Year Meeting
- Write *SEAHO Report* article for mid September deadline
- Send email to Governing Council members reminding them to review the Monthly Calendar of Responsibilities.
- Prepare and submit the ACUHO-I Quarterly Regional President Report Form to the Southern District Representative according to the deadline provided by the Southern District Representative.

President-Elect

- Work with Webmaster to update online SEAHO awards nomination forms and Scholarship application
- Encourage members of Governing Council, State Reps and Committee/Task Force Chairs and liaisons to nominate and to publicize awards

Past President

- Continue to solicit nominees for all officer positions open for election (early October due date)
- Continue updating Leadership Manual – prepare questions for Mid-Year meeting

Members at Large

- Remind State Reps that reports are due October 1
- Remind Committee/Task Force Chairs and liaisons of Reports and Budget Proposals due October 1

Treasurer

- Review *SEAHO Report* expenses

Conference Host

- Continue to publicize and finalize schedule and plans for Mid-Year Meeting

Conference Program Committee

- Encourage SEAHO members to consider submitting program proposals for next year's ACUHO-I conference

All Governing Council members 8

- Make plans to attend Mid-Year Meeting
- Submit to the President for any recommendations requiring decision at Mid-Year meeting, including budget items and Constitutional amendment proposals

October or November

Mid-Year Meeting Month

President

- Pull together Constitutional amendment proposals; if time permits send to Governing Council through email for review before Mid-Year meeting
- Send email to Governing Council members reminding them to review the Monthly Calendar of Responsibilities.
- Run Mid-Year meeting at the host site
- Write *SEAHO Report* article for November deadline

President-Elect

- Have proposals for future host sites prepared for Mid-Year Meeting report
- Submit Awards and Recognition Committee report to Member at Large prior to Mid Year meeting
- Continue to publicize and solicit SEAHO Awards nominations and scholarship applications
- Compile a list of potential Committee/Task Force chairs and liaisons; discuss list with President, Past President, Members at Large, and current chairs (if outgoing)

Past President

- Submit Nominations and Elections Committee report to Member at Large prior to Mid-Year meeting
- Have members of Nominations and Elections Committee rank order the nominees; make contact with nominees in rank order with goal of identifying 3 candidates for each open position
- Have candidates who agree to run submit candidate statement and electronic photograph to be developed into document to submit for the *SEAHO Report* that will be published just prior to the annual conference
- Continue updating Leadership Manual; use Governing Council to help clarify issues
- Begin working with outgoing Member at Large to plan Governing Council training to occur at annual conference

Secretary

- Prepare to take minutes at Mid-Year meeting
- Compile minutes from Mid-Year meeting
- Send out minutes of Mid-Year meeting and submit article for *SEAHO Report* summarizing meeting

Treasurer

- Close fiscal year November 30
- Prepare Treasurer's Report to date for Mid-Year Meeting
- Give Treasurer's report at Mid-Year meeting
- Facilitate creation of administrative fund budget for the next fiscal year
- Meet with prospective hosts (for conference 2-years out) to review potential budget
- Final report of SEAHO by Host must be submitted along with Financial report (to be filed following February for taxes)
- Prior to Mid Year meeting work with Member at Large to begin review of budget proposals from Committee/Task Force Chairs and liaisons

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Members at Large

- Insure reports submitted by all State Reps and Committee/Task Force Chairs and liaisons prior to Mid Year meeting
- Member at Large for Committees must insure receipt of Budget Proposals from all Committee/Task Force Chairs and liaisons
- Member at Large for Committee will work with Treasurer prior to Mid Year meeting to begin review of budget proposals from Committee/Task Force Chairs and liaisons
- Member at Large for Committees will work with Treasurer to prepare Budget Proposals for the Budget Review Committee at Mid Year Meeting
- Outgoing Member at Large to begin working with Past President to plan Governing Council training to occur at annual conference

Annual Conference Program Committee

- Prepare for Mid-Year meeting/program selection
- Divide Program Committee members into groups for the selection
- Develop agenda from items submitted
- Convene at Mid-Year Meeting to select programs for annual conference
- At Mid Year meeting prepare report for Governing Council regarding Program Committee progress during course of the meeting time

Conference Host Committee

- Review plans and receive feedback from Governing Council
- Host Mid-Year Meeting
- Provide Governing Council with a tour of the conference facility
- Prepare Host Committee to be give presentation to the Governing Council during the Mid Year meeting

Future Conference Host

- Provide overview of plans for host site, dates, committee makeup, etc.

December

President

- Invite the SWACUHO President, Southern District Representative (if from SWACUHO), ACUHO-I President, and other guests to the annual conference

- Send email to Governing Council members reminding them to review the Monthly Calendar of Responsibilities.
- According to Host Committee deadline, prepare written items to be included in conference materials (welcome letter, meal agendas, etc)

President-Elect

- Begin to set up Committee structures for upcoming year by appointing or reappointing Chairs
- Continue to publicize SEAHO Awards and Scholarship processes and encourage nominations and applications; use State Reps to help with publicity
- Email CHOs to solicit names of SEAHO Service Awards
- Ask State Representatives to publicize SEAHO volunteer possibilities and publicize the Volunteer form posted on website

Past President 10

- According to Host Committee deadline, develop candidate statements/photos document to be included in conference materials
- Insure submission to *SEAHO Report* by stated deadline – usually in November
- Continue working with outgoing Member at Large to plan Governing Council training at annual conference

Treasurer

- Open new fiscal year, transfer funds appropriately
- Prepare end-of-fiscal-year financial report for tax filing and to be distributed at annual conference Business Meeting

Members at Large

- Work with President-Elect to identify Committee/Task Force Chairs for upcoming year
- Outgoing Member at Large continues working with Past President to plan Governing Council training at annual conference

Conference Program Committee

- Send conference program/presenter information to Host Committee

Conference Host Committee

- Continue planning for conference including finalizing list of special guests and accommodations for them (SEAHO President, SWACUHO President, Southern District Representative, ACUHO-I President, keynote speaker)

SEAHO Report Editor(s)

- Publish *SEAHO Report*

January President

- Submit to person who has taken responsibility for plaques information to go on plaques for outgoing elected Governing Council members (Secretary, Treasurer and Member at Large), Host, and Annual Conference Program Chair
- Determine names of outgoing Governing Council members and arrange for presentation of SEAHO pins or plaques as appropriate, to be presented at conference meals
- Submit the guest list of those attending to the Host chairperson. Arrange hotel and registration for each
- According to Host Committee deadline, submit agendas for each meal and the business meeting to the Host Chairperson
- Send email to Governing Council members reminding them to review the Monthly Calendar of Responsibilities.
- Prepare and submit the ACUHO-I Quarterly Regional President Report Form to the Southern District Representative according to the deadline provided by the Southern District Representative.

President-Elect

- Continue to email CHOs to solicit names of SEAHO Service Awards
- Make final selections for award recipients with Awards and Recognitions Committee; make arrangements for plaques or certificates as specified in Awards section of this manual
- Continue working on SEAHO Conference Fee Waiver Scholarship process
- Continue urging publicity and support for SEAHO volunteers through online involvement form

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- Begin finalizing Committee/Task Force Chairs for upcoming year (new and returning); make contact to confirm interest and ability to serve

Past President

- Finalize updates to Leadership Manual
- Develop display piece with candidate statements/photos
- Prepare ballots for Business Meeting (one per SEAHO institution)
- With outgoing Member at Large, finalize Governing Council training to occur at annual conference

Secretary

- Prepare voting delegate sign in sheets for the annual business meeting
- Prepare voting cards for voting delegates (one per institution) in attendance at annual business meeting

Treasurer

- File taxes with accountant
- Prepare Annual Treasurer's Report for annual business meeting
- Provide own copies of report for business meeting or make other arrangements through the host committee

Members at Large

- Remind State Reps and Committee/Task Force Chairs and liaisons to submit final Reports prior to upcoming Governing Council meeting
- Continue working with President-Elect to identify Committee/Task Force Chairs for upcoming year
- Outgoing Member at Large to work with Past President to finalize Governing Council training at annual conference

Conference Host

- Send all conference materials to the printer

February

President

- Email Governing Council Members about the Governing Council Meeting scheduled just prior to the conference
- Send email to Governing Council members reminding them to review the Monthly Calendar of Responsibilities.
- Finalize meal agendas to include speakers
- Conduct the Governing Council meeting
- Arrange with Conference Host:
 - A. Documents to be copied for distribution at conference in packets
 - B. Meeting airplanes of special guests, etc.
- Appoint a parliamentarian to preside at the business meeting
- Prepare for and conduct the annual SEAHO business meeting
- Prepare to Chair Nominations and Elections Committee meeting as Past President

President-Elect

- Finalize Committee/Task Force Chair and liaison appointments; email them to inform them of need to (1) attend Involvement Fair, (2) conduct Committee meeting during Committee meeting time slots, (3) attend

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the Committee Chair training scheduled for the day before the conference begins, and (4) attend the incoming Governing Council meeting scheduled for the last morning of the conference

- Lead meeting of incoming Governing Council at the conference
- Insure that all award plaques and presenters are ready for presentation
- Prepare SEAHO Service Awards certificates for the State Representatives to present at state meetings
- Finalize SEAHO Conference Fee Waiver Scholarship winners; send names to Host Committee for Scholarship Winner ribbon purposes; work with Treasurer to arrange for reimbursement
- At annual conference inform newly elected President-Elect and Member at Large to attend Involvement Fair and incoming Governing Council meeting; inform newly elected President-Elect to run the Awards & Recognition Committee meeting

- Following the annual conference, work with Past President to insure that Constitutional amendments and changes to the Leadership Manual are sent to Webmaster; inform Governing Council members that updated version is now posted

Past President

- Current Past President: prepare election ballots for Business meeting elections
- Current Past President: Insure that revised copy of Leadership Manual is posted on website prior to the annual conference
- Current Past President: conduct Governing Council training with outgoing Member at Large
- Past President to be: attend Involvement Fair; meet with Nominations and Elections Committee during assigned Committee meeting time

Secretary

- Take minutes at the Governing Council meeting before the conference
- Take minutes at the business meeting and incoming Governing Council meeting
- Oversee the delegate sign-in at the business meeting
- Distribute voting cards to CHO or representative from institutions in attendance

Treasurer

- File IRS forms by March 15
- Provide SEAHO Financial Report at annual business meeting
- Provide advance to next year's host
- Meet with next year's conference host chair(s) to review developing budget

Members at Large

- Collect reports from State Reps and Committee/Task Force/liaisons and prepare report for Governing Council
- In first year of service, work with Past President to conduct training of State Representatives
- In second year of service, work with Past President to conduct training of Committee/Task Force Chairs

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SEAHO Members at Large - Responsibilities

As noted in the SEAHO Constitution, The Members at Large are elected for a two-year term, in alternate years. The first year, the Member at Large will work with the ten SEAHO State Representatives and the second year, the Member at Large will work with the standing SEAHO Committees. The Member at Large shall perform duties and responsibilities as assigned by either the President or the Governing Council.

RESPONSIBILITIES

1. The Members at Large have full voting rights.

2. In the first year of service the Member at Large serves as the liaison between the Governing Council and the ten SEAHO State Representatives.

- Inform State Reps of *SEAHO Report* deadlines and expectation that they submit updates about their respective states.
- Inform State Reps of expectation that they prepare State Representative Reports (see the forms section) for Governing Council meetings held at Mid-Year meeting and annual conference.
- Inform State Reps of expectation that they assist SEAHO Governing Council in communicating and publicizing events and activities of SEAHO.
- Inform State Reps of expectation that they maintain updated CHO contact lists and updated listserves for their respective states.
- Inform State Reps of expectations related to their service on the Annual Conference Program Committee.
- Inform State Reps of expectation that they encourage housing professionals in their respective states to get involved in SEAHO Committees and Task Forces. They should direct members to the Involvement Form posted on the website, to the SEAHO President, or to the Chair of the Membership Services Committee.
- Inform State Reps of conference host site rotation among states and, according to schedule, encourage future hosts to begin discussion at the state level to plan for their year as host.
- Maintains contact with the SAACURH Advisor.

3. In the second year of service the Member at Large serves as the liaison between the Governing Council and the Chairs of all of the Committees, Task Forces, and liaison:

- Assist Chairs with composing committees whose memberships reflect the diversity of SEAHO. All Committees should have representatives from each of the ten SEAHO States.
- Insure receipt of Committee/Task Force Reports from each Chair by April 1, October 1, and February 1
- Inform State Reps and Committee/Task Force Chairs and liaisons of expectation that they assist SEAHO Governing Council in communicating and publicizing events and activities of SEAHO.
- Works with the Past President to plan training for new Governing Council at annual conference

SEAHO STATE REPRESENTATIVES - Responsibilities

The SEAHO State Representative is a position of critical importance to the success of SEAHO. State Representatives are accountable to the Member at Large to whom the State Representatives report and must submit written reports to the Member at Large by October 1 and February 1. Serving as both members of the Governing Council and the Conference Program Committee, SEAHO State Representatives are the core of the governing and services functions as the Association. Each state may impose additional responsibilities or expectations for this position. State Representatives have voting rights on the Governing Council.

REPONSIBILITIES

1. Serve as the primary liaison between SEAHO and Housing Officers in the state
 - Introduce self by letter or email right after the election.
 - Advise state colleagues about SEAHO services (self-study grants, awards, scholarships, volunteer activities, nominations, etc.)
 - Recruit colleagues from institutions previously inactive in SEAHO
 - Promote attendance at the SEAHO Annual Conference
 - Promote involvement in SEAHO Committees/Task Forces
 - Establish quarterly contact with constituents
2. Serve as a member of the SEAHO Governing Council in all its deliberations and decisions, with voting rights.
3. Serve as a member of the SEAHO Annual Conference Program Committee
 - Actively solicit proposals for the Annual Conference. This is of critical importance.
 - Assist in review and selection of program proposals during the Mid-Year meeting conducted at the conference site.
 - Serve as program liaisons during the annual conference.
4. Assist the state Association as needed.
5. Assist with a state RA and/or Student Leader Conference in state.
6. Promote submission of articles by state colleagues in the *SEAHO Report*, state newsletters, and other professional publications. (Good time to do some “role modeling.”)
7. Welcome new professionals to state and invite them to become part of SEAHO.
8. Help publicize on-line Involvement form and encourage state colleagues to respond to the SEAHO Call for Volunteers.
9. Update the CHO contact list (web or other) and listserv for respective state.
10. Attend annual conference and assist with State Caucus meeting.
11. Distribute SEAHO Service Awards to state recipients at State Caucus meeting or send to recipients following the meeting. Include letter of congratulations, information about SEAHO, and explanation of SEAHO Service Award.

12. The Annual SEAHO Conferences are designed to rotate among the ten SEAHO states in order, as noted below. State Representatives should be aware of this order and should initiate discussion and planning at the state level at least three years in advance of their turn to host. Host bid information is contained in the Leadership Manual.

- Alabama
- Tennessee
- Louisiana
- South Carolina
- Florida
- North Carolina
- Kentucky
- Georgia
- Mississippi
- Virginia

SUGGESTED TIME LINE

March

- Contact colleagues in state. Introduce (or re-introduce) self and advise colleagues of SEAHO's services and updates from annual conference.
- Encourage members to begin considering submitting program proposals for the next SEAHO conference.
- Send SEAHO Service Award certificates to recipients who did not attend the annual conference. Include explanation of award along with overview of SEAHO (some recipients will not know what SEAHO is).

April

- Update state rosters and listserve; insure web postings are current.
- Note the conference host site rotation schedule and, as appropriate, initiate discussion at state level

May

- SEAHO Call for Programs announced, usually a September deadline.

June

- Call for Programs continues. Encourage proposals for SEAHO Pre-Conference Workshops and Interest Sessions.

July

- Call for Programs continues. Send reminder to state colleagues.
- Prepare for fall state Housing Officers Meeting/Conference

August

- "Invite" proposals on Facilities Management, Administration, Technology, Construction/Renovations, and other under-represented topics
- Advise state colleagues of SEAHO nominations and elections procedures and positions coming open.

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September

- Encourage program proposals

- If an election year, explain selection and tasks of SEAHO State Representative and SEAHO State Editor. Recruit candidates to run, especially candidates from HBCUs..
- Send letter of invitation and encouragement to HBCUs in state to get involved in SEAHO.
- Begin to prepare Mid-Year Meeting Report of states' activities for submission to Member at Large by October 1.
- Make preparations to attend Mid-Year Meeting
- Advise state colleagues of SEAHO nominations and elections procedures and positions coming open.

October/November

- Update state the CHO contact list and listserve.
- Attend SEAHO Mid-Year Meeting
- Publicize SEAHO Awards and SEAHO Conference Fee Waiver Scholarship nomination and application process; encourage nominations and applications

December

- Perform random acts of kindness.
- Continue to encourage applications for SEAHO Awards and Conference Fee Waiver Scholarship by early January due date

January

- Verify programs from state.
- Continue to encourage applications for SEAHO Awards and Conference Fee Waiver Scholarship by early January due date
- Begin to prepare Mid-Year Meeting Report of states' activities for submission to Member at Large by February 1

February

- Serve as program liaison during conference.
- Attend Governing Council meetings. If being replaced, insure that new State Rep knows about the incoming Governing Council meeting and expectation to attend it.
- Assist or conduct State Caucus Meeting.
- Distribute SEAHO Service Award certificates to those in attendance at State Caucus Meeting; mail certificates to recipients who were unable to attend conference and include letter of congratulation and explanation of award and SEAHO. If being replaced, insure that this information is passed to the next State Rep.
- Encourage housing professionals in respective states to get involved in SEAHO by completing the Involvement Form (available on the web or at the conference) or by contacting the SEAHO President or Chair of the Membership Services Committee.

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SEAHO COMMITTEE/TASK FORCE DESCRIPTIONS AND CHAIRPERSON RESPONSIBILITIES

The SEAHO Committee/Task Force Chairs and liaisons are in a position of critical importance to the success of SEAHO. Serving as members of the Governing Council, SEAHO Committee/Task

Force Chairs and liaisons serve in vital roles and perform important services for the Association. Each Committee/Task Force has unique responsibilities and expectations.

1. With the exception of two Committees, the Chairpersons are appointed by the President. The President-Elect serves as Chair of the Awards and Recognition Committee and the Past President serves as Chair of the Nominations Committee.
2. Committee/Task Force Chairs and liaisons report to the Member at Large serving in their second year of elected office, **except for the Annual Conference Program Committee and the Outreach Committee which report to the president.**
3. Committee/Task Force Chairs and liaisons are expected to recruit committee members reflecting the diversity of SEAHO institutions and membership (small, large, public, private, HBCUs, male, female, CHOs, mid-managers, entry level, graduate students, etc.). The Committee membership roster must be submitted to the Member at Large for his or her approval and must be included in the reports.
4. Committee/Task Force Chairs and liaisons are responsible for developing, with Committee members, goals and objectives for the upcoming year.
5. Committee/Task Force Chairs and liaisons are responsible for knowing the Committee charge as stated in the SEAHO Constitution and as described in this Leadership Manual.
6. Committee/Task Force Chairs and liaisons are responsible for submitting reports (April 1, October 1, and February 1) to the Member at Large.
7. Committee/Task Force Chairs and liaisons are responsible for attending Governing Council meetings. They will meet as a group with their Member at Large prior to the Governing Council meeting.
8. Committee/Task Force Chairs and liaisons are responsible for submitting reports for publication in the *SEAHO Report* and/or for posting on the SEAHO website. Attention should be paid to publication due dates.
9. Committee/Task Force Chairs and liaisons are responsible for preparing and submitting budget proposals to their Member at Large **or the president** by October 1.
10. Committee/Task Force Chairs and liaisons are responsible for submitting to the Member at Large any proposals or recommendations requiring decisions at Governing Council meetings.
11. Committee/Task Force Chairs and liaisons should familiarize themselves with the SEAHO Monthly Calendar as noted in this Leadership Manual.
12. With the exception of the Chairs of Awards and Recognition and Nominations and Elections, Committee/Task Force Chairs and liaisons do not have voting rights. They do, however, provide feedback and input to discussions and decisions.
13. Committee/Task Force Chairs and liaisons are responsible for submitting reports and proposals in both electronic and hard copy formats (for electronic minutes and for the Archives maintained by the Secretary)
14. Committee tasks and responsibilities are detailed below.

ANNUAL CONFERENCE PROGRAM COMMITTEE

- Solicit, select and evaluate the programs for the Annual Conference including Pre-Conference workshops, major speakers, and interest sessions.

- Inform those who submit program proposals whether program was accepted; confirm audio visual needs.
- Consider ways to evaluate and enhance the program format of the conference.
- Coordinate program sessions with the Host Committee with attention given to room set-ups, A/V needs, major speakers, hospitality, evaluations, time slots, program printing, and other related issues.
- Chair attends Governing Council meetings as a non-voting member.

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- Submit Committee/Task Force Reports and budget proposal to the **president** according to stated deadlines.

ASSOCIATES COMMITTEE

- Will be responsible for serving as a liaison between SEAHO and the Associates who support the Association's activities.
- Will assist in recruiting associates and sponsorships as requested by the Host Committee.
- Will be responsible for educating conference attendees and Associates concerning use of the Associates Area.
- Will ensure committee members serve as active liaisons with the Associates at the conference and handle any concerns/complaints in an unbiased fashion.
- Will be responsible for recognizing Associates at the annual conference.
- Will be responsible for coordinating the Associates conference evaluation form and compiling the information
- Will be responsible for communicating with Associates throughout the year.
- Will be responsible for keeping an overall listing of Associate records combining records from each conference with data in the Associate registration website
- The Annual Conference Host Committee Associate Chairperson will serve as the Vice-Chair of SEAHO's Associates Committee.
 - Chair attends Governing Council meetings as a non-voting member.
 - Will be responsible for working with the Executive Board, Governing Council and the Host Committee, incorporating feedback from the Associates to identify ways to enhance the Associates' experience.
 - Submit Committee/Task Force Reports and budget proposal to the Member at Large according to stated deadlines.

AWARDS & RECOGNITION COMMITTEE

- Develop appropriate avenues for recognition based on service to SEAHO and the housing profession. Recommend new awards to the Governing Council for approval.
- Publicize and coordinate awards nomination and application processes.
- Publicize and coordinate SEAHO Conference Fee Waiver Scholarship application, selection, and award process. With the exception of the *SEAHO Report* Feature Article of the Year Award, the Graduate Student of the Year Award, and the PEACE Award, select recipients of awards to be given. –per gay

- Chairperson will coordinate the preparation of award plaques to be presented at annual conference.
- Chairperson will prepare SEAHO Service Award Certificates.
- Chairperson will notify SEAHO Conference Fee Waiver Scholarship recipients and will coordinate the reimbursement process with the SEAHO Treasurer.
- Chairperson will coordinate the SEAHO NHTI and RELI Scholarship process, select recipients, notify recipients and coordinate the reimbursement/payment process with the SEAHO Treasurer. –per gay
- Chairperson will coordinate the *Resolution of Appreciation* process.
- Chairperson will assign specific individuals to present awards at the annual conference. The exact order and schedule will be determined by the SEAHO President.
- Chaired by the President Elect.
- Submit Committee/Task Force Reports and budget proposal to the Member at Large according to stated deadlines.

EDUCATIONAL PROGRAMS COMMITTEE

- Identify model educational programs within SEAHO and recommend appropriate ways to share them with the SEAHO membership.
- Publicize, select and award the Educational Programs Grant Opportunities
- Recruit and secure the Scholar in Residence for the annual conference.
- Develop and implement the graduate and new professional case study competitions at the annual conference.
- Maintains the grant information online and publizes who receives the grants
- Chair attends Governing Council meetings as a non-voting member.
- Submit Committee/Task Force Reports and budget proposal to the Member at Large according to stated deadlines.

GRADUATE ISSUES AND INVOLVEMENT COMMITTEE

- Address the needs and issues of graduate students and facilitate their involvement into the organization.
- In conjunction with the Awards and Recognition Chair, coordinate selection of the SEAHO Graduate Student of the Year Award by making a recommendation to the Awards and Recognition Committee Chair.
- Chair attends Governing Council meetings as a non-voting member.

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- Submit Committee/Task Force Reports and budget proposal to the Member at Large according to stated deadlines.

• In conjunction with the Awards and Recognition Chair, coordinate selection of the Graduate Student of the Year Award by choosing a recipient and notifying the Awards and Recognition Committee Chair. –per Gay

HUMAN RELATIONS COMMITTEE

- Assist the nominations committee in the identification of a diverse group of nominees for election; must be aware of nominations deadline.
- Submit a conference program proposal dealing with current issues.
- Offer a conference roundtable discussion regarding the work of the task force.
- Develop a listing of housing professionals in the region who represent diverse cultural backgrounds.
- Develop resources for housing professionals to address multicultural needs of college campuses.
- Create specific programmatic and experiential opportunities for housing professionals to enhance their knowledge of diversity/multiculturalism through the vehicles of programs, technology and personal interactions. –per Jack
- Chair attends Governing Council meetings as a non-voting member.
- Submit Committee/Task Force Reports and budget proposal to the Member at Large according to stated deadlines.
- In conjunction with the Awards and Recognition Chair, coordinate selection of the SEAHO PEACE Award by choosing a recipient and notifying the Awards and Recognition Committee Chair. –per Gay

MEMBERSHIP SERVICES COMMITTEE

- Create opportunities for “new professional” organization and involvement at the annual conference.
- Recruit new institutions to attend SEAHO conferences and participate in organization activities.
- Revise the SEAHO Brochure.
- Update, post, and publicize the SEAHO Involvement form; insure that brochure and web posting are consistent.
- Coordinate special programs for new and returning conference attendees.
- Chair attends Governing Council meetings as a non-voting member.
- Submit Committee/Task Force Reports and budget proposal to the Member at Large according to stated deadlines.

NOMINATIONS AND ELECTIONS COMMITTEE

- Solicit candidates for all available elected offices. The slate of candidates should reflect the diverse membership in SEAHO to include type and size of institution, gender, ethnic background, and lifestyles.
- Set October 1 as deadline for nominations to allow sufficient time to contact nominees to determine their interest in running. Once candidates are confirmed, obtain candidate statements and photos for inclusion in the *SEAHO Report* and for conference publications (due dates are usually in November and December).
- Conduct the election process in accordance with Voting procedures outlined in the SEAHO Constitution.
- Chaired by the Past President.
- Submit Committee/Task Force Reports and budget proposal to the Member at Large according to stated deadlines.

PLACEMENT COMMITTEE

- Identify ways for SEAHO to serve the career development and placement needs of the membership.
- Coordinate the placement process at the SEAHO Conference.
- Identify or develop programs to be offered at the SEAHO Conference on topics related to career advancement for housing professionals.
- Provide articles for the *SEAHO Report* on topic related to career development.
- Chair attends Governing Council meetings as a non-voting member.
- Submit Committee/Task Force Reports and budget proposal to the Member at Large according to stated deadlines.

• Southern Placement Exchange liaison serves on/with this committee.

- Submit Committee/Task Force Reports and budget proposal to the Member at Large according to stated deadlines.
- Serve as the SEAHO representative in the planning and coordination of the Southern Placement Exchange.
- Attend Governing Council meetings as non-voting member.

RELI COMMITTEE (Regional Entry Level Institute)

- An appointed committee; co-chairs select Institute faculty.
- Coordinate recruitment & selection of faculty, curriculum development, schedule and budget for the institute.
- Coordinate recruitment & selection of RELI participants.
- Solicit interest and make annual recommendation to the President-Elect for appointment of incoming co-chair (to ensure rotating 2-year terms).
- Act as primary liaisons to the host campus.
- Communicate with SEAHO treasurer and Associates chair as needed.

RESEARCH AND INFORMATION COMMITTEE

- Assess the need for research within the Association and recommend appropriate mechanism for responding to these needs.
- Administer the SEAHO Research Grants program.
- Administer the evaluation of the annual SEAHO conference.
 - Chair attends Governing Council meetings as a non-voting member.
 - Submit Committee/Task Force Reports and budget proposal to the Member at Large according to stated deadlines.

SEAHO REPORT EDITORIAL BOARD

- Will be selected by the *SEAHO Report* Editor(s) to assist with the publication of print and online versions of the *SEAHO Report*. Members of the Editorial Board may be selected from individuals at the same institution as the *SEAHO Report* Editor(s) or from any member institutions within the SEAHO Region at the discretion of the *SEAHO Report* Editors. The size

and responsibilities of the *SEAHO Report* Editorial Board are to be determined by the *SEAHO Report* Editor(s).

- Will be chaired by the *SEAHO Report* Editor(s).
- Will be responsible for publishing (in print or online) at least three editions of the *SEAHO Report* each year.
- Will be assisted in the production of the *SEAHO Report* by the ten SEAHO State Editors as ex-officio members of the *SEAHO Report* Editorial Board.
- In coordination with the Awards and Recognition Committee Chair, will conduct the selection process for the *SEAHO Report* Feature Article of the Year Award presented at the annual conference as voted upon by the State Editors.
- Will maintain the official mailing database of the SEAHO membership.
- Will attend Governing Council meetings and, if co-editors, will have one vote. Submit Committee/Task Force Reports and budget proposal to the Member at Large according to stated deadlines.

***SEAHO Report* Editorial Policy**

All members of SEAHO institutions are encouraged to submit articles for publication. Articles should be typed and can be mailed, faxed, or e-mailed to the editorial office. Articles on disk (Adobe Pagemaker 6.0 or Microsoft Word 6.0) or sent as e-mail attachments are preferred. Be sure to include the author's name and institution, and SEAHO committee or task force affiliation, if necessary. Photographs or other camera-ready graphics are welcomed. Material that has been submitted to other publications is discouraged. Any questions should be referred to the *SEAHO Report* Editors or the SEAHO State Editors. Material not received on time or not used due to space limitations will be considered for the next issue if still timely. Necessary editorial revisions will be made to ensure publication quality and to meet space requirements. Permission is granted to reproduce portions of the contents, but credit to the *SEAHO Report* is requested.

Issue General Submission Deadline

Spring (online) March 15

Summer (print) June 1

Fall (online) September 15

Winter (print) November 1

SOUTHERN PLACEMENT EXCHANGE LIAISON

- Submit Committee/Task Force Reports and budget proposal to the Member at Large according to stated deadlines.
- Serve as the SEAHO representative in the planning and coordination of the Southern Placement Exchange.
- Attend Governing Council meetings as non-voting member.

WEBMASTER

- Serve as the liaison to the vendor maintaining the SEAHO Website
- Post items as approved by the SEAHO President
- Attend Governing Council meetings as a non-voting member.

- Submit Committee/Task Force Reports and budget proposal to the Member at Large according to stated deadlines.
- Update SEAHO Website with the names and positions of transitioning Governing Council members.
- Send basic information to each new Governing Council member with instructions for how to use the site, add his/her contact information, post reports, and vote on Governing Council activities and other related items.
- Collect contact information from all Governing Council members at the final Governing Council meeting at the annual conference to update website and contact information.
- Ensure that the Leadership pages of the SEAHO Website are always updated with the correct individuals filling each position and the correct contact information
- Submit Committee/Task Force Reports and budget proposal to the Member at Large according to stated deadlines.
- Submit regular updates to the SEAHO President on the status of all projects with the vendor responsible for updating the SEAHO web pages.

OTHER TASK FORCES, LIAISONS, OR SPECIALLY APPOINTED COMMITTEE CHAIRS

- Report directly to the SEAHO President or Member at Large as directed.
- Submit Committee/Task Force Reports to President or Member at Large as directed.
- Attend Governing Council meetings as non-voting member.

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- Submit Committee/Task Force Reports and budget proposal to the Member at Large according to stated deadlines.

OTHER TASK FORCES, LIAISONS, OR SPECIALLY APPOINTED COMMITTEE CHAIRS

- Report directly to the SEAHO President or Member at Large as directed.
- Submit Committee/Task Force Reports to President or Member at Large as directed.
- Attend Governing Council meetings as non-voting member.

***Application for Committee/Task Force Volunteer is available in the Forms section of this manual. 22**

SUBMITTING ITEMS FOR POSTING ON THE SEAHO WEBSITE (seaho.org)

Governing Council members who have information to post on the SEAHO Website should comply with the following guidelines.

1. All items posted on the SEAHO.org website must first be approved by the SEAHO President.
2. Governing Council members, including Committee Chairs, Liaisons, and Task Force Chairs should insure that items that remain posted are regularly updated to include revised due dates, contact names and contact information.
3. Governing Council members, including Committee Chairs, Liaisons, and Task Force Chairs should insure that items that are posted are consistent with printed materials that are distributed on behalf of the Association.
4. Items submitted to the Webmaster should be in Word or WordPerfect formats.
5. Items submitted to the Webmaster are generally posted to the website within one week. Governing Council members submitting items should plan accordingly to allow time for the Webmaster to post items to the website.

Sample Governing Council Agenda

(Initial meeting at the end of conference)

- 1) Welcome and introductions
- 2) Review of Governing Council structure and responsibilities
 - Constitution
 - Leadership Manual
 - Organizational Chart
 - Web page
- 3) Training
 - Transition to new office
 - Using the web page
- 4) Updates/Reports
 - a. Executive Board
 - b. Conference Hosts
 - c. State Representatives
 - d. Committee Chairs
 - e. Task Forces
 - f. Others?
- 5) Goals for the year
- 6) Upcoming Meetings/Events

- RELI
- Executive Board Summer Meeting
- ACUHO-I Conference
- Mid-Year Meeting
- Others?

7) Announcements

Sample Governing Council Agenda

(Meeting held prior to the conference)

1) Welcome and Introductions – President

2) 2010 Conference Update

- a. Conference Hosts
- b. Conference Program Committee

3) Reports

- a. Executive Board
 - President
 - Secretary
 - Treasurer
 - Technology
- b. Past & Future Hosts
 - 2009 Hosts
 - 2011 Hosts
 - 2012 Hosts
- c. State Representatives, MAL
SAACURH Regional Director
- d. Committee Chairs, MAL
- e. Task Forces
- f. Others?

4) Discussion

- Constitution Changes
- Leadership Manual Updates
- Web page Updates
- Resolutions
- Other

5) Proposals

6) Conference Schedule

- Governing Council Responsibilities
- ACUHO-I Representatives
- Business Meeting Agenda Items

7) Governing Council Transition

- Organizational Chart

8) Announcements, Other Issues?

9) Adjourn

Sample Mid-Year Business Meeting Schedule

Governing Council Agenda

Sunday (depending on dates scheduled)

1 - 2:30 pm **Executive Board Meeting**

Budget Review Committee, proposals, elections, etc.

2 - 4 pm **Program Committee Meeting**

3 - 4 pm **Host Committee Meeting**

3 - 4 pm **Governing Council Meeting**

State Representatives, Committee Chairs, Liaisons, Technology Coordinator, SEAHO Report Editors, Conference Hosts & Executive Board

1) Welcome, Introductions & Updates - President
Overview of Schedule

2) Conference Reports

- Past Host
- Current Host
- Future Host

3) Conference Program Committee Report

4) Secretary's Report
Proxy voting

5) Treasurer's Report

6) Website Overview, update
Leadership Roster

4 - 4:15 pm **Break**

4:15 - 5:30 pm **State Rep Meeting** – w/Member at Large for State Reps
· Common Issues

Committee Chairs Meeting – w/Member at Large for
Committees

- Budget allocations
- Committee membership/recruitment
- Meet with Host Committee

Program Committee Meeting

Host Committee Meeting

Executive Board Meeting

5:30 - 7:30 pm **Dinner** on your own

7:30 - 9:30 pm **Governing Council Meeting**

7) Continue reports or small group
discussion of issues, review Strategic Plan, etc.

Program Committee Meeting

Host Committee Meeting

Monday (depending on dates scheduled)

8 - 9 am **Breakfast** for all

9 - 10 am **Tour of Hotel and Convention Center** for all

10 am - 12 pm **Governing Council Meeting**

- 8) Member at Large Report, State Representatives
- State Representatives
 - Alabama
 - Florida
 - Georgia
 - Kentucky
 - Louisiana
 - Mississippi
 - North Carolina
 - South Carolina

- Tennessee
- Virginia

- SEAHO Report Editor
- SAACURH Regional Development Coordinator

9) Member at Large Report,

Committees

- Associates
- Awards and Recognition
- Educational Programs
- Human Relations
- Graduate Involvement
- Membership Services
- Nominations & Elections
- Placement/Southern Placement Exchange
- RELI
- Research and Information

Host Committee Meeting

Program Committee Meeting

12 - 1:30 pm **Lunch** for all

1:30 - 3:30 pm **Governing Council Meeting**

- 11) Discussion - Proposals
- Budget Review
 - Others...

Host Committee Meeting

Program Committee Meeting

3:30 - 4 pm **Break**

4 - 6 pm **Governing Council Meeting**

12) Decision - Proposals

- Budget Review
- Others...

Host Committee Meeting

Program Committee Meeting

6 - 8 pm **Dinner** on your own

8 - 10 pm **Governing Council Meeting, as needed**

Changes – Past President

- 14) Conference Preparation - February
 - Host Committee
 - Governing Council meeting & schedule preparation – President

- 15) Updates/Announcements
 - Report from ACUHO-I Conference

Host Committee Meeting, as needed

Program Committee Meeting, as needed

Tuesday (depending on dates scheduled)

11:00 am Check out of Hotel

Sample SEAHO Business Meeting Agenda

(Meeting held during the conference)

- Call to order - President
- Appointment of Parliamentarian
- Action Items
 1. Approval of minutes from the previous Business Meeting
 2. Elections – Past President
 3. Host Bid for conference two years out, includes vote on bid
 4. Proposals from the Governing Council
 5. Proposed amendments to the Constitution
- Informational Items
 1. Current Host Report
 2. Secretary's Report
 3. Treasurer's Report
 4. Member at Large Reports including any special committee, task force or liaison reports
 5. *SEAHO Report* Update
 6. ACUHO-I Updates

- Foundation Representative
- ACUHO-I Representative
- 7. SAACURH Update
- 8. Future Host Invitation
- 9. Other Governing Council Issues
- 10. Election Results – Past President
- Other Business
- Adjournment

FUNDING AND FINANCES

SEAHO maintains a federal tax exempt number.

Reserve Fund

- Committee
- Operation of Fund

Operation of Administrative Fund

- Annual Operations Budget
- Example

RESERVE FUND

SEAHO RESERVE FUND COMMITTEE

The SEAHO Reserve Fund began in 1976 with the formation of an auditing committee. The purpose of this committee was to verify host expenses. The initial request of the SEAHO Auditing Committee in 1977 made a motion that an administrative committee be established to oversee the Reserve Fund monies. This committee would consist of conference hosts who had contributed to the fund.

As this Reserve Fund balance has grown, and numerous conference hosts have turned a profit, the Reserve Fund as known today has changed immensely from its original inception.

The Reserve Fund today has the following characteristics:

1. The Reserve Fund Committee will elect a chair from among its members which will be three most recent annual conference host chairs and the three most recent Association Presidents.
2. The Reserve Fund Committee will control the operation of, and expenditures from, the Reserve Fund and shall exercise control, in a manner that will insure the preservation of the fund.
3. Any action of the Reserve Fund Committee must be by a two-thirds majority vote of the total membership of the committee.

4. The SEAHO Treasurer will serve as an ex-officio member of the Reserve Fund Committee.
5. Each member will serve their full term unless he or she leaves the housing field or moves out of the region. That position will then revert back to the most recent retiree from the committee either as host or president respectively.

OPERATION OF THE RESERVE FUND

1. Any expenditure from the Reserve Fund must be approved by the Reserve Fund Committee.

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2. The Reserve Fund will provide advance seed monies for upcoming annual conferences and be reimbursed after the conference.
3. Any surplus from the annual conference will be split 50-50 with the Reserve Fund and the Administrative Fund, with a cap to the Reserve Fund of \$50,000.
4. Any losses by the annual conference will be covered 50-50 by the Reserve Fund and the Administrative Fund.

OPERATION OF THE ADMINISTRATIVE FUND

1. In 2003, a Budget Review Committee was formed to oversee the process of setting the fiscal budget, specifically including the Administrative Fund as addressed in item #2 below. The Budget Review Committee consists of the President, President Elect, Past President, Treasurer, the two Members at Large, and the Sage. The Treasurer provides the format for collecting the budget proposals from the Committee/Task Force Chairs. This process occurs at the Mid Year meeting and is overseen by the Treasurer and the Member at Large to whom the Committee/Task Force Chairs and liaisons report.
2. The Administrative Fund will be used to fund the annual operating budget and all other activities of the Association (i.e., the SEAHO Report; operational expenses incurred by the Treasurer in development of the Fidelity Bond, tax preparation, bank charges, etc.; and any activities, services, and/or research which will aid SEAHO members and provide a means of exchanging and distributing professional information and ideas related to the various aspects of student residence halls and apartments, developmental programming, and related operations).
3. Income to the Administrative Fund will be its split of the surplus from the annual conference, surplus from any annual operating budget, net income from other services provided, dues from member institutions as recommended by the Governing Council and approved at the Mid-Year Governing Council meeting, and interest income from all Association monies in interest-bearing accounts except from the Reserve Fund account.
4. The incoming President will prepare a request for funding the annual operating budget each year to be presented to the current Governing Council at the Mid Year meeting.
5. Any member of the Governing Council may propose an expenditure of fund from the Administrative Fund.
6. All expenditures of monies from the Administrative Fund must be approved by a three-fourth's majority vote of members of the Governing Council. Actual expenditures, on the

budget is approved, become the responsibility of the custodian of the particular committee, task force, activity or event

OPERATION OF THE ANNUAL OPERATING BUDGET

1. The Annual Operating Budget will be prepared by the Treasurer and approved by the Budget Review Committee in their separate meeting prior to the general meeting of the Governing Council at the Mid Year meeting. The Governing Council will then vote on the proposal as presented by the Treasurer. The Annual Operating Budget is funded from the Administrative Fund to support the operating expenses of the Association each year.
2. The budget will be based on past years actual expenditures and anticipated needs of members of the Governing Council, committees, and task forces in carrying out their tasks in the coming year.

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3. Committee/task force chairs and liaisons will submit requests for payment of expenses by the Treasurer to their respective Member at Large liaison for approval. Officers will submit requests directly to the Treasurer with the President's knowledge.
4. The President may move budgeted funds between sub-categories within the budget as necessary.
5. Any requests for additional funding of the Annual Operating Budget during the year must be approved in the same manner as the original budget.
6. Any surplus in the Annual Operating Budget at the end of the year will revert back to the Administrative Fund.

Example SEAHO Operating Budget Expenditures

EXPENDITURES

Telephone \$250.00

Postage \$175.00

Recognition \$350.00

Printing \$300.00

Conference Registrations for VIPs \$255.00

Mid-Year Meeting \$250.00

May Meeting \$50.00

Leadership Manual \$75.00

\$1,705.00

Committees:

Conference Program \$500.00

Membership \$100.00

Recognition and Awards \$275.00

Human Relations \$100.00

Placement \$50.00

Educational Programs \$25.00

Research and Information \$25.00

Nominations and Elections \$25.00

Subtotal \$1,100.00

Total Expenditures \$2,850.00

Note:

1. The cost to produce and distribute *SEAHO Report* is not included in this budget.
2. The cost of the SEAHO Reception at the ACUHO-I Conference is not included in this budget, but is covered in the conference budget.

GRANTS

- **Self-Study**
- **Activities, Services, Research**
- **Educational Programs**

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GUIDELINES AND PROCEDURES FOR REQUESTING AND PROVIDING FINANCIAL SUPPORT OF GRANTS TO SEAHO INSTITUTIONS

GRANT TYPE: SELF-STUDY

Purpose:

Matching funds will be made available from the SEAHO Reserve Fund to support member institutions in implementing self-study of their housing organization using the ACUHO-I standards.

Eligibility:

1. A department or an individual staff member may request matching funds from SEAHO. A completed Grant Request Form and a letter of institutional support must accompany request.
2. A detailed outline, including proposed budget, of self-study must accompany request.
3. Preference will be given to those institutions or organizations that have had a five-year participation record with SEAHO. These five years need not be consecutive. Participation is defined as attendance at SEAHO annual conference.

Selection:

1. The deadline for submission of proposals is January each year for funding during the period of March that year through February of the following year.
2. Selection of projects to be funded will be the SEAHO Research and Information Committee.
3. Selection will be based on the following criteria: Use of current ACUHO-I standards; quality and thoroughness of the proposal; and soundness of the methods proposal.
4. Recipients will be announced and funds awarded at the Annual Conference.

Limitations:

1. Maximum amount awarded to any one self-study is \$250.
2. The maximum amount of funds to be budgeted/expended each year is \$1000.

Expectations:

1. A summary of the results of the self-study will be forwarded to the SEAHO R&I Grant Program Committee Coordinator by February 1 of the following year. A copy of the summary will be submitted to the *SEAHO Report* to be considered for publication.

2. A program, based upon the findings of the self-study, will be submitted to the SEAHO Program Committee for the annual conference following the completion of the project.
3. A feedback form, supplied by the SEAHO Research and Information Committee, must be completed and forwarded to the SEAHO R&I Committee Grant Program Coordinator by February 1 of the following year.

GRANT TYPE: ACTIVITIES, SERVICES, RESEARCH

Purpose:

Matching funds will be made available from the SEAHO Reserve Fund to sponsor activities, services, and research which will aid its members and provide a means of exchanging and distributing professional information and ideas relating to the various aspects of student residence halls and apartments, developmental programming, administration, and related operations.

Eligibility:

1. A department or an individual staff member may request matching funds from SEAHO. A completed Grant Request Form, and a letter of institutional support must accompany request.

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2. A detailed outline of proposed activity, including a proposed budget, must accompany request.
3. Preference will be given to those institutions or organizations that have had five-year participation record with SEAHO. These five years need not be consecutive. Participation is defined as attendance at SEAHO annual conference.

Selection:

1. The deadline for submission of proposals is January of each year for funding for March of that year through February of the following year.
2. Selection will be based on the following criteria:
 - a. quality and thoroughness of the proposal
 - b. potential for contribution to the profession
 - c. soundness of the methods proposed
 - d. potential for positive impact on members of the profession, paraprofessionals, and/or students
3. Selection of projects to be funded will be by the SEAHO Research and Information Committee.
4. Recipients will be announced and funds awarded at the annual conference.

Limitations:

1. The maximum amount of funds to be awarded to any one proposal is \$250.
2. The maximum amount of funds to be budgeted/expended each year is \$1000.

Expectations:

1. A summary of the results of the project will be forwarded to the SEAHO R&I Committee Grant Program Coordinator by February 1 of the following year. A copy of the summary will be submitted to the *SEAHO Report* to be considered for publication.
2. A program, based upon the project, will be submitted to the SEAHO Program Committee for the annual conference following the completion of the project.
3. A feedback form, supplied by the SEAHO R&I Committee, must be completed and forwarded to the SEAHO R&I Committee Grant Program Coordinator by February 1 of the following year.

GRANT TYPE: EDUCATIONAL PROGRAMS

Purpose:

Funds will be made available from the SEAHO reserve funds to sponsor programming projects benefiting residence hall/apartment students and staff.

Eligibility:

1. A department or an individual staff member may request funds from SEAHO by completing the Grant Request Form.
2. A detailed summary of the program, including a proposed budget, must accompany the request.

Limitations:

1. The maximum amount of funds to be awarded to any one proposal is \$500.
2. The maximum amount of funds to be budgeted/expended each year is \$1500.

Selection:

1. The deadline for submission is Check-In at SEAHO conference for funding during the period extending from the date of the conference through February 1 of the following year.
2. The Educational Programs Committee will select projects to be funded based on the following criteria:
 - a. Quality and thoroughness of the proposal
 - b. Educational benefit to students and/or staff

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- c. Potential for positive impact on members of SEAHO.
3. Recipients will be announced in the *SEAHO Report*.

Expectations:

1. A summary of the program must be forwarded to the SEAHO Educational Programs Committee Chair by February 1 of the following year. A copy of the summary will be submitted to the *SEAHO Report* to be considered for publication.
2. A program proposal, based upon the program, must be submitted by the recipient to the SEAHO Program Committee for consideration for presentation at the annual conference following the completion of the program.

To apply for either Self Study or Activity, Service, or Research Funds, contact the Chair of the SEAHO Research and Information Committee.

To apply for Educational Programs Grants, contact the Chair of the SEAHO Educational Programs Committee.

AWARDS, SCHOLARSHIPS, AND RESOLUTIONS

Through the work of the Award and Recognition Committee chaired by the President Elect, SEAHO confers a variety of awards. These awards are divided into two categories based on what the recipient of the award receives.

These five awards are considered key awards and the recipients receive engraved plaques.

- Charles W. Beene Memorial Service Award
- SEAHO Founders Award
- James. C. Grimm Outstanding New Professional Award
- The SEAHO PEACE Award
- SEAHO Mid Level Professional Award

Recipients of these awards receive certificates.

- SEAHO Outstanding Graduate Student Award
- *SEAHO Report* Feature Article of the Year Award
- SEAHO Service Awards
- SEAHO Conference Fee Waiver Scholarship
- SEAHO Resolution of Appreciation
- SEAHO Humanitarian Award

CHARLES W. BEENE MEMORIAL SERVICE AWARD

At the 1982 SEAHO Conference, the Charles Beene Memorial Service Award was established in memory of Charles Beene, Director of Housing at the University of Mississippi. This award is presented annually to the individual who is judged to have contributed most to the success of SEAHO during the previous year. Nominations should state what the nominee has done in support of SEAHO and include the completed Awards and Recognition Nomination Form. <http://www.wm.edu/seaho/LMAwards.htm#CBMS>

THE SEAHO FOUNDERS AWARD

This award gives special recognition to an individual within the Association who through dedicated service and initiative to SEAHO has epitomized the work and endeavors of the founders of the Southeastern Association of Housing Officers such as Harold Riker, Edith McCollum, John Storey, Donald R. Moore, and Raymond C. King. Nominations may be submitted by any housing/residence life professional who is an active SEAHO member. Each nomination should be supported by two letters of recommendation.

Individuals submitting supporting letters of recommendation may not be from the same institution as the person who made the nomination or from the nominee's own institution.

Criteria for the award are as follows. A nominee:

- a) Must have actively served in the SEAHO region as a housing/residence life professional for at least five years.

- b) Must have served on a minimum of two different SEAHO committees or task forces or have been a member of the Governing Council.
- c) Must have made contributions to SEAHO and housing/residence life profession that are judged to have been instrumental in furthering the advancement of the organization and the profession it represents.

<http://www.wm.edu/seaho/LMAwards.htm#SFA>

JAMES C. GRIMM OUTSTANDING NEW PROFESSIONAL IN HOUSING/RESIDENCE LIFE AWARD

This award is to be presented to a new professional in Housing/Residence Life who is within his/her first three years of professional-level employment and has demonstrated outstanding performance in that position to his/her campus and profession, therefore demonstrating potential for successful and effective career in housing.

<http://www.wm.edu/seaho/LMAwards.htm#NewPro>

THE SEAHO PEACE AWARD

The SEAHO PEACE Award was established in 2002 and first presented at the annual conference in 2003. The PEACE Award (Providing Educational Advocacy for Cultural Excellence) is presented annually at the SEAHO conference to a member of a SEAHO institution to honor and recognize outstanding contributions and service to the SEAHO region through advancement of diversity and multiculturalism. Such advancement can be attributed to advocacy, leadership, mentorship, educational initiatives, and programming. The recipient must have been a member of a SEAHO institution for at least one full academic year and will have demonstrated exceptional service in the areas of diversity and multiculturalism on their home campus and/or to SEAHO. Examples include:

- Encouraging members of underrepresented groups to become involved in the housing profession
- Promoting a greater understanding of diversity issues (racism, ageism, sexism, gay and lesbian concerns, religious differences, persons with disabilities)
- Presenting programs on topics of diversity and/or multiculturalism
- Serving as an ally
- Mentoring members of underrepresented groups
- Mentoring young professionals in the area of diversity education
- Supporting the SEAHO Human Relations Committee

Letters of support from individuals involved in the nominee's work are highly recommended.

<http://www.wm.edu/seaho/LMAwards.htm#Peace>

THE OUTSTANDING MID-LEVEL PROFESSIONAL AWARD

Established in 2004, this award is presented to individuals who support and mentor entry level and support staff and works to recruit students and retain colleagues in the field. These individuals make an effort to create new strategies for connecting with students and improving the department while sharing their experiences in the field. This professional is dedicated and is involved in state, regional or national organizations.

<http://www.wm.edu/seaho/LMAwards.htm#MidPro36>

GRADUATE STUDENT OF THE YEAR AWARD

The SEAHO Graduate Student of the Year Award gives special recognition to an individual who, through dedicated service to their home institution, has shown dedication to the profession and the students that they serve.

Candidates for the award must be in (at least) their second year of graduate work and be employed by a housing department who is a member institution of the SEAHO region.

<http://www.wm.edu/seaho/LMAwards.htm#Grad>

SEAHO REPORT FEATURE ARTICLE OF THE YEAR AWARD

The *SEAHO Report* Feature Article of the Year Award was established in 2001 and first awarded in 2002. The *SEAHO Report* Editor(s) coordinates the *SEAHO Report* Feature Article of the Year Award selection. The *SEAHO Report* Editor(s) should submit copies of the *SEAHO Report* to each of the SEAHO State Editors. Under the leadership of the *SEAHO Report* Editor(s), the Committee selects the best feature article from the most recent three (3) issues following each annual conference. The Committee also has the opportunity to name up to two (2) other articles for “Excellent Submission” recognition. The *SEAHO Report* Editor(s) presents the awards at the annual conference. The Feature Article of the Year Award requests \$50 annually to support this award initiative including \$30 for the award winning plaque and \$20 for “Excellent Submission” plaques.

<http://www.wm.edu/seaho/LMAwards.htm#Article>

SEAHO SERVICE AWARDS:

Each year, each SEAHO member institution may nominate one person from its staff to receive a SEAHO Service Award. The awards are intended to offer the institution an opportunity to recognize a staff person who has made significant contribution to residence hall students and the housing organization.

*All award nomination forms are posted on the SEAHO website. Add the SEAHO website link
SEAHO CONFERENCE FEE WAIVER SCHOLARSHIP

Each Scholarship recipients will receive free registration for the annual conference. All other cost incurred for travel and lodging are the responsibility of the recipient. If the recipients are announced prior to the conference, the Association may assist the recipients in networking with other delegates to help offset costs, especially if the recipient’s home institution does not have other professionals attending the conference.

The Awards and Recognition Chairperson, in conjunction with the Treasurer, will arrange for the fee waiver.

Acknowledgements

The Awards and Recognition Chair will provide the names of the recipients to the Host Committee so that *Scholarship Winner* ribbons can be inserted in the recipients’ conference registration packet. The President-Elect will recognize the recipients at one of the meals during the annual conference. Recipients will be asked to stand.

Letter of Congratulations 37

An initial notification of congratulations will be sent by the SEAHO President-Elect. Information about the actual Scholarship Fee Waiver reimbursement process should be included in that correspondence.

SEAHO Report

The Awards and Recognition Chair will provide a list of the recipients for publication in the *SEAHO Report*.

The recipients will be asked to submit articles to the *SEAHO Report* outlining their experiences at the conference. These articles should be forwarded directly to the *SEAHO Report* Editor(s).

Program Guidelines

- SEAHO will offer an Annual Conference Fee Waiver Scholarship to up to 10 delegates.
- The recipient selection is the responsibility of SEAHO.
- The selection process will be supervised by the Awards and Recognition Committee.
- The Governing Council of SEAHO will establish criteria for eligibility and selection. The criteria are as follows:

Eligibility

Eligibility shall be limited to:

1. New or renewing professionals (first through third years), or
2. Entry level persons, or
3. Interns and graduate students.

Related conditions

1. Ideally, there will be one scholarship recipient per SEAHO State.
2. Recipients should represent both public and private institutions.

Selection Criteria

Successful candidate(s):

1. Must have shown personal initiative to pursue a career in student affairs and demonstrated competence such as the following:
 - a) S/he has sought to broaden her/his own base of professional understanding through participation and involvement in other organizations.
 - b) S/he has sought to be a contributing member of the student affairs department by participating in both institutional and departmental committees.
 - c) S/he has been an outstanding advisor to both students and student groups.
 - d) S/he has sought to broaden her/his own understanding of diverse student needs.
2. Must submit an application to the Awards and Recognition Chair by the publicized deadline. Application must include:
 - A letter indicating why he/she is applying.
 - A current resume.
 - A one page letter of support from his/her Chief Housing or Student Affairs Officer and/or professor.
 - A completed cover sheet with criteria information.
3. Must be able to attend the Annual Conference and participate in a Peer Mentor Program.
4. Must be willing to write an account of the conference experience to the SEAHO President following the conclusion of the conference for possible publication in the *SEAHO Report*.

Purpose: A form of official recognition by SEAHO, a “Resolution of Appreciation.”

- Goals:**
1. To allow a vehicle for recognizing distinguished leaders in Housing and Residence Life in the southeast who leave the field through retirement, career change, or death.
 2. To publicly honor these individuals at a SEAHO annual conference.
 3. To record the outstanding contributions of these individuals for posterity.

- Process:**
1. Any member of the SEAHO Leadership Team may present a proposed Resolution of Appreciation to the Governing Council for consideration.
 2. The Governing Council must approve a proposed resolution by a simple majority.
 3. Approved resolutions will be read to SEAHO delegates at the annual conference at a time prescribed by the SEAHO president.
 4. Honoree(s) and/or family members may be invited to the annual conference to receive a resolution of appreciation.

Resolution of Appreciation

WHEREAS, [Name] served as a housing/residence life professional with distinction for [#] years, and
WHEREAS, [Name] supported the goals for the Southeastern Association of Housing Officers through [conference attendance, program presentations, offices held, service on committees, etc.], and
WHEREAS, [Name] also promoted the housing/residence life profession through leadership and involvement at the state and national level, and
WHEREAS, [Name’s] tenure as a housing/residence life professional was characterized by [list appropriate nouns: e.g., creativity, excellence, caring, resourcefulness, enthusiasm, etc.], and
WHEREAS, [add appropriate personalized accolades as desired],
BE IT THEREFORE RESOLVED that the Governing Council of the Southeastern Association of Housing

Officers, on behalf of its membership, wishes to express its sincerest appreciation and highest esteem to [Name] for [his/her] exemplary contributions to our association and our field.

THE HUMANITARIAN AWARD

Established in 2003, this award recognizes an individual or individuals within SEAHO who has/have gone above and beyond the call of duty for a student in crisis by demonstrating physical effort, spiritual commitment, or act of bravery, determination, and courage. The recipients for this recognition must be a member of SEAHO; have two letters of support from a colleague, supervisor, or persons who they supervise, and a letter from the Chief Housing Officer, Dean of Students, or Assistant/Associate/Vice President for Student Affairs showing support.

<http://www.wm.edu/seaho/LMAwards.htm#humanitarian>

SEAHO ANNUAL CONFERENCE HOST INFORMATION

FORMS/REPORTS

The following can be found on-line at http://www.wm.edu/seaho/seaho_resources.htm#Forms

- Committee/Task Force and Liaison Report Form
- Involvement Form – sample
- State Representatives Report Form
- Officers Nominations - sample
- Request for Reimbursement – sample
- Secretary's Voting Checklist

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STATEMENT OF WORKING RELATIONSHIP WITH ACUHO-I

ACUHO-I and Regional Associations Statement of Affiliation

Approved by SEAHO Governing Council November 4, 1999

1. The Association of College and University Housing Officers-International recognizes the regional Associations **as interdependent, independent and separate Associations**. It is at the discretion of each region to determine their affiliation with ACUHO-I.
2. ACUHO-I promotes cooperation among the international Association, its central office, and the regional Associations:

Northeast NEACUHO
Mid-Atlantic MACUHO
Southwest SWACUHO
Upper Midwest UMR-ACUHO
Great Lakes GLACUHO
Northwest NWACUHO
Western WACUHO

Intermountain AIMHO
Southeast SEAHO
Australasia AACUHO
Ontario OACUHO

3. Responsibilities of ACUHO-I to Affiliated Regions:

- a. Host regional web sites on the Central Office web server on request. All parties will need to agree to appropriate fee in advance. Links to Regional Web sites located elsewhere will be provided on the ACUHO-I site at no charge.
- b. Serve as a clearinghouse of information: seek and distribute to other regions as requested
 - Regional executive board rosters
 - Regional budgets
 - Regional newsletters
 - Regional organizational structures
- c. Provide to Regional Executive Boards ACUHO-I information as requested
 - Surveys, questionnaires, and findings of the Research and Information Committee
 - Names of Annual Conference exhibitors and speakers
 - Names of ACUHO-I College presenters
 - Membership data (see original document)
 - Listing of all ACUHO-I committee and task force members
 - Placement services information
- d. Distribute to each regional president
 - Talking Stick (monthly)
 - ACUHO-I Directory (at issuance)
 - ACUHO-I Executive Board roster
 - Leadership Manual (at annual conference)
- e. Provide regional meeting time and reception time at annual conference
- f. Coordinate the timing and sponsorship of the volleyball tournament
- g. Schedule the Regional Presidents meeting at the annual conference
 - The president of the region hosting the conference shall determine the meeting time, date, and agenda. The president will also coordinate the distribution of a “region survey”.
- h. Provide financial support/funds to cover additional lodging and food costs for the regional president and president-elect to attend the ACUHO-I annual conference President Meeting.
- i. Invite President(s) and President(s)-Elect to meet with the ACUHO-I Executive Board at the annual conference.
- j. Provide program slots at the annual conference for the outstanding regional conference programs.
- k. Via the District Representatives, seek input, concerns, feedback, and suggestions from the regions.
- l. Include regional submissions on the Executive Board agenda.

m. Send District Representative to regional conferences. Unless decided differently by each region, the region will cover conference registration and room and board during the conference. ACUHO-I will pay for the travel. It is understood that travel, conference fees, and room and board is expected to be covered by the District Representative when they're attending their "home" regional conference.

4. Responsibilities of Affiliated Regions to ACUHO-I

a. Update and maintain regional web site on a regular basis; work closely with Central Office.

b. Submit to Central Office:

- Regional executive board roster
- Regional budget
- Regional newsletter
- Regional organizational structures
- Other regional information that may be helpful to other regions

c. Be judicious in requests of information from ACUHO-I.

d. Send regional newsletters to District Representative, ACUHO-I Secretary, ACUHO-I President, ACUHO-I Executive Director, Publications Coordinator, *The Talking Stick* editor.

e. Participate in the Regional Presidents meeting at the annual ACUHO-I conference.

f. Send two representatives to the ACUHO-I Executive Board meeting at the annual conference.

g. Submit quarterly reports to the District Representative.

h. Promote ACUHO-I membership, ACUHO-I workshops, placement services, and donations to the ACUHO-I Foundation to regional members.

i. Regions choosing to use ACUHO-I as a service provider for their web site will pay fees negotiated in advance with ACUHO-I for the specific services requested.

5. Dues

a. Since ACUHO-I and a region would benefit from formal affiliation, we believe that affiliation should not be connected with dues. It is understood no out-of-pocket cost would be passed on to the Regions. In other words, there are no hidden costs.

ACUHO-I Regional Affiliation Statement

Section A. Recognition of Regions

The Association of College and University Housing Officers-International, hereinafter referred to as ACUHO-I, recognizes regional associations as independent and separate associations. It is at the discretion of each region to determine its interest in affiliating with ACUHO-I.

Section B.
The Regions

ACUHO-I promotes cooperation among the international Association, its central office, and regional associations located within the United States. These include:

- Intermountain (AIMHO)
- Great Lakes (GLACUHO)
- Mid-Atlantic (MACUHO)
- Northeast (NEACUHO)
- Northwest (NWACUHO)
- Southeast (SEAHO)
- Southwest (SWACUHO)
- Upper Midwest (UMR-ACUHO)
- Western (WACUHO)

**Section C.
Responsibilities of
ACUHO-I to
(Region)**

1. Provide professional awards, as follows:

One (1) new professional 'award reimbursement' to support attendance at ACUHO-I Annual Conference and Exposition. The amount of the award will be \$1,000 (United States) for an affiliated region in North America. This award may be awarded to one attendee or split among several, at the region's discretion. Recipients must be from ACUHO-I member institutions. For the purposes of this award, "new professional" is defined as someone with 5 years or less full-time experience in the housing field. This award is awarded only for the year it is offered and may not be saved for later use if unused. (*Name of recipient is to be forwarded to the ACUHO-I Central Office by April 30.*)

One \$900 (United States) 'award reimbursement' to support attendance at the ACUHO-I Annual Conference and Exposition by the presenter(s) of the program identified as the "best of region" program at the regional conference. Recipients need not be from ACUHO-I member institutions. This award is granted only for the year it is offered and may not be saved for later use if unused. (*Name of recipient is to be forwarded to the ACUHO-I Central Office by April 30.*) This award is sponsored by Adden Furniture.

2. Provide Information and Services at No Charge

Provide link to SEAHO Website from the ACUHO-I Website

To provide ACUHO-I web access to the SEAHO president and president-elect that allow access to:

- o *The Talking Stick*
- o On-line Membership Directory
- o ACUHO-I Library & Ask Emily
- o Executive Board Roster
- o Central Office Staff contact information
- o ACUHO-I Social Networking site
- o Surveys and Updates (ie. Salary Survey, Economic Impact Study, etc.)
- o Portal containing forms and information for regional presidents and president-elects
- o Provide ACUHO-I information, if requested, including e-Announcements.
- o Provide Information through the ACUHO-I Regional Affiliation Director
- o Executive Board and committee rosters
- o Organization charts (including roles and responsibilities)
- o Newsletters
- o ACUHO-I Foundation Information

3. Provide information to Regional Affiliates (through Regional Affiliation Director) at no charge, as follows

Letter from the ACUHO-I Attorney documenting:

- o Proper filing of organization's IRS form 990 (annually). IRS documents can also be viewed at www.guidestar.org
- o Proof of insurance (umbrella policy) and directors and officers (annually).
- o Proof of Originating incorporation documents, plus any amendments or updates (once / as updated).

This documentation will be provided to the regions each year during the Regional President's meeting at the ACUHO-I Annual Conference and Exhibition.

Should special circumstances dictate, ACUHO-I will provide additional documentation regarding the above upon request.

4. Provide Connection to Other Regions Through the ACUHO-I Regional Affiliations Director who will:

Send out and collect official Regional Reports prior to every ACUHO-I Executive Board meeting (dates will be specified after ACE each year). Reports will be forwarded to Executive Board members and ACUHO-I staff.

Arrange and facilitate regular regional conference calls (3-4 per year) to allow regions to discuss common issues and concerns.

Maintain a regional President / President-Elect e-mail distribution list.

Moderate the regional President / President-Elect Social Group on the ACUHO Social Networking site.

Maintain an updated roster of current regional Presidents and President-Elects.

Maintain an updated roster of upcoming regional conference dates and locations.

Provide ACUHO-I updates / submissions for regional newsletter publication.

Share regional reports after each submission date.

Work with the Regional President whose region is hosting ACE to plan the upcoming President's meeting at ACE.

Provide regular e-mail updates of issues that are significant to regional associations.

Serve as a liaison and resource between the ACUHO-I Executive Board, ACUHO-I Foundation, ACUHO-I Central Office and the regions.

Solicit regional information for Talking Stick publication (Regional Award Winners, Upcoming Programs and Events, Regional research, etc.)

Seek SEAHO input, concerns, and suggestions on matters regarding this Agreement about ACUHO-I.

Include SEAHO submissions in Executive Board meeting agendas, as needed and appropriate.

5. Provide meeting support for ACUHO-I Annual Conference and Exposition, follows:

Schedule meeting time and space for the regional and international affiliates' president meeting. Space will be provided for no charge.

Schedule time for ACUHO-I Executive Board members to meet with all affiliate president

If the SEAHO president and/or president-elect attend the meeting:

Lodging and food benefits

i. One night's hotel stay will be posted to the ACUHO-I master bill if conference hotel, or will be reimbursed to the president at the 'conference hotel' rate if not staying at a conference hotel. A receipt will be required for reimbursement.

ii. Breakfast and lunch on the day of the affiliates' presidents meeting. The meals will be arranged by ACUHO-I.

These benefits are offered as support to attend the affiliates' presidents meeting and participation in this meeting is required to receive these benefits.

6. Provide ACUHO-I Executive Board presence at (Region) annual conference, as follows:

See Section D. #3 for details.

**Section D.
Responsibilities of
SEAHO to
ACUHO-I**

1. Assure information on SEAHO web site is current and accurate.

Work with ACUHO-I Central Office staff to assure the web-link is working properly.

Provide link to the ACUHO-I web site in the SEAHO web site.

Provide the following information from the SEAHO website. If not available on the website, provide information to the ACUHO-I Regional Affiliations Director:

- Updated Executive committee roster
- Organization chart (including roles and responsibilities)
- Constitution
- Newsletters
- Membership roster (upon specific request)
- Upcoming conference information
- Other information (e.g., initiatives being undertaken) that may be of interest to other regions.

2. Provide information to the ACUHO-I Central Office (through Regional Affiliation Director) at no charge, as follows

Provide the following documentation and/or a letter from the organizations attorney of record, certified accountant or certified auditor acknowledging that the proper paperwork has been filed/completed/policy is in force. These documents will be provided to the Regional Affiliations Director during the Regional President's meeting at the ACUHO-I Annual Conference and Exhibition each year. If a representative is not in attendance, documentation should accompany the signed agreement.

- Most current copy of the Organizations IRS form 990 (annually).
- Originating incorporation documents (Articles of Incorporation and Non Profit Tax Status designation) plus any amendments or updates(once / as updated).
- Proof of insurance (umbrella policy) and directors and officers (annually).

Should special circumstances dictate, SEAHO will provide additional documentation regarding the above upon request.

3. Support ACUHO-I presence at SEAHO annual conference, as follows:

Provide complimentary lodging on the nights of the conference (3 nights), registration and meal package for the SEAHO annual conference to the applicable Regional Affiliations Director or Executive Board designee.

- ACUHO-I will cover Regional Affiliations Director or Executive Board designee expenses related to air and ground transportation, and for any food and lodging on days before and/or after the conference.
- SEAHO will cover lodging expenses during the conference, and provide complimentary conference registration and meal package.
- There will be no requirement for the SEAHO or ACUHO-I to cover any expenses for the Regional Affiliations Director or Executive Board designee attending the annual conference of her/his home region.

- o If invited and able to attend, the ACUHO-I president will attend the SEAHO annual conference. In such case, SEAHO and ACUHO-I agree to the same sharing of expenses as applies to the Regional Affiliations Director, above.
 - o If invited and able to attend, the ACUHO-I Executive Director will attend the SEAHO annual conference. In such case, SEAHO and ACUHO-I agree to the same sharing of expenses as applies to the Regional Affiliations Director, above.
- Provide high-profile exhibit space for ACUHO-I and ACUHO-I Foundation displays and materials to be exhibited (at no charge).

4. Participate in the ACUHO-I Annual Conference and Exposition, as follows:

The SEAHO president and president-elect will attend the ACUHO-I Annual Conference and Exposition, if possible, and will participate in the scheduled affiliates' presidents meeting including the meeting with representatives of the ACUHO-I Executive Board.

Serve as host and convener of the affiliates' presidents meeting when the conference is held in the SEAHO region. In this instance the SEAHO president will provide minutes of the meeting to the ACUHO-I Central Office, for distribution to the ACUHO-I Executive Board.

5. Other Commitments, as follows:

Promote to SEAHO members:

- Membership in ACUHO-I
- Attendance at ACUHO-I conferences, institutes, activities and events
- Participation in ACUHO-I sponsored placement services, webinars, and on-line events
- Promote contributions to the ACUHO-I Foundation

**Section E.
Fee Agreement**

There will be no affiliation dues or similar fees assessed to SEAHO or to ACUHO-I. It is intended that both organizations will benefit from this elective affiliation and each enters into this agreement free of charge. Reasonable fees for services beyond those described in this agreement may be charged with prior approval.

**Section F.
Hold Harmless**

ACUHO-I and SEAHO each agree to defend, indemnify, and hold harmless the other party from and against all claims, actions or causes of action, liabilities, including reasonable attorneys' fees, and costs arising from any claim, action, cause of action or liabilities arising out of or resulting from the negligence or misconduct of the indemnifying party.

**Section G.
Affiliation
Agreement
Timeline**

This agreement must be reviewed and approved annually by the executive officers of each association. This approval will be coordinated and executed during the ACUHO-I Annual Conference and Exposition. The SEAHO president will receive a copy of the affiliation agreement to review approximately one month in advance of the conference; questions will be directed to the Regional Affiliations Director.

**Section H.
Agreement
Termination**

Either party may terminate this agreement upon thirty (30) days written notice; by the SEAHO president to the ACUHO-I executive director, or by the ACUHO-I executive director to the SEAHO president.

Section I.
Hereby Agreed

Agreement by ACUHO-I representatives:

Norb Dunkel, ACUHO-I

President

Date

Michael Schultz, ACUHO-I President-

Elect

Date

Sallie Traxler, ACUHO-I Executive

Director

Date

Agreement by SEAHO representatives:

SEAHO

President

Date

SEAHO President-

Elect

Date