



**M A C U H O**

**Mid-Atlantic College and University Housing Officers**

# **Executive Board Reference Manual**

**Last Update October 2008**

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## **WELCOME TO THE MACUHO EXECUTIVE BOARD**

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Welcome to the MACUHO Executive Board. Volunteers are the future of MACUHO. Through this experience, it is our hope the organization will prosper, as will the committee members who volunteer. The Executive Board members play an integral role in facilitating the annual accomplishments of MACUHO.

The individuals who accept the challenges and obligations of an Executive Board position should recognize the time commitment and the importance of delegating and sharing responsibility when directing their area of accountability. As a voting member, it is the responsibility of each board member to be familiar with the constitution and its by-laws.

### **Overall responsibilities as a member of the Executive Board:**

- Serve as a voting member by attending all executive board meetings and the Annual Conference. Meetings take place in the winter, summer, pre-Annual Conference and post-Annual Conference.
- Prepare written goals and budget - due by date announced, approximately 1 month after Annual Conference.
- Update Budget and Goals Statement before each Executive Board meeting as announced by the officers.
- Maintain an up-to-date roster of committee membership and/or regional listing of institutions for Vice President.
- Initiate monthly updates with officer liaison officer by phone, in writing, or E-mail.
- Submit information and updates to each MACUHO newsletter.
- Communicate with Regional Coordinators to assess how committees can aid in meeting needs of the particular regions.
- Each term is for a two year period, unless otherwise noted in the by-laws or at the discretion of the executive officers.

### **Overall responsibilities in guiding the membership of your committee:**

- Meet, conference call, or correspond with committee members regularly.
- Develop annual goals and budget.
- Provide regular updates of committee activities toward accomplishing goals.
- Keep members informed of Executive Committee proceedings.
- Empower committee members to take ownership for committees and encourage active participation of all members.
- Conduct at least one committee meeting each year for planning purposes.
- Review previous years' goals and activities as a basis for planning purposes.

### **Personal and Institutional Commitments:**

- Dedicate office/personal time to perform MACUHO business.
- Have support of office budget to cover clerical support, supplies, telephone, etc.
- **Supported travel time and funds to attend meetings and conference. MACUHO will pay for meals at board meetings, including dinner at the pre-conference meeting. Lodging must be covered by self or institution.**

## **MISSION STATEMENT**

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- To promote high professional standards among those involved in the management of residence hall services and programs.
- To sponsor those activities and services which assist its members and provide for them a means of exchanging and distributing professional information and ideas relating to the administration of the physical, financial, social and educational phases of housing and food service programs.
- To contribute to the growth and development of residence hall staff through exposure to relevant knowledge and association with other professionals.
- To sponsor activities and services which will enable members of this association to gain recognition for contributions (e.g. research programs and development, administrative techniques) which are designed to improve the management of residence hall services and programs.
- To provide mechanisms and stimuli to promote the development of interdependent professional relationships among individuals and institutions involved in the management of residence hall services and programs.
- To support and encourage participation in those activities and programs sponsored by the Association of College and University Housing Officers-International, promote MACUHO involvement in decision making at the ACUHO-I Business Meeting, and encourage participation in related professional organizations.

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## **DIVERSITY PLEDGE**

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As a member of the MACUHO region, I hereby commit to the establishment of an organizational culture in which the diversity of all members is recognized as an asset.

I will continue to promote the celebration of the uniqueness that each member brings to the organization.

I will strive for an open community in which educational/social opportunities are available to all members.

To this end, I pledge to strongly oppose acts of intolerance in meetings, our conferences, and at social events, and to encourage members to question inappropriate behaviors.

**CONSTITUTION OF THE  
MID-ATLANTIC ASSOCIATION OF COLLEGE AND UNIVERSITY HOUSING OFFICERS**

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**ARTICLE I NAME OF THE ASSOCIATION**

The name of this organization shall be the Mid-Atlantic Association of College and University Housing Officers and shall be known as MACUHO.

**ARTICLE II PURPOSE OF THE ASSOCIATION**

The purpose of this Association shall be:

*Section 1.*

To promote high professional standards among those involved in the management of residence hall services and programs.

*Section 2.*

To sponsor those activities and services which assist its members and provide for them a means of exchanging and distributing professional information and ideas relating to the administration of the physical, financial, social and education phases of housing and food service programs.

*Section 3.*

To contribute to the growth and development of residence hall staff through exposure to relevant knowledge and association with other professionals.

*Section 4.*

To sponsor activities and services which will enable members of this association to gain recognition for contributions (e.g. research programs and development, administrative techniques) which are designed to improve the management of residence hall services and programs.

*Section 5.*

To provide mechanisms and stimuli to promote the development of interdependent professional relationships among individuals and institutions involved in the management of residence hall services and programs.

*Section 6.*

To support and encourage participation in those activities and programs sponsored by the International Association of College and University Housing Officers, promote MACUHO involvement in decision making at the International ACUHO Business Meeting, and encourage participation in related professional organizations.

## **ARTICLE III            MEMBERSHIP OF THE ASSOCIATION**

### *Section 1.*

Membership in MACUHO shall be open to any institution of higher education which is accredited by a recognized educational accrediting association, which is located in the states of Delaware, Maryland, New Jersey, Pennsylvania, and West Virginia, the District of Columbia and England and maintains membership information with MACUHO and which owns and/or operates residence halls.

### *Section 2.*

Voting membership in MACUHO shall be by institution and shall be limited to those institutions in attendance at the Annual Conference of the Association. Should a vote be needed between conferences, the President of MACUHO may authorize, with approval of the Executive Board, a mail-in or telephone vote. Votes will be solicited from the Chief Housing Officer at each school represented at the previous MACUHO conference.

### *Section 3.*

All staff or faculty of member institutions who have major involvement in that institution's residence hall services and programs or related programs may participate in the activities of, benefit from the services of, and hold office within MACUHO.

### *Section 4.*

Membership in the Association and its committees is open to all eligible persons regardless of race, color, sex, age, religion, national origin, physical and/or mental disability, and sexual orientation.

### *Section 5.*

Lifetime membership will be awarded to retirees. Honorary membership may be awarded by the Executive Committee subject to approval of the membership at their Annual Conference to past representatives who have given outstanding service to the Association.

### *Section 6.*

Affiliate institutional membership may be granted by the Executive Committee in the case of governmental, nonprofit, or commercial organizations engaged in activities directly related to the purposes of the organization.

## **ARTICLE IV            ACTIVITIES AND SERVICES OF THE ASSOCIATION**

### *Section 1.*

MACUHO will hold an Annual Conference which shall be open to all members. The membership will approve a time and place for the conference based upon recommendation of the Vice President.

### *Section 2.*

On a regular basis, MACUHO will publish a newsletter designed to distribute information and ideas throughout the Association and provide recognition to Association members for contributions which improve the management of residence halls services and programs.

*Section 3.*

MACUHO will sponsor an annual workshop designed to enable the directors of residence hall departments/offices in member institutions of the Association to share information and ideas appropriate for that level of management.

*Section 4.*

Under the direction of the President of the Association, the MACUHO Executive Committee will coordinate region-sponsored activities, call to the attention of the membership any appropriate concern or issues, approve recommendations made by the President, approve presidential appointment of special functional committees which shall carry out the proper purpose of MACUHO and make decisions which shall be necessary and proper for carrying into execution the foregoing responsibilities.

## **ARTICLE V            ANNUAL BUSINESS MEETING OF THE ASSOCIATION**

*Section 1.*

The official Annual Business Meeting of MACUHO will occur at the Annual Conference of this Association. The time and place of the Annual Business Meeting shall be published in the official conference program.

*Section 2.*

The President of MACUHO will preside over the Annual Business meeting and will be responsible for preparing and distributing the meeting agenda.

*Section 3.*

The Secretary of MACUHO will record the minutes of the Annual Business Meeting and distribute to the Executive Committee and publish in the first newsletter following the conference.

*Section 4.*

All registered participants at the Annual Conference are welcome to attend the Annual Business Meeting and participate in all discussions and/or debate.

*Section 5.*

Voting at the Annual Business Meeting will be by institution. One designee from each institution in attendance will serve as its voting member of the Annual Business Meeting.

*Section 6.*

A quorum, consisting of a voting delegate from no less than one third of the member institutions registered and in attendance at the Annual Conference, will be required to conduct the Annual Business Meeting of MACUHO.

*Section 7.*

To secure passage, all motions put forward at the Annual Business Meeting will require an affirmative vote by a majority of those institutions represented at that meeting.

## **ARTICLE VI            GOVERNING BODY OF THE ASSOCIATION**

### *Section 1.*

The governing body of MACUHO shall be known as the Executive Committee. Its members assume office in accordance with the procedures outlined in this Constitution and its first By-Laws.

### *Section 2.*

The Executive Committee of MACUHO shall consist of the Executive Officers, the Archives Coordinator, the Exhibits and Displays Coordinator, the Host Committee Coordinator(s), the Newsletter Editor, the Communications Coordinator, Chairpersons of all MACUHO standing committees and Regional Coordinators. The Executive Committee shall have the full responsibility for conducting all affairs of the Association.

### *Section 3.*

The Executive Officers of MACUHO shall be:

- a. President who will serve a term of one year.
- b. Vice President/President Elect who will be elected and serve as Vice President for one year prior to assuming the Presidency.
- c. Treasurer who will be elected for a term of two years.
- d. Secretary who will be elected for a term of two years.
- e. Past President who will serve a term of one year as advisor to the President and the Executive Committee.

## **ARTICLE VII            COMMITTEES OF THE ASSOCIATION**

### *Section 1.*

The President and Executive Committee may, by administrative action, appoint or disband those standing committees which they determine are necessary or unnecessary for effective functioning of the Association. Current committees are listed on the Membership Brochure. Executive Officer liaisons for these committees are listed in the liaison document.

### *Section 2.*

The President may appoint those ad hoc committees which he/she feels are necessary. Ad hoc committees serve only for the term of the appointing president.

## **ARTICLE VIII            CONTROL OF FUNDS**

### *Section 1.*

The Treasurer shall open and maintain accounts for checking and saving in the name of the Association in FDIC banks. The Treasurer shall also be responsible for having a biannual audit of the Association's books performed at the close of the Treasurer's term of office.

*Section 2.*

The Treasurer shall provide the members of MACUHO with an annual report of income and expenses at the Annual Business Meeting of the Association and ensure its inclusion in the first issue of the MACUHO newsletter published after the conference.

*Section 3.*

MACUHO funds shall be used to defray the normal operating expenses of this Association. Use of these funds shall be limited to those cases where such expenditures clearly support the accomplishment of the purposes of the Association as stated in Article II of this Constitution and only with the approval of the President.

*Section 4.*

Further specific financial details can be found in the MACUHO Finance Document.

## **ARTICLE IX                      ANNUAL DUES**

*Section 1.*

The Executive Committee may recommend to the membership the establishment of annual dues for members of the Association.

*Section 2.*

The membership will vote on any recommendation made by the Executive Committee regarding the establishment of annual dues.

*Section 3.*

Dues may be established or amended by a 2/3 vote of those member institutions voting.

## **ARTICLE X                      ACUHO-I / MACUHO STATEMENT OF AFFILIATION**

*Section 1.*

We are an independent Association with a cooperative relationship with the Association of College and University Housing Officers – International (ACUHO-I). Due to shared purposes and interests, MACUHO and ACUHO-I maintain a formal Statement of Affiliation.

## **ARTICLE XI                      AMENDMENTS**

*Section 1.*

The Constitution may be amended by a two-thirds vote of those member institutions in attendance at the Annual Business meeting of the Association.

*Section 2.*

The By-Laws may be amended by a majority vote of those member institutions in attendance at the Annual Business meeting of the Association.

*Section 3.*

Amendments to this Constitution and its By-Laws may be proposed by any institution which qualifies for MACUHO membership. Such proposals shall be submitted **IN WRITING** to the President of the Association at least 60 (**sixty**) days before the Annual Conference. If approved by the Executive Committee, proposals shall be presented to the President during the Annual Conference. If the Executive Committee votes to not present an amendment to the general membership, the proposing institution may override this veto by obtaining written support of three additional member institutions.

## BY LAWS

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### I. EXECUTIVE COMMITTEE MEMBERS ELECTIONS AND APPOINTMENTS

#### Section 1.

The President shall be affirmed by membership at the Annual Business Meeting after serving a one-year term as Vice President/President Elect. The Vice President/President Elect shall be elected at the Annual Business Meeting of the Association to serve a one-year term. The Secretary and Treasurer shall be elected at the Annual Business Meeting of the Association in alternate years to serve staggered two-year terms. The President shall become the Past President following the Annual Conference for a one-year term.

- a. The Past President shall solicit and submit a Slate of Nominees as follows:
  1. The Vice President/President Elect to be affirmed as President.
  2. At least two names for the office of Vice President to serve a one-year term.
  3. At least two names for the offices of Secretary and Treasurer to serve a two-year term. The voting representative from any member institution may make additional nominations from the floor at the Annual Business Meeting.
- b. To be elected, a candidate must receive the highest number of votes cast at the Annual Business Meeting. If more than two candidates have been nominated for an office, a run off election will be held to ensure majority support.

#### Section 2.

- a. The Vice President/President Elect shall appoint a Regional Coordinator from each of the eight regions.
- b. Appointments shall be made within 60 days prior to the annual Conference. Appointments are effective at the Executive Committee meeting immediately following the annual conference.
- c. Regional Coordinators shall serve a two-year term.
- d. The Vice-President/President Elect shall solicit Regional Coordinators from institutions in the various regions. They can be re-appointed to serve one additional two-year term
- e. Four Regional Coordinator positions shall be appointed/re-appointed each year to provide continuity.

#### Section 3.

- a. All committee chairpersons and committee members shall be appointed by the Vice President/President Elect. Appointments shall be made within 60 days prior to the Annual Conference. Chairperson appointments are effective at the Executive Committee meeting immediately following the Annual Conference.
- b. The Archives Coordinator, the Exhibits and Displays Coordinator, the Newsletter Editors(s), and the Communications Coordinator(s) serve renewable two-year terms at the pleasure of the Association. The Host Committee Coordinator serves until the completion of the Annual Conference.

- c. All other Committee Chairpersons not listed in Section 3.b. above shall serve a two-year term.
- d. The Vice President/President Elect shall solicit Committee Chairs from members of the committees. Committee Chairpersons can be re-appointed to serve one additional two-year term.
- e. In the case of co-chairs, whenever possible, both should not be replaced at the same time.

**Section 4.**

In the event of a vacancy in the office of the President, the Vice President/President Elect shall automatically become President for the remainder of the term of office for which the President was elected. In the event of a vacancy in the office of Vice President/President Elect, the President will direct the Past President to convene nominations and select qualified candidates and to conduct a mail ballot to assure replacement of the incumbent within 60 days of notification of vacancy.

**Section 5.**

In the event of a vacancy of any Executive Committee member with exception of President or Vice President/President Elect, the President will appoint an individual to complete the remainder of the term in question.

**II. DUTIES OF EXECUTIVE COMMITTEE MEMBERS OF THE ASSOCIATION**

**Section 1.**

The President shall:

- a. Preside over all meetings of the Association.
- b. Preside over all meetings of the Executive Committee.
- c. In consultation with the Executive Committee, state those goals for MACUHO which he/she intends to pursue and ensure their inclusion in the first issue of the MACUHO newsletter published after the beginning of his/her term of office.
- d. Call at least two meetings of the Executive Committee during his/her term of office. One such meeting shall occur at the Annual Conference of the Association.
- e. Present a report outlining the state of the Association and ensure its inclusion in the first issue of the MACUHO newsletter published after the conference.
- f. Represent the Association at the International ACUHO Business Meeting and organize the MACUHO regional reception at the ACUHO-I Annual Conference.
- g. Fulfill all duties necessary to ensure that the association meets the expectations presented in its constitution.

**Section 2.**

The Vice President/President Elect shall:

- a. Assume the duties of the President in the latter's absence or in the event of his/her resignation.
- b. Serve one year as Vice President and, upon affirmation, officially assume the Presidency following the Annual Conference.

- c. Provide direction to the MACUHO Executive Committee and serve the needs and interests of the membership in accomplishing goals set for the year.
- d. Complete responsibilities as assigned by the President.
- e. Conduct the Time and Place process for the next Annual Conference.

**Section 3.**

The Secretary shall:

- a. Serve a two-year term.
- b. Be the official correspondent for the Association and carry on the required correspondence and record keeping of the Association.
- c. Record, transcribe, and distribute the minutes of the Annual Business Meeting of the Association in accordance with Article V, Section 3 of the Association Constitution.
- d. Record and transcribe the minutes of Executive Committee meetings as well as other official meetings of the Association designated by the President.
- e. Work with the Archives Coordinator to ensure all historical data is submitted and stored.
- f. Direct and coordinate the update, on a regular basis, of all official documents with the exception of the Finance Document.
- g. Conduct the Ann Webster New Professional Award, the James Hurd Outstanding Service Award, and David G. Butler Distinguished Service Award processes.
- h. Ensure the MACUHO committee brochure is updated and published annually.
- i. Maintain the MACUHO History, soliciting and adding entries from Past Presidents as needed.

**Section 4.**

The Treasurer shall:

- a. Serve a two-year term.
- b. Assist in preparation of annual committee budgets and ensure proper recording of all expenditures against budgets.
- c. Maintain appropriate records of all funds dispersal and income and submit periodic reports to the Executive Committee and the membership.
- d. Maintain appropriate bank accounts for checking and savings in FDIC ensured accounts.
- e. File all necessary government forms.
- f. Have a biannual audit of the Association's books performed at the close of his/her term.
- g. Ensure the MACUHO Finance Document is updated and published annually.

- h. Oversee MACUHO's investment and provide an annual written report to the membership of its status.

**Section 5.**

The Past President shall:

- a. Serve as advisor to the Executive Officers and Executive Committee.
- b. Solicit and submit to the Executive Committee a slate of nominees for Vice President/President Elect, and Secretary or Treasurer at least sixty days before the Conference.
- c. Conduct the Association's elections at the Annual Conference.
- d. Assist the President in research and historical projects as needed.
- e. Serve as Chair of the Council of Past Presidents and organize the Director's Conference at the Annual Conference.

**Section 6.**

With the concurrence and support of the Executive Committee, the Newsletter Editor shall take those actions necessary to ensure the regular publication of the MACUHO Newsletter.

**Section 7.**

The Archives Coordinator shall be responsible for maintaining a record of all Minutes, conference programs; membership lists, office lists, and past records in order to maintain a history of the organization.

- a. The Archive Coordinator shall also maintain a copy of all research questionnaires, etc., compiled by any MACUHO committee.

**Section 8.**

The Regional Coordinators shall:

- a. Be responsible for attending each meeting of the Executive Committee and coordinating all MACUHO activities and services within his/her geographic area.
- b. Maintain communication with all MACUHO member institutions of his/her geographic area and take those steps necessary to ensure that he/she is able to adequately represent the concerns and/or interests of those institutions at the Executive Committee meetings.
- c. Serve as liaison with and promote publication of the MACUHO newsletter.
- d. Take steps to promote contribution to and interest in the Annual Conference of the Association.
- e. Assist in the coordination of the nomination process for MACUHO officers as directed by the Past President. Assist the Past President with the election process at the Annual Business Meeting.
- f. Assist in the recruitment of the new institutional membership and new professionals as directed by the Chair of the Personal and Professional Development Committee.
- g. Assist with updating the Annual Membership directory as directed by the Communications Chair and the Vice President/President Elect.

**Section 9.**

Committee Chairs shall:

- a. Prepare a statement of committee Goals and monitor progress toward goal achievement for the year.
- b. Prepare a committee budget and monitor expenditures.
- c. Ensure that all committee members are fully informed of committee progress.
- d. Provide reports at Executive Committee meetings and a written end-of-the-year report.
- e. Attend Executive Committee meetings and contribute to overall improvement of MACUHO.
- f. Prepare and distribute minutes of all committee meetings to appropriate Executive Officer liaison and Archives Coordinator.

**Section 10.**

The Exhibits and Displays Coordinator shall:

- a. Maintain a database of participating vendors at the Annual Conference.
- b. Solicit vendor support.
- c. Communicate appropriate fees and relevant information to vendors prior to the conference.
- d. Coordinate with the Host Committee and conference site facility for vendor setup, display and takedown.
- e. Collect vendor fees and deposit them with the MACUHO Treasurer at the Annual Conference.
- f. Complete a report on vendor activity following the conference.
- g. Coordinate with the Host and Program Committees the scheduling of the exhibits and display areas to optimize the opportunity for conference participants to see and interact with vendors.

**Section 11.**

The Host Committee Coordinator(s) shall:

- a. Solicit committee members from among institutions in the geographical vicinity of the conference site when possible.
- b. Assign various tasks to subcommittees such as special events, transportation, registration, publications, printing, and entertainment.
- c. Negotiate with the site personnel for vendor space, banquet and meeting rooms, overnight accommodations and meals.
- d. Establish a budget for the Annual Conference.
- e. Coordinate all facility arrangements on site.

- f. Work closely with the Program Committee to provide adequate program session space and develop a conference schedule to be recommended to the Executive Committee for approval.
- g. Compile a written conference summary and present that summary report at the second Executive Committee meeting following the Annual Conference.

**Ratified January 1986**  
**Amended 1992**  
**Amended September 1993**  
**Amended October 1999**  
**Amended November 2001**

## EXECUTIVE BOARD POSITION DESCRIPTIONS

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### OFFICERS

#### **President**

1. Preside over all meetings of the Association.
2. Preside over all meetings of the Executive Board.
3. In consultation with the Executive Board, state the goals for MACUHO which he/she intends to pursue and ensure their inclusion in the first issue of the MACUHO newsletter published after the beginning of his/her term of office.
4. Call three meetings of the Executive Board during his/her term of office. One such meeting shall occur at the Annual Conference of the Association. The other two meetings traditionally occur in February and June.
5. Communicate regularly with and act as a resource for those committees that are assigned as a liaison relationship: Program, Host, Exhibits & Displays.
6. Present a report outlining the state of the Association and ensure its inclusion in the first issue of the MACUHO newsletter published after the conference.
7. Conduct the voting at the fall officers meeting for the annual awards.
8. Collect evaluations from current annual conference to present data at December Officers meeting and February Executive Board meeting. (The President will have assumed the "Past President" title and will report on behalf of Host of the prior year, whom does not attend to give evaluative results).
9. Represent the Association at the International ACUHO-I Business Meeting and organize the MACUHO regional reception at the ACUHO-I Annual Conference (along with NEACUHO).
10. Attend various MACUHO events, such as the Student Staff and Live-In Conference or appoint another officer to attend.
11. Maintain updates regarding conferences and regional news to ACUHO-I via the newsletter.
12. Solicit and appoint all executive board positions including any mid-year appointments for vacancies.
13. Fulfill all duties necessary to ensure that the association meets the expectations presented in its constitution

### **Vice President/President Elect**

1. Assume the duties of the President in the latter's absence or in the event of her/his resignation.
2. Serve one year as Vice President and assume the Presidency following the Annual Conference.
3. In conjunction with the President, provide direction to the MACUHO Executive Board and serve the needs and interests of the membership in accomplishing goals set for the year. This includes coordinating the Budget and Goal setting process immediately after the Annual Conference with the Treasurer.
4. Conduct the Time and Place for upcoming Annual Conferences. Act as the primary point of contact regarding questions and issues for the Annual Conference that will occur at the end of the Presidential Term.
5. Solicit recommendations from officer liaisons for vacant board positions. Coordinate the assignment of members to all MACUHO Committees and work with the President to assure that all Chair and Coordinator positions are filled for the upcoming year.
6. Communicate regularly with and act as a resource for those committees that are assigned as a liaison relationship: PPD, REC, R&R.
7. Conduct New Executive Board Member Orientation for new committee chairs & co-chairs. This is the VP/PE responsibility at the end of their term, at the conference they become President.
8. Attend the ACUHO-I Conference, along with the President.
9. Other duties as assigned by the President.

### **Past President**

1. Serve as advisor to the Executive Officers and Executive Board.
2. Solicit and submit to the Executive Board a slate of nominees for Vice resident/President Elect, Secretary and Treasurer at least sixty days before the Conference.
3. Conduct the Association's elections at the Annual Conference.
4. Assist the President in research and other projects as needed.
5. Advise and coordinate efforts of Regional Coordinators, as directed by the Executive Board.
6. Communicate regularly with and act as a resource for those committees that are assigned as a liaison relationship: Regional Coordinators, Strategic Plan.

7. Coordinate and provide Strategic Plan updates, with a master review every two years.
8. Complete necessary paperwork to induct award winners and past-presidents to Foundation of Excellence.
9. Other duties as assigned by the President.

### **Secretary**

1. Be the official correspondent for the Association and carry on the required correspondence and record keeping of the Association.
2. Record minutes of meetings: executive board meetings, officer meetings, annual business meeting. Distribute the same to the appropriate individuals. Annual business meeting minutes should be completed in accordance with Article V, Section 3 of the Association Constitution. Minutes should be published in the MACUHO Newsletter as well. Send a copy of official association meetings to the Archives Coordinator.
3. Collect, assemble, and distribute goals and budget updates prior to each Executive Board meeting.
4. Maintain the Informal History of MACUHO, collecting the most recent entry from the Past President. Send copy to Archives Coordinator.
5. Order and maintain Association stationery.
6. Direct and coordinate the update, on a regular basis, of all official documents with the exception of the Finance Document. This includes the Executive Board Reference Manual and the MACUHO committee brochure; send copy to Archives Coordinator.
7. Provide new Executive Board members with the Executive Board Manual at the annual conference or when appointed (if mid-year appointment).
8. Maintain an up-to-date Executive Board member list and distribute to Executive Board members.
9. Conduct the Annual Conference Award Process; Ann Webster New Professional Award, the James Hurd Outstanding Service Award, David G. Butler Distinguished Service Award and Vendor of the Year Award. Email list serve with nomination process, provide materials for the MACUHO newsletter, solicit nominations, prepare materials for the officer meeting in which voting is conducted. Design and order the plaques for the conference.
10. Provide sufficient copies of minutes from the previous years' business meeting for the Annual Business meeting.

11. Communicate regularly with and act as a resource for those committees that are assigned as a liaison relationship: Communications and Archives.
12. Attend all executive officer and executive board meetings
13. Other duties as assigned by the President.

### **Treasurer**

1. Prepare yearly Budget Request and Goals process by sending out budget forms to Executive Board. Collect data and prepare for the Budget Allocation meeting with the Officers in December.
2. Prepare a spreadsheet to track all individual committee expenditures. Manage the Additional Funds Requests process by emailing such requests to officers for approval.
3. Maintain appropriate records of all funds dispersal and income and submit periodic reports to the Executive Board and the members.
5. Maintain a record of all check requests for checks written and dispersed on behalf of MACUHO.
6. Balance the checking and savings statements and maintain a ledger of all transactions that take place in these accounts.
7. Maintain a record of all investments made to the MACUHO Investment Club account and keep a log of the account statements.
8. Work in conjunction with the MACUHO accountant to organize the record keeping functions in such a way as to simplify tax return preparation.
9. Maintain appropriate bank accounts for checking and savings in FDIC insured accounts.
10. File all necessary government forms.
11. Correspond with the IRS Tax Exempt – Government Entities Division about address changes as the treasurer's position changes from one person to another.
12. On an annual basis send a letter updating the IRS as to who the Officers are their addresses.
13. Work with the MACUHO accountant to prepare the annual tax form for tax Exempt Organizations – Form 990 EZ.
14. Have a biannual audit of the Association's books performed at the close of his/her term. This is done alongside the newly elected Treasurer.

15. The term of service for the Treasurer will extend to December. The current Treasurer and new Treasurer will work together starting at the conclusion of elections at the annual conference to ensure a smooth transition.
16. Communicate regularly with and act as a resource for those committees that are assigned as a liaison relationship: Diversity, Housing Operations.
17. Other duties as assigned by the President.

## **COORDINATORS**

### **Regional Coordinators/Co-ordinators**

1. Assist the Executive Board in meeting the goals of MACUHO and serve as an ambassador for MACUHO.
2. Attend **ALL** meetings of the Executive Board and coordinate all MACUHO activities and services within his/her geographic area.
3. Maintain communications with all MACUHO member institutions in his/her region and represent their concerns and interests to the Executive Board. Keep regional members updated on association happenings in the region by creating and distributing a minimum of **FOUR** electronic newsletters per year:
  - Pre-Conference (September)
  - Post Conference (November)
  - Post February Meeting (March)
  - Post June Meeting (July)
4. Recruit new institutional memberships and new professionals to MACUHO by making contact with at least **TWO** institutions (per year) not actively involved in MACUHO. Promote involvement and interest in the Annual Conference.
5. Be knowledgeable of the MACUHO Constitution and By-laws.
6. Assist with the nomination process for MACUHO officers as directed by the Past President. Assist the Past President with the election process at the Annual Business Meeting.
7. Assess regional needs and develop activities, communication, etc. to meet those needs. Must plan/organize at least **ONE** social and/or professional event(s) in assigned region per year. This will help members meet each other and develop skills in the housing and residence life field.
8. Develop a budget for any activities sponsored. Submit budget updates prior to February, June and fall meetings.

9. Prepare and implement a regional meeting during the annual conference.
10. Update applicable information on the MACUHO Web page. Send copies of any regional newsletter to webmaster for posting (adhere to deadlines listed above in #3).
11. Other duties as assigned by Executive Board.

### **Archives Coordinator**

1. The Archives Coordinator is responsible for maintaining a record of all of the minutes, conference programs, membership lists, office lists, and past records in order to maintain a history of the organization.
2. The Archive Coordinator shall also maintain a copy of all research questionnaires, etc., compiled by any MACUHO committee.
3. Other duties as assigned by Executive Board.

### **Exhibits and Displays Coordinator**

1. Maintain a database of participating vendors at the Annual Conference.
2. Solicit vendor support.
3. Communicate appropriate fees and relevant information to vendors prior to the conference.
4. Serve on the Host Committee by working with the Vendor Chair of Host Committee. Survey conference site for vendor setup, display and takedown. Assist in securing sponsorships for Annual Conference.
5. Collect vendor fees and deposit them with the MACUHO Treasurer at the Annual Conference.
6. Conduct an annual vendor evaluation of the annual vendor/exhibits show.
7. Complete a report on vendor activity following the conference. Assist in coordinating the Vendor Reception at the annual conference.
8. Coordinate with the Host and Program Committees the scheduling of the exhibits and display areas to optimize the opportunity for conference participants to see and interact with vendors.
9. Attend **ALL** meeting of the Executive Board.
10. Other duties as assigned by Executive Board.

### **Research and Information Coordinator**

1. Coordinate the gathering and dissemination of research-based information to the membership.
2. Communicate with the membership regarding what housing-related information is considered necessary or relevant to them.
3. Implement, analyze, and publish research projects on a regular basis to meet the above need.
4. Focus information gathering at the regional level.
5. Coordinate with other regional/national committees to share resources, ideas, and data.
6. Attend **ALL** meeting of the Executive Board.
7. Other duties as assigned by Executive Board.

### **Communications Coordinator(s)**

1. Oversee all areas of communication including the MACUHO On-line Membership Directory, On-line Newsletter, Website ([www.macuho.org](http://www.macuho.org)), MACUHO Listserve and Executive Board Listserve.
2. Maintain the MACUHO Directory through a membership database containing information about all members and institutions. Each summer, work with the Regional Coordinators to provide updates of each institution. Enter updates prior to the Annual Conference. The membership directory should be distributed/on-line by the annual conference.
3. Produce an on-line newsletter to the membership three times per year. Post newsletters on website. Gather articles and advertisements.
4. Attend **ALL** meetings of the Executive Board.
5. Other duties as assigned by Executive Board.

### **Strategic Planning Coordinator**

1. Appointed by the President for a three year term.
2. Communicate with President to set aside time at Executive Board meetings to do strategic planning with the entire board.
3. Meet and communicate with Officers as needed to set 5 year plan for the Association.
4. Guide the Board and the membership through a review of the Strategic Plan and set goals and initiatives for the next 5 years.
6. Provide a written document of the plan and a final report after 3 years.
7. Attend **ALL** meetings of the Executive Board.
8. Other duties as assigned by Executive Board.

## **COMMITTEE CHAIRS**

### **Host Committee Co-Chairs**

1. Report all activity of the Host committee, including locations/facility update and budget updates.
2. Communicate with all committees and coordinators regarding their needs for the annual conference.
3. Lead the Host committee to fulfill all responsibilities and obligations in executing the annual conference.
4. Submit a final report, including financial accounting of the conference, to the Executive Board at the February Meeting. If Host is unable to attend since their term has ended, the Past President will share the report with the board.
5. Attend **ALL** meetings of the Executive Board.
6. Other duties as assigned by the Executive Board.

### **Housing Operations Committee Co-Chairs**

1. Disseminate important, up-to-date information to the region relating to housing operations.
2. Serve as clearing house for housing operations and conferences concerns.

3. Solicit and present housing/conferences sessions at the annual conference.
4. Recruit new members for the committee.
5. Build and maintain a close relationship with Facilities (AAFA, APPA) organizations.
6. Attend **ALL** meeting of the Executive Board.
7. Other duties as assigned by Executive Board.

### **Diversity Committee Co-Chairs**

1. Create and update membership roster of committee members.
2. Communicate regularly with committee members in order to continue support and commitment.
3. Gather materials and organize information (i.e. giveaways, handouts, and resource materials) for the Common Ground room at the annual conferences.
4. Assemble display for Committee Expo at annual conference.
5. Organize nomination process for the COLORS award. Collect nomination and elect a recipient. Notify the Secretary prior to the annual conference so that a plaque can be ordered.
6. Organize and develop yearly goals and objectives for the committee. Submit annual budget to meet goals.
7. Serve as an advocate for diversity related issues. Work with other MACUHO committees to integrate diversity in all committee work.
8. Be available to MACUHO members as a resource of information (literature, publications, speakers) related to issues of diversity and multiculturalism.
9. Attend **ALL** meetings of the Executive Board.
10. Other duties as assigned by Executive Board.

### **Personal and Professional Development Committee Co-Chairs**

1. Support personal and professional development efforts at annual conference, including but not limited to the New Delegate Orientation and Brochure, the Fun Run/Walk, Mentor/Mentee program and the organization of the Common Ground room.
2. Develop committee budget and goals annually, meeting with committee members as necessary.

3. Plan and execute the Mid-Atlantic Placement Conference each spring. Appoint chairs for conference to coordinate major areas as appropriate (such as, candidate registration, employer registration, interview scheduling, marketing).
4. Attend **ALL** meetings of the Executive Board.
5. Other duties as assigned by Executive Board.

### **Program Committee Co-Chairs**

1. Coordinate program slate for the annual conference. Initiate call for programs and lead committee in selecting a diverse program offering.
2. Recruit and select a Keynote speaker and Consultant(s) in Residence for the annual conference. Organize Professional Development Programs for the first day of the conference.
3. Participate, or select a committee member to participate, on Host committee to ensure programming needs are met, securing rooms and audiovisual equipment needed. Committee will also collect from presenters an electronic copy of conference programs to be posted on the association website following the Annual Conference.
4. Organize recognitions at annual conference for presenters and meet with committee to select programming award recipients.
5. Attend **ALL** meetings of the Executive Board.
6. Other duties as assigned by Executive Board.

### **Recognition, Education, and Connections Committee Co-Chairs**

1. Oversee the annual student staff conference. Recruit host institutions through bid-packet distribution. Work with host to coordinate conference.
2. Oversee annual Live-in conference, recruiting interest to host. Update and mail bid packets to interested schools. Select site and work with school to plan conference.
3. Coordinate Case Study competition at annual conference, working with host committee on registration materials. Coordinate room and program proposal with programming committee and secure judges. Prepare all supporting material for the competition. Coordinate registration of previous year's winners.
4. Manage the ORB (Our Region's Best) Awards by sending out nomination letters/emails and coordinate winner selection. Notify winners and winning nominators and purchase awards. Coordinate winners' attendance at the Student Staff conference. Submit an article to the MACUHO newsletter and notify the PR departments of winners' institutions.

5. Coordinate Academic Excellence recognition by sending out letters/emails that ask for submissions. Mail certificates to recipients.
6. Attend **ALL** meetings of the Executive Board.
7. Other duties as assigned by the Executive Board.

### **Recruitment and Retention Committee Co-Chairs**

1. Work to actively educate, recruit and motivate professional into the field through involvement in MACUHO sponsored events and programs.
2. Coordinate the Lisa Pierce VIP Program for the annual conference by recruitment, selection and supervision.
3. Maintain a close relationship with CAACURH and NACURH. Support communication and work as a liaison between them and MACUHO.
4. Attend **ALL** meeting of the Executive Board.
5. Other duties as assigned by Executive Board.

## **MACUHO EXECUTIVE BOARD AGREEMENT**

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Once voted to be an executive officer or asked to take on a committee or coordinator chair/co-chair role, you will be asked to sign an Executive Board Agreement:

I understand that as a member of the MACUHO Executive Board, I am making a commitment to:

1. Make every reasonable effort to attend all four Executive Board meetings
  - Post conference
  - February
  - June
  - Pre-conference
2. Fulfill expectations of my position as described in the MACUHO Constitution and By-laws, Executive Board Reference Manual, and other MACUHO publications. This includes regular communication with individuals and groups associated with my position (ie, committee members, co-chair, etc.)
3. Participate in Executive Board meetings, sharing information about my position with the Board and vice versa.
4. Submit Goals and Budget request in November/December and provide timely updates prior to each Executive Board meeting.
5. Accept responsibility for all financial transactions related to my position.
6. Maintain open communication, including a monthly update, with the MACUHO Officer liaison assigned to me.
7. Attend the Annual Conference and act as a mentor to new professionals in the field, including participation in the Mentor/Mentee Program.

## MACUHO EXECUTIVE BOARD CALENDAR

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Typical (would be modified slightly for years when conference is in November)

### October

- Final Committee Goal and Budget Form update to be submitted two weeks prior to conference
- All committees finalize conference related issues
- Executive Officers send out Business Meeting Agenda and any items that will be voted on at conference.
- Pre Conference Executive Board Meeting held Tuesday afternoon- incoming committee chairs and coordinators should attend
- Annual Conference, include Annual Business Meeting of the Association and election of new officers. Also, training for new chairs and coordinators held during conference
- Post Conference Executive Board Meeting held Friday morning- new officers hold positions for first time, new Chairs and Coordinators responsible for their areas. Committee Goal and Budget Forms distributed and priorities for the year are discussed.

### November

- Committee Goal and Budget Forms are due (approximately one month after Annual Conference)
- Student Staff Conference held (REC)

### December

- Newsletter submission, web pages updated (due December 1)
- Executive Officer Meeting- set budget for year.
- Annual Conference final financial report due (Past Host)
- Financial activity for previous year is wrapped up; New Treasure takes place (if election year)
- Committees notified of budget for year

### January

- Preparations are started for filing financial documents (tax filing, etc.)
- Post Conference Newsletter Posted & Emailed

### February

- Updates to Committee Goal and Budget Forms to be submitted two weeks prior to Executive Committee Meeting
- Executive Board Meeting- site visit to fall conference location; bid presentations for conferences 18 months ahead (2 day meeting)
- Live In Staff Conference (REC)
- Election nomination information sent
- Annual Conference final evaluation due (Past Host)

### March

- Newsletter submission, web page updates (due March 1)
- NASPA/ACPA Conferences- MACUHO receptions
- MACUHO Newsletter emailed and posted on Web
- MAPC

### April

- Executive Officer Meeting- NHTI/RELI Scholarships
- Housing Operations/Conference Services Drive In (Housing Ops/Conference Services)

### May

- Annual Conference Call for Programs distributed (Program)

### June

- Updates to Committee Goal and Budget Forms to be submitted two weeks prior to Executive Board Meeting
- Executive Board Meeting
- Annual Conference Program Slate chosen (Program)
- Annual Call for Nominations for Awards sent to membership
- MACUHO Directory update process begun (Communications and Regional Coordinators)
- ACUHO-I, including MACUHO/NEACUHO reception

### July

- Election slate finalized

### August

- Annual Conference registration information sent (Host)
- MACUHO Directory update via Web by emailing listserve/directory itself(Communications)

### September

- Pre Conference MACUHO Newsletter emailed and posted on Web
- Executive Officer Meeting- award selection, pre-conference planning

### Ongoing

- Communications between Chairs/Coordinators and Executive Officer liaison
- Regional Coordinators- updates to region as appropriate
- Appropriate information sent to the Archives Coordinator
- Solicitation of sites for various conferences (Annual, Student Staff, Live In)

## ANNUAL CONFERENCES

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The **STUDENT STAFF CONFERENCE**, formerly called "The RA Conference," is designed for member institutions to bring their student staff together for a one-day conference, designed similarly to the annual professional staff conference. During the 2005 Student Staff Conference held at Penn State University, a student scholarship program was announced for students interested in joining the Housing and Residence Life field. It is typically scheduled in October or November and is a one-day drive-in event, usually held on a Saturday.

The REC committee will ideally select two schools to host this conference, both from the Eastern and Western part of the region to help accommodate both the region and the institutions hosting the conferences to maintain more manageable attendance. In the case that only one institution writes a bid, the contact person will be notified with the option to host a single conference.

The **LIVE-IN PROFESSIONAL CONFERENCE**, formerly called "The Resident Director's Conference," began in 1985 and is designed for live-in professionals to collaborate about their respective positions. It is typically scheduled for February and is a one-day drive-in event usually held on a Friday or Saturday. The conference usually draws between forty and one hundred attendees. The Live-In Conference may be combined with the Student Staff Conference if feasible to Host institution.

The **MID-ATLANTIC PLACEMENT CONFERENCE**, Formerly held as the Mid-Atlantic College and University Placement Service (MACUPS), focuses on networking bachelor, graduate and masters entry-level professionals in the Mid-Atlantic region. Postings are also welcomed for mid- and upper-level positions and for positions for other Student Affairs offices outside of housing and residence life. The Mid-Atlantic Placement Conference begin in 1994 and serves as a regional placement conference, designed similarly to the NASPA and ACPA national job placement conferences.

## ANNUAL ASSOCIATION AWARDS

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The Mid-Atlantic Association of College and University Housing Officers celebrates the accomplishments of its members and annually recognizes outstanding achievements in six areas. The Association presents the Ann Webster New Professional Award, Jim Hurd Outstanding Service Award, Dave G. Butler Distinguished Service Award, and Vendor of the Year Award. Nominations are solicited each year by the Secretary and decisions are made by the elected officers. Awards are presented at the MACUHO Annual Conference by the officers.

The COLORS award is selected by the Diversity Committee and is awarded at the conference by a Diversity Committee representative.

The Mid-Level Professional Award is selected by the Recruitment and Retention Committee and is awarded at the conference by a Recruitment and Retention Committee representative.

The Excellence in Operations Award is selected by the Housing Operations Committee and is awarded at the conference by a Housing Operations Committee representative.

### **ANN WEBSTER NEW PROFESSIONAL AWARD**

Intended to recognize significant institutional and/or regional contributions to our field. The recipient should be someone who has worked full-time in the field of housing and residence life for less than three years. Please keep in mind that this is a competitive award. Receives a plaque and \$1,000 scholarship.

### **JIM HURD OUTSTANDING SERVICE AWARD**

Intended to recognize outstanding contribution to MACUHO by a committee member or executive member over the past year (since the previous Annual Conference).

### **DAVID G. BUTLER DISTINGUISHED SERVICE AWARD**

Intended to recognize contributions to MACUHO which are lasting and significant over a period of years. The recipient should be a consistent participant in and supporter of MACUHO activities.

### **VENDOR OF THE YEAR AWARD**

Intended to recognize outstanding contribution and commitment to the work and mission of the Association by a vendor.

### **COLORS AWARD**

Intended to recognize individual contributions to student and professional learning about diversity issues.

### **MID-LEVEL PROFESSIONAL AWARD**

Intended to recognize significant institutional and/or regional contributions to our field. Recipient should be someone who has worked full-time in the field of housing and residence life for between 4-8 years.

## **EXCELLENCE IN OPERATIONS AWARD**

Intended to recognize outstanding achievements and best practices in the areas that positively affect housing and facilities operations, including but not limited to assignments, operations, information technology, and other vital business functions.

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## **ANNUAL PROGRAM AWARDS**

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The **Region's Best** award honors the top evaluated program at the annual conference. The recipient of the Region's Best award presents their program at ACUHO-I the following summer. MACUHO pays for the registration and hotel to attend the conference.

The **Best Presentation by a New Professional** award honors the new professional who has received the highest program evaluations at the conference. The recipient receives free registration to the following year's MACUHO annual conference.

The **Best 30-Minute Program** award honors the top evaluated 30-minute program at the annual conference. The recipient of the Best 30-Minute Program award receives free registration to the following year's MACUHO annual conference.

The **Best Poster Presentation** award honors the top evaluated poster presentation at the annual conference. The recipient of the Best Poster Presentation award receives \$100 of professional development funds.

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## **VISION STATEMENT AND MINIMAL STANDARDS FOR CONFERENCES**

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### **MISSION STATEMENT**

The purpose of the Annual Conference of the Mid-Atlantic Association of College and University Housing Officers is to support the organization's mission to provide opportunities for professional development and education. It also affords the membership the opportunity to participate in the business of the Association, to recognize those who have served, and to assure the fiscal integrity of the organization through the financial support of our corporate partners and institutional attendees.

### **VISION STATEMENT**

The Annual Conference of the Mid-Atlantic Association of College and University Housing Officers strives to provide a unique environment where everyone who attends brings a shared experience to a "professional family reunion." By presenting a quality conference on a regional level, MACUHO will be able to offer its members the chance to network and interact with other professionals, enter into a mentoring relationship, learn and share new ideas through research and current trends, encourage involvement in the operation of an organization beyond their institution, while maximizing the fiscal resources available to them. Conference participants should feel recharged and reinvigorated for the work that is done on our campuses.

## **PRIMARY GOALS FOR MACUHO CONFERENCES**

Please provide concrete information as to how your Host Committee will meet these goals.

1. To provide welcoming opportunities for new and repeat conference attendees.
2. To provide top quality educational opportunities for attendees.
3. To provide opportunities for networking amongst colleagues.
4. To provide excellent logistics that satisfy conference attendees. This includes but is not limited to appropriate breakout rooms for sessions, audio visual aids, and healthy, diverse menu options.
5. To provide opportunities for conference attendees to socialize and have fun.

## **MINIMAL STANDARDS FOR MACUHO CONFERENCES**

In 2005, the Association accepted a set of recommendations from the Annual Conference Task Force that were designed to provide direction for the Association and future Host Committees. Stated as standards for future conference, these recommendations are:

- Incorporate the Mission and Vision Statements into all Annual Conference related documents
- Continue to hold the conference in the late October/early November time frame
- Retain the Wednesday through Friday conference schedule
- Site preference should be given to conference centers and hotels
- Appropriate committees should focus on the role of exhibitors, especially in relation to new professionals
- Guidelines developed to manage sponsorships at the conference should be adhered to
- Limit increases in the cost of future conferences
- Educational and networking aspects should be the focus of conferences
- Regional Coordinators are critical in making members aware of the conference
- Utilize current and future means of electronic communication to publicize conference
- Conference information should be sent directly to all members and not through supervisors
- Arrangements need to be made for on line registration and payment for conferences
- Association funds should be used to fund educational activities at the conference, although conference fees or sponsorships can be considered in unique cases
- A one day conference fee should be available for participants with specific needs
- Conference bids must be based on the actual financial results of the two most recently completed conferences
- Consider Host Committees that are not geographically limited or restricted to a small number of institutions
- Individual Host Committees may consider the use of 3<sup>rd</sup> party firms for contract negotiations and conference planning as may be applicable

## MACUHO STRATEGIC PLAN REPORT EXECUTIVE SUMMARY 2005

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The MACUHO Strategic Plan was finalized and presented to the association membership at the 2003 Annual Conference. This plan laid out a vision for “what MACUHO will look like in four years” related to five “Critical Issues”, each of which was further defined by vision statements. To tie the Strategic Plan to the workings of particular Executive Board members and more easily measure progress, these vision statements were translated into an operational plan. The operational plan contains 42 objectives with 93 corresponding actions for achieving them.

The 2005 conference marks the half-way point to the intended full realization of the aims of the Strategic Plan. Based on the status reports recently completed by the Executive Board, 28 of the actions have been completed and/or permanently assumed by a committee/coordinator; 18 are in progress. To date, 11 items have been evaluated and purposefully discontinued. There are 20 action items on which work has not yet progressed. The status of the remaining items was not reported.

This summary presents examples of MACUHO’s progress to-date in meeting the goals of the Strategic Plan, includes a brief discussion of the implementation process, and concludes with several recommendations for future action.

### **Critical Issue #1: Enhance and ensure effective communication with the Association membership.**

Successes:

- The website has been improved and is increasingly seen as a central source for association information (especially related to conferences).
- The listserve remains an easy way to quickly communicate.

Challenges:

- There is duplicity between information sources for many association events/services (listserve, president’s message, RCs, etc.).
- The Newsletter, a major communication mechanism, was produced only once between Fall 2003 – Summer 2005. Six SP operational items relate directly to the newsletter.
- There continues to be an inconsistency in quality/quantity of contact with institutions among the Regional Coordinators.

### **Critical Issue #2: Enhance the services provided to the membership and member schools.**

Successes:

- Progress towards electronic directory.
- Newsletter was produced electronically in Summer 2005 and Fall 2005.
- Expanded information provided to vendors about the association and educates conference attendees about vendor services/exhibits. Updated database provides useful information for exhibits mailings and sponsorship solicitations.
- Committee Expo format at 2004 conference yielded increased attendance and provided officers opportunity to promote general association information.
- MAPC made a successful transition to a two-day format and continues to attract a core audience.
- Annual Conference Task Report is nearing completion.

Challenges:

- Directory update process was not completed by stated deadline.

- Lack of one clear method by which various services are promoted.
- Many research projects are specified in the SP, it is unrealistic that they all be completed, yet there is no process for determining which are more important to pursue.

### **Critical Issue #3: Clarify the Regional Coordinator position.**

#### Successes:

- Regional dinners have increased the visibility of the RCs at the annual conference.
- Creation of an RC manual.
- Appointment of co-coordinators for some regions.
- Regional Coordinator meetings held in October 2004, February 2005, June 2005.

#### Challenges:

- Multiple sources of information for members may render RC info redundant.
- Exec Board members do not supply information to RCs on a regular basis as specified.
- Turnover in RC position.

### **Critical Issue #4: Address inclusion and perception issues, creating an environment where members feel welcome and able to fully contribute to the governance of the Association.**

#### Successes:

- Historic involvement information provided to RCs for tracking and follow-up with lesser involved institutions.
- Annual conference and an RA conference held in West Virginia.

#### Challenges:

- Involvement/recruitment needs to be centrally coordinated and managed apart from the conference.

### **Critical Issue #5: Contribute to the future of the housing/residence life profession by marketing the profession to potential and new professionals.**

#### Successes:

- VIP program continues to grow in size and scope.
- Relationship with CAACURH has strengthened.

#### Challenges:

- Most of the objectives/actions fall under Recruitment committee, making it unlikely that all could be achieved (or should be based on current focus of the committee).

### Discussion

The process by which the MACUHO Executive Board adopted this Strategic Plan (SP) began in February 2002 and spanned 18 months. A major component of this process occurred in the summer of 2003, when individual members of the executive board identified specific goals related to their roles. Work began on these goals even prior to the formal adoption of the plan in the fall of 2003. Many of them have been accomplished or have been permanently assumed by a board member. Others have been attempted and discontinued.

Several years ago, the Executive Board adopted a budgeting process tied to annual goals. When the Strategic Plan was adopted the Executive Officers attempted to fold the reporting of SP goals into the same reporting structure. For the goals that were short-term and/or very task specific, this process worked. However, due to the long-term nature of many elements of the SP, tracking progress using

the annual goals and budget process did not prove effective overall. Therefore, in both Fall 2004 and 2005, the Executive Board members have completed a separate progress report that lists their specific action items.

As is the nature of such a professional organization, in the course of two years, there has been considerable transition in the board. Thus, many of the board members now find themselves assigned goals that they did not create. Most MACUHO committees experience a smooth transition due to a staggered co-chair term of appointment; however, for several executive board positions, the newer appointees did not receive a thorough orientation to the Strategic Plan.

In addition, each committee/coordinator establishes goals on an annual basis. The pre-existing SP goals and annual goals do not always overlap; executive board members must spread their resources (usually time & energy) across multiple priorities. For the committees/coordinators to whom many SP items are assigned (ex. RCs, Recruitment), determining which are currently most important to pursue can be challenging.

### **Recommendations:**

Revisit the five critical issues and corresponding vision statements with the entire Executive Board. Have all board members re-evaluate the existing objectives/actions currently assigned to their committee/function and identify additional/new ones. Establish a deadline by which each board position will propose an updated objective/action plan for implementation in the next two years. This new plan should include an explanation for any previous items that are discontinued.

As an entire board, review all items related to communication with the membership so that information is better coordinated and the point of contact for Association matters is clear. Specifically, address the duplicity inherent in having a general listserve, RC monthly communications, regular communications from the president, a newsletter, etc.

Establish a specific newsletter plan that includes an identified newsletter editor. This plan should address the existing SP objectives/actions that have not been accomplished due to the lack of a consistently produced newsletter since the plan's adoption.

Determine a timeline and process for evaluating the current functioning of the Regional Coordinator position. As adopted, the SP called for such a review at this time. However, in light of the expansion of many regions to co-coordinator positions and the appointment of many RCs in the past year, further time to implement SP recommendations is warranted.

Revisit the vendor-related proposals approved at the Summer 2004 Executive Board meeting. Provide support to current E&D chair so that appropriate elements of the plan may be implemented.

Re-evaluate the current SP oversight, giving due consideration to assigning this role to the vice-president/president-elect. As that individual is beginning a three-year cycle of office, s/he is in a better position to evaluate progress, make recommendations, and provide continued context for assessment.

As the most public and visible activity that the Association undertakes each year, the Annual Conference plays an important part in the functioning of the organization. To the best of our knowledge, no comprehensive assessment has been done of the mission, format, and implementation of this signature event. This Task Force will be charged with doing a thorough

evaluation of many facets of the Annual Conference, as listed below, and will prepare recommendations to the Officers and the Executive Board in October 2004. It is expected that, where possible, the approved recommendations will be implemented with the 2005 Annual Conference, with the full set of approved recommendations being implemented at the 2006 Annual Conference.

#### Areas to Address:

- Review and Update (if appropriate) conference goals and mission, using the new Association Mission and Strategic Plan as a foundation
- Review the Host Committee Manual to determine if it is an effective tool. If so, revise and publish an updated version
- Evaluate conference costs and the make up of these costs – what should the conference fee pay/not pay for
- Evaluate the use of corporate sponsorships of portions of the conference – what guidelines should be put in place (if any) to regulate the amount and type of sponsorships that Host Committees should be soliciting
- Determine if the late October/early November time frame is still the optimal scheduling of the conference
- Evaluate the location of the conference – should we remain at conference centers, or should alternate locations be considered (campuses, etc.)
- Determine if the Association should continue to solicit institutions within a given geographic area to host a conference in that area, or should a broader based group of people from across the region be selected as the Host Committee, regardless of where the conference is located
- Determine whether the use of some outside organization (Confron) would be beneficial in providing some portion of the conference planning and/or implementation

#### Possible Tools the Task Force will use:

- Review of the most recent Self Study data
- Survey other regions (NEACUHO, etc.) and possibly other professional organizations as to how they operate their annual conferences
- Survey members, particularly about timing issues (replicate the survey done in the early 1990's on this topic)
- Convene focus groups of interested parties – Program Committee, Exhibits and Displays Chair and vendors, Past and Present Host Committee members, Past Leadership, New Professionals

2005 Strategic Plan Report Submitted by Peter Galloway in collaboration with Grace Reynolds

## MACUHO STRATEGIC PLAN REPORT – 2007 REVIEW

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The MACUHO Strategic Plan was up for review after the 2005 Executive Summary. The executive board reviewed the summary throughout 2007. Members of the executive board reviewed the 18 objectives that were in progress in their area and the board as a whole reviewed the 20 action items which work had yet not progressed.

In June 2007, the board formally reviewed the five critical issues outlined. Where much progress has been made over the past six years, the 2007 executive board agreed that all five critical issues were still pertinent. The five critical issues remain:

Critical Issue #1: Enhance and ensure effective communication with the Association membership.

Critical Issue #2: Enhance the services provided to the membership and member schools.

Critical Issue #3: Clarify the Regional Coordinator position.

Critical Issue #4: Address inclusion and perception issues, creating an environment where members feel welcome and able to fully contribute to the governance of the Association.

Critical Issue #5: Contribute to the future of the housing/residence life profession by marketing the profession to potential and new professionals.

The following recommendations were made in 2005 and have been updated with progress or response:

### **Recommendations:**

*Revisit the five critical issues and corresponding vision statements with the entire Executive Board. Have all board members re-evaluate the existing objectives/actions currently assigned to their committee/function and identify additional/new ones. **Completed February & June 2007***

*Establish a deadline by which each board position will propose an updated objective/action plan for implementation in the next two years. This new plan should include explanation for any previous items that are discontinued. **To be established by SP Coordinator***

*As an entire board, review all items related to communication with the membership so that information is better coordinated and point of contact for association matters is clear. Specifically, address the duplicity inherent in having a general listserve, RC monthly communications, regular communications from the president, a newsletter, etc. **To be further discussed by SP Coordinator***

*Establish a specific newsletter plan that includes an identified newsletter editor. This plan should address the existing SP objectives/actions that have not been accomplished due to the lack of a consistently produced newsletter since the plans adoption. **Established***

*Determine a timeline and process for evaluating the current functioning of the Regional Coordinator position. As adopted, the SP called for such a review at this time. However, in light of the expansion of many regions to co-coordinator positions and the appointment of many RCs in the past year, further*

*time to implement SP recommendations is warranted. Officers established first phase of RC review in September 2007 to present to board in October 2007*

*Revisit the vendor-related proposals approved at the summer 2004 Executive Board meeting. Provide support to current E&D chair so that appropriate elements of the plan may be implemented.*

**Established with new structure, having Host Vendor Char co-chair with Coordinator of Exhibits & Displays on the board, effective 2005**

*Re-evaluate the current SP oversight, giving due consideration to assigning this role to the vice-president/president-elect. As that individual is beginning a three-year cycle of office, s/he is in a better position to evaluate progress, make recommendations, and provide continued context for assessment.*

**The officers, along with support of the board, appointing Strategic Plan Coordinator to work with past president to achieve the goals of the plan**

As mentioned above, the executive board agreed that since we were past the half way point of review for the Strategic Plan (2005) that a position would be created to lead the board and the membership to carry out the second half of what the Strategic Plan aimed. This position will work directly with the Past President(s). A Strategic Plan Coordinator was appointed, effective at the 2007 Annual Conference. A yearly report of progress will be made at the annual conference to the MACUHO membership until such time the board agrees that the goals of the Strategic Plan have been met.

Respectfully submitted by Jenn Thorpe, Past President 2007

## ANNUAL CONFERENCE TASK FORCE RECOMMENDATION OUTCOMES

Recommendation	Position Responsible	Completion Timeline
#1 – Incorporate Mission and Vision Statements into all Annual Conference related documents, both at the planning and implementation states, including conference Program Books/Binders and the Host Manual	Future Host Committees (with oversight by Executive Board and Officers)	Ongoing
#2 – Leave the timing of the Annual Conference as it is. However, there have been some concerns raised by conference constituents this year about having the conference in the second week in November. Future conferences should do everything possible to obtain late October dates	Future Host Committees (with oversight by Executive Board and Officers)	Ongoing
#3 – Retain the current Wednesday to Friday schedule of the conference	Future Host Committees (with oversight by Executive Board and Officers)	Ongoing
#4 – Host Committees should give preference to conference center/hotel sites, although resorts may be utilized occasionally as a change of pace or to make a conference in a particular geographic location feasible.	Future Host Committees (with oversight by Executive Board and Officers)	Ongoing
#5 – Continue the outreach done by the Exhibits and Displays Coordinator, the Association Officers, and the Host Committee to provide information to both new professionals and vendors about each other's role and how they can get the most from their respective conference experiences	Spearheaded by Exhibits and Displays Coordinator, with participation by Future Host Committees and Executive Officers	Ongoing
#6 – Continue the current process of sponsorship solicitation (managed by Host Committee), but include Exhibits and Displays Coordinator in all reporting about which vendors sponsor activities at the conference and for what amount	Future Host Committees, with direction from Exhibits and Displays Coordinator	Ongoing
#7 – Those committees affected (Exhibits and Displays, Communications and Host (represented by a previous Host Committee Co-Chair)) should develop guidelines by which sponsorship and exhibitor benefits will be implemented and these guidelines should be shared as appropriate with the vendors	Spearheaded by Exhibits and Displays Coordinator, with Communications Committee Chairs and Past Host Committee Chair, with involvement of one Officer	By 2006 Conference

#8 – Limit increases in future conference rates (both registration and room rates) in order to ensure that attendance is realistic for the largest portion of our membership possible	Future Host Committees (with oversight by Executive Board and Officers)	Ongoing
#9 – Special attention should be focused on the educational and networking aspects of future conferences, both during conference planning and when marketing the conference to potential attendees	Future Host and Program Committees (with oversight by Executive Board and Officers)	Ongoing
#10 – Reinforce the need for Regional Coordinators to reach out to all members of their region, preferably electronically, to make sure they are aware of the Annual Conference	Regional Coordinators (oversight by Past President) with Host Committee input	Ongoing
#11a – Utilize existing electronic communications tools (web page, discussion list) to share information about the Annual Conference as much as possible	Future Host Committees, with support from the Communications Committee Chairs	Ongoing
#11b - Look to develop other electronic means to get information out	Communications Committee Chairs	Begin for 2006 Conference, Ongoing
#12 – Make sure that as many staff as possible receive Annual Conference information directly, especially at those large institutions where many staff are not listed in the MACUHO Directory and consequently are not included in any mailings that are done	Future Host Committees, with assistance from Regional Coordinators and Communications Committee Chairs	Ongoing
#13 – The Association should contract with a software developer to design an on line registration package for us that can link through the Association web page and can be adapted for use by each Annual Conference, as well as other activities that require registration/data collection (Student Staff Conference, Live-In Conference, etc.)	Communications Committee Chairs, one Officer and a Past Host Committee Chair	By 2006 Conference
#14 – Develop a means by which all MACUHO activities can collect fees by credit cards and that can be portable to each Host Committee	Treasurer and Past Host Committee Chair	By 2006 Conference
#15 – Continue to fund conference educational expenses out of the MACUHO operating budget, but consider using sponsorship dollars on an as needed basis for special initiatives or if operating dollars become more restricted in the future	Program Committee Chairs and Executive Officers, with input from Future Host Committees	Ongoing

<p>#16 – Develop a one day conference fee that will cover any applicable costs for someone to attend ½ of the conference, with guidelines under which this option could be used and which committee would have the ability to approve its use (Host Committee only, Host and Program Committees, etc.)</p>	<p>Past Host Committee Chair (ideally from 2004 or 2005), Program Committee Chair, Treasurer</p>	<p>By 2006 Conference</p>
<p>#17 – Each Host Committee bid package must be prepared based on the actual financial results from the last two recently completed conferences – using two budgets will help smooth out any aberrations that might occur at any given conference</p>	<p>Future Host Committees (with oversight by Executive Board and Officers)</p>	<p>Ongoing</p>
<p>#18 – Encourage solicitations from Host Committees that are made up of members from multiple institutions and/or geographic areas, although this format should not be viewed any more favorably than the more traditional localized grouping of institutions</p>	<p>Executive Officers and Board</p>	<p>Ongoing</p>
<p>#19 – Recommend that Host Committees planning conferences in urban areas look to utilize the services of a 3<sup>rd</sup> Party for contract negotiations and conference planning</p>	<p>Executive Officers and Board</p>	<p>Ongoing (as appropriate)</p>

## **BUDGET PROCESS**

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Each committee chair and coordinator must submit a Budget Proposal every December 1st to the Treasurer. This is your committee's request for funds for the upcoming fiscal year. The Budget Proposal should match the goals that are set for the year, with itemization of every objective under every goal. This will allow the officers to fully understand how you wish to spend the money. Any rationalization for the expense should be placed on the Annual Goals Form. You will be asked throughout the year to send an update of expenditures to their officer liaison on the Executive Board.

The Annual Goals Form is also due each December 1st to the Treasurer. It allows for your committee to set its goals for the fiscal year. This includes routine meetings, annual events and new initiatives. Regardless of whether it will require funds, all goals the committee hopes to achieve should be placed on the Annual Goals Form. These goals with the specific objectives will help you itemize your budget needs. You will be asked to update the status of your goals periodically throughout the year.

## **BUDGET GUIDELINES**

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Regional Dinners – Giveaways	\$100.00 total
Committee wear for Annual Conference	\$15.00 per committee member
Lunch for Committee Meetings	\$100.00 per meeting
Regional drive-in workshops/socials	\$100.00-125.00 per event

All Executive Board members should try to use tax exempt status for MACUHO related purchases. For more information on how to use the MACUHO tax exempt number, please contact the current MACUHO Treasurer.

### **OFFICERS BUDGET ITEMS**

#### Scholarships

- ACUHO-I Fund
- STARS College
- NHTI
- RELI
- Foundation of Excellence

#### Conferences

ACUHO-I: Registration and travel for President and VP/President Elect  
Regional reception with NEACUHO

NEACUHO: Registration, travel, and lodging for President

MACUHO: Annual awards and recognition for outgoing board members  
Padfolios and pins for new board members  
Meals for Executive Board meetings (February, June, Fall)

## **BUDGET TIMELINE**

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First Week of October:	Email Budget Proposal & Request Forms to Board for the following fiscal year.
Annual Conference Board Meeting:	Go over budget process and answer any questions.
November 30th:	Budget for following fiscal year due to Treasurer.
December Officers Meeting:	Officers make budget decisions and allocation for following fiscal year. If a new Treasurer is beginning, all paperwork is turned over by the outgoing treasurer.(Checkbook, Archives and Ledgers).
December 15 <sup>th</sup> :	Deadline to spend current budget; all receipts/request due to new Treasurer.
January 15 <sup>th</sup> :	New fiscal year budget allocations emailed to Board members.
May 15 <sup>th</sup> :	Goals and Budget Update due to Treasurer from all Board members.
September 15 <sup>th</sup> :	Goals and Budget Update due to Treasurer from all Board members.

The outgoing Treasurer will maintain the finances for last Host conference until all bills have been paid.

# **Executive Board Resources**

## **ACUHO-I AND USA REGIONAL AFFILIATION STATEMENT**

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- A.** 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.
- B.** 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 (SEAO)
  - Southwest (SWACUHO)
  - Upper Midwest (UMR-ACUHO)
  - Western (WACUHO)

**C. Responsibilities of ACUHO-I to MACUHO:**

**1. Provide professional awards, as follows:**

- One (1) new professional 'award reimbursement' to support attendance at the 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. 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.*)

**2. Provide Services at no charge, as follows:**

- Provide link to the **MACUHO** web site on the ACUHO-I web site.

**3. Provide Information at no charge, as follows:**

- To MACUHO president and president-elect:
  - ACUHO-I Publications
    - i. *Talking Stick*
    - ii. access to On-line Membership Directory
    - iii. Executive Board Roster
    - iv. access to the ACUHO-I Social Networking site
  - ACUHO-I information, if requested, including e-Announcements.
  - Information provided to the ACUHO-I Central Office by other affiliated regions; for example:
    - i. Executive Board and committee rosters
    - ii. Organization charts (including roles and responsibilities)
    - iii. Newsletters (via the Regional Affiliations Director).

**4. Provide meeting support for ACUHO-I Annual Conference and Exposition, as follows:**

- Schedule meeting time and space for the regional and international affiliates' presidents meeting. Space will be provided for no charge.
- Schedule time for ACUHO-I Executive Board members to meet with all affiliate presidents.
- If the **MACUHO** 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 at 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. These 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.

**5. Provide ACUHO-I Executive Board presence at MACUHO annual conference, as follows:**

- ACUHO-I will send the Regional Affiliations Director to the **MACUHO** annual conference. If the liaison is unable to attend the conference, a designee member of the Executive Board may attend on her/his behalf.
- ACUHO-I will cover Regional Affiliations Director expenses related to air and ground transportation, and for any food and lodging on days before and/or after the conference.
- **MACUHO** will cover lodging expenses during the conference, and provide complimentary conference registration and meal package.
- There will be no requirement for the **MACUHO** or ACUHO-I to cover any expenses for the Regional Affiliations Director attending the annual conference of her/his home region.
- If invited and able to attend, the ACUHO-I president will attend the **MACUHO** annual conference. In such case, **MACUHO** and ACUHO-I agree to the same sharing of expenses as applies to the Regional Affiliations Director, above.
- If invited to attend, and circumstances permitting, the ACUHO-I executive director will attend.

**6. Other commitments, as follows:**

- The Regional Affiliations Director will seek **MACUHO** input, concerns, and suggestions on matters regarding this Agreement and about ACUHO-I.
- The Executive Board will include **MACUHO** submissions in its meeting agendas, as needed and appropriate.

**D. Responsibilities of MACUHO to ACUHO-I:**

**1. Assure information on MACUHO 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 **MACUHO** web site.

**2. Provide Information to the ACUHO-I Central Office and others at no charge, as follows:**

- Executive committee roster (including updates)
- Organization chart (including roles and responsibilities)
- Newsletters (print and/or electronic)
- Membership roster
- Other information (e.g., initiatives being undertaken) that may be of interest to other regions.
- ACUHO-I Central Office will forward this information to other regions.
- **MACUHO** newsletters (print and/or electronic), to:
  - a. ACUHO-I President, President-Elect and applicable Regional Affiliations Director.
  - b. Editor of the *Talking Stick*
  - c. ACUHO-I executive director
- Official Reports to the Regional Affiliations Director, as scheduled. These will be forwarded to Executive Board members and ACUHO-I staff.
- Most current copy of the region's IRS form 990 (annually)
- Originating incorporation documents, plus any amendments or updates (once / as updated)
- Proof of insurance (umbrella policy) and directors and officers (annually).

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

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

- In addition to support provided to the Regional Affiliations Director, above, these same benefits will be offered to the ACUHO-I president if she/he is invited and able to attend.
- 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 **MACUHO** 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 **MACUHO** region. In this instance the **MACUHO** 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 **MACUHO** 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
- Contributions to the ACUHO-I Foundation

- E.** There will be no affiliation dues or similar fees assessed to MACUHO or to ACUHO-I. It is intended that both organizations will benefit from this elective affiliation and each enters into this agreement freely. Reasonable fees for services beyond those described in this agreement may be charged with prior approval.
- F.** Hold Harmless. ACUHO-I and **MACUHO** 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.
- G.** ACUHO-I reserves the right to use the same affiliation agreement form with all USA regional associations wishing to affiliate with ACUHO-I.
- H.** 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 **MACUHO** 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.
- I.** Either party may terminate this agreement upon thirty (30) days written notice; by the **MACUHO** president to the ACUHO-I executive director, or by the ACUHO-I executive director to the **MACUHO** president.

## MACUHO CHECK REQUEST FORM

<p><b>Return Check Request Form To:</b></p> <p>CURRENT MACUHO TREASURER</p> <p>Fax: _____ Phone: _____ Email: _____</p>
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<p><b>Treasurer's Use Only</b></p> <p>CHECK #: _____</p> <p>Date Written: _____</p> <p>Committee: _____</p> <p>Comments: _____</p>
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**Date of Check Request:** \_\_\_\_\_

<p><b>Contact Information/ Person Requesting Check:</b></p> <p>Name/Title: _____</p> <p>Address: _____ _____</p> <p>Telephone: _____ E-Mail _____</p>
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<p><b>Check Information:</b></p> <p>Amount of Check: _____ Date Check is Required: _____</p> <p>Check should be made payable to: _____</p> <p>Check should be mailed to: _____ _____ _____</p> <p>What specifically is the Check for? _____ _____</p>
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<p><b>Committee Information:</b></p> <p>Committee (Budget): _____</p> <p>Chairperson/Officer's Signature: _____</p>
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**Checks will *not* be issued without this form and proper documentation.**



**MACUHO**

# Additional Budget Allocation Request

Date of Request:

**Requestor Information:**

Name

Board Position

Telephone #

E-mail

**E-board Information:**

Committee/Region

Initial Budget Allocation \$

**Information about this Request**

Amount Requested? \$

Related to which Goal?

Justification:

<b>Return to:</b>
<b>MACUHO TREASURER</b>
Name:
Address:
Fax:
Phone:
Email:

----- To be completed by the MACUHO Treasurer-----

Date Request received by Treasurer

Date sent to Officers for review

OR

Conference call for review

Status

Accepted

Denied

Additional information needed (be specific):

Date Requestor Notified of Officers' decision

Date Treasurer adjusts budget sheet