WACUHO Leadership Manual

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## Section I: WACUHO

# **Mission**

Mission: The Western Association of College and University Housing Officers (WACUHO) is the professional organization that is dedicated to exceptional collegiate residential experiences by promoting meaningful connections and providing innovative, relevant professional development and services to its members. In order to advance our mission, we strive to:

• Vision 1: Enhance professional competencies through innovative relevant programs and opportunities.

• Vision 2: Provide the most innovative, current, and relevant resources to our members to better serve students.

• Vision 3: Build and maintain meaningful connections that encourage personal and professional growth and fulfillment.

• Vision 4: Develop leaders of tomorrow through a variety of volunteer service and leadership opportunities for members to apply their knowledge and skills.

# **Purpose**

1. To encourage membership and participation in the Association without regard to any form of arbitrary discrimination.

2. To contribute to the improvement and coordination of the various aspects of student residence halls, apartments, theme houses and cooperatives, food service, developmental programming, administration, conference services, facilities, and related operations at member institutions on a regional scale.

3. To sponsor activities, services, and research that will aid its members and provide a means of exchanging and distributing professional information and ideas relating to the various aspects of student residence halls, apartments, theme houses and cooperatives, food service, developmental programming, administration, conference services, facilities, and related operations.

4. To support and encourage the professional development of Association members.

5. To ensure that the Association’s programs, services, and related activities represent the diverse student population it serves.

6. To work actively as an organization or in collaboration with other organizations or individuals outside of WACUHO to further the aims of the Association and its member institutions.

7. To support, encourage, and contribute to the academic mission of member institutions.

# **Goals**

1. To promote adherence to WACUHO purposes.

2. To emphasize the unity of the housing profession in student residence halls, apartments, theme houses and cooperatives, food service, developmental programming, administration, conference services, facilities, and related operations through WACUHO publications, workshops, conferences, and other activities.

3. To develop guidelines describing desirable professional skills, education, and training for all levels of residence halls, apartments, theme houses, and cooperatives, food service, developmental programming, administration, conference services, facilities, and related operations.

4. To encourage and support members’ efforts to inform faculty, administrators, governing boards, and legislators concerning the educational role of student housing and food service.

5. To distribute professional information, including products and services, and ideas to the membership on a timely basis.

6. To emphasize the recruitment, hiring, and retention of entry-level persons using WACUHO professional development guidelines.

7. To plan and sponsor workshops and internship programs to assist broad, continued education of housing and food service staff in all areas.

8. To plan, encourage, and support research in student residence halls, apartments, theme houses and cooperatives, food service, developmental programming, administration, conference services, facilities, and related operations.

9. To promote efforts to serve the needs and encourage participation in Association activities involving women underrepresented groups, and representation from small colleges.

10. To develop cooperative relationships with allied organizations.

# **Inclusivity Statement & Agreement**

WACUHO embraces the benefits that are derived from the inclusion of diversity in the Association. Members make significant contributions from all areas of higher education and at every level of responsibility. Various perspectives shared by our members, inclusive of ethnicity, age, gender, religious preference, sexual orientation, differing abilities, race, gender expression, socioeconomic status, or spirituality add a dynamic which enriches the membership and mission of the Association. WACUHO encourages all to actively participate in its programs, events and activities. WACUHO welcomes and values all perspectives and empowers all members to feel valued.

# **Photo Release Statement & Agreement**

By registering for this event, you consent to WACUHO’s use of photos taken during the event for marketing purposes. If you would like to opt-out and not have pictures of you published on the WACUHO website or other publications, please contact the WACUHO president at president@wacuho.org.

The preceding statement must be included on all registration sites, all WACUHO websites and all Conference Program Booklet(s)/Binders.

References

[1] mailto:president@wacuho.org

# **WACUHO Naming Guidelines**

Adopted: July 1, 2011

WACUHO recognizes that we have had many dedicated members who have contributed greatly to the organization. When these members retire or pass on, we honor them through formal recognition at the WACUHO Annual Conference and Exposition. Rarely, an individual has become such a part of WACUHO that the Association will consider naming some aspect in memoriam of that individual. These WACUHO Naming Guidelines are designed to provide a structure by which WACUHO leadership might consider a proposal to name some aspect of the Association. The proposal submitted shall meet the following criteria. Upon receipt, the WACUHO President and WACUHO President-Elect shall ensure that the submitted proposal follows the established criteria for consideration.

1. A naming proposal may be considered for a person who is a retired or deceased member or corporate member who made an outstanding and extraordinary lifetime contribution to the Association or,
2. A naming proposal may be considered for a person who founded a program or service for the Association and who maintained at least ten (10) years of direct support for that program or service.

**The person or group being considered must:**

1. Have been a member (or retired member) (individual or corporate) of WACUHO in and/or remain in good standing with the Association and,
2. Have demonstrated dedication to the Association and housing profession.

**Process:**

1. The process requires a written proposal with justification be submitted to the Executive Committee. The proposal should meet or exceed the following qualifications:
2. A housing professional from a currently active WACUHO member institution may submit nominations.
3. A minimum of five (5) letters of support must be submitted for the nominee. The recommendation letters must come from individuals representing at least four (4) different WACUHO member institutions.
4. The nominee must have been an active member of WACUHO for at least ten (10) years.
5. The nominee must have chaired one or more WACUHO committees/task forces or served on the Executive Committee.
6. The nominee’s contributions to WACUHO should reflect a high degree of commitment, service, and positive impact/legacy to the Association in addition to regular participation in WACUHO sponsored programs and events.
7. The Executive Committee reviews and evaluates naming proposals thoroughly. After each proposal is reviewed, the Executive Committee will decide through majority vote whether the naming proposal will be recommended for consideration by the Association members.
8. Proposals recommended for consideration to Association members will be placed on the agenda of the Association’s Annual Business Meeting. In keeping with WACUHO bylaws, a favorable majority vote by member institutions is required to ratify the nomination.

**Changes to Named Programs:**

If a named WACUHO program or event is discontinued, the name that is associated with the program or event will also be discontinued.

# **Whistleblower Statement**

WACUHO Whistleblower Statement Regarding Fraudulent or Dishonest Behavior

WACUHO has an open door policy and suggests that members and officers share their questions, concerns, suggestions or complaints with someone who can address them in a proper and timely manner. In most cases, the Executive Committee Member appointed as the Liaison to the Committee is in the best position to address an area of concern. However, members are welcome to speak with any officer of the Executive Committee with whom they are comfortable. It is the responsibility of all officers to report ethics violations or suspected issues of fraudulent or dishonest behavior and to pass on any reports they receive. WACUHO’s President serves as the Compliance Officer and is responsible for investigating and resolving all reported complaints and, at his/her discretion, shall advise the Executive Committee. The President will notify the sender and acknowledge receipt of all reported complaints. All reports will be promptly investigated and appropriate action will be taken if any. In the case of a situation involving the President, the President-Elect will serve in the role of the Compliance Officer. Complaints filed must be in good faith and have reasonable grounds. Any allegations that cannot be substantiated and which prove to be malicious or knowingly false will be viewed as a serious offense which could result in but is not limited to potential removal from office or other sanctioning by the Association. WACUHO shall strive to see that no individual who files a complaint in good faith shall suffer harassment or retaliation. A member of WACUHO who retaliates against someone who has filed a complaint in good faith is subject to discipline up to and including removal from elected, volunteer, or appointed position, and/or loss of membership privileges.

## Section II: Policies and Fees

# **Alcohol Beverage Policy**

WACUHO recognizes the need to promote responsibility in the use of alcoholic beverages and consider issues of liability in conjunction with Association activities. This alcohol beverage policy is predicated on the following considerations: As people who relate to students daily and exercise considerable influence over their lives, housing professionals are responsible to set a positive example. There are many in the Association whose personal beliefs and preferences include abstinence from of alcoholic beverages. These people are considered and accommodated. Association and conference funds should not be used, except under paragraph one, to provide alcoholic beverages at functions, nor does WACUHO want to put direct or subtle pressure on those potential host schools that cannot afford to provide alcoholic beverages or that are prohibited by law or policy from doing so. Based on these considerations, the WACUHO Alcoholic Beverage policy includes: 1. Alcohol beverage expenses must always be kept to a minimum and should not exceed 5% of the total food and beverage costs for a function. If expense for alcoholic beverages exceeds 5% (e.g., a reception), then prior approval of the total cost for alcoholic beverages must be obtained from the Executive Committee. 2. Donations of alcoholic beverages to be served with a meal may be accepted where appropriate and approved by the Executive Committee. 3. The host institution(s), or food service operators at the host institution may provide, at their own expense, alcoholic beverages in conjunction with a meal or special function. 4. Exhibitors may not provide alcoholic beverages in conjunction with the exhibits and displays area. 5. Non-alcoholic beverages and some type of food must always be served where alcoholic beverages are provided.

In all cases it is expected that committees will exercise good judgment. Questions regarding this policy should be directed to the Executive Committee for clarification.

# **Awards Policy**

WACUHO provides several awards. The monies designated for these awards were intended to offer financial assistance for the recipient(s) attendance at various conferences throughout the year. It is understood that in some instances the award amount may not defray all expenses associated with conference attendance. In those instances it is expected that the recipient or his/her institution will fund the balance. General Guideline: In order to provide enough time to advertise, collect applications, and select and notify recipients, the following timeline is suggested (with respect to registering by the early bird deadline for a conference): Eight weeks prior to deadline: Advertise award and make application available Four weeks prior to deadline: Award applications due Two weeks prior to deadline: Select and notify recipients and conference registration chairs Please Note: An individual cannot receive more than one WACUHO award per membership year.

**Joan F. Mortell Award**

The purpose of the Joan F. Mortell award is to provide financial support to an individual member of the Association who supports the advancement, development, and mentorship of women. The recipient will be selected based upon personal demonstration of what the applicant will gain and contribute as a result of attending the annual WACE conference. One award is available for the Annual Conference. The award covers $650 to assist with the cost of conference registration, travel and lodging. This money will be awarded in the form of a reimbursement. Selection is made through the Women of WACUHO committee.

Prior to 2017, the Joan F. Mortell award was given to a new professional attending the Western Training Institute (WTI).

**New Professional Annual Conference and Exposition Awards**

Two $650 awards are provided to new professionals attending the WACUHO Annual Conference and Exposition. Selections for these awards are also made through the New Professionals Committee. The award covers the cost of registration, and the remaining balance may be applied toward lodging and/or travel.

**Equity, Diversity, & Inclusion Award**

The Equity, Diversity, & Inclusion Award is a $650 award. Selection is made through the EDI Committee. The award covers the cost of registration for the Annual Conference and Exposition, and the remaining balance may be applied toward lodging and/or travel costs to the conference.

**National Housing Training Institute (NHTI) Award**

WACUHO’s NHTI Award is split among all WACUHO members who attend ACUHO-I’s National Housing Training Institute. Application for NHTI is open to all WACUHO members, and the NHTI committee selects applicants for participation in the program. WACUHO’s $1,000 award is granted to WACUHO members accepted into NHTI. If there is more than one WACUHO member accepted, the $1,000 is shared among the participating members. Payment is made directly to the awardee(s) via NHTI.

**John Yarborough Award (ACUHO-I Best Of)**

The John Yarborough/ Best of the West is awarded to the top program presenter(s) at the WACUHO Conference based on evaluation scores that demonstrate presenter knowledge and outstanding session content and design. The WACUHO John Yarborough "Best of the West" award of $1000 is specified to use toward the ACUHO-I Annual Conference and Exposition - ACE. In addition, ACUHO-I has partnered with My Favorite Student as an exclusive sponsor to support the $1000 ACUHO-I "Best of" award for each region. These combined awards are specified for ACUHO-I Annual Conference and Exposition - ACE. If the winner is unable to attend ACE, s/he retains the John Yarborough award title and, the monies may be awarded to the next eligible program presenter.

**ACUHO-I New Professionals Annual Conference and Exposition Award**

The ACUHO-I New Professionals Annual Conference and Exposition Award rewards outstanding achievement and provides encouragement to new professionals in the WACUHO Region. It is designed to support new professionals who would otherwise be unable to attend the ACUHO-I Annual Conference and Exposition. The award covers $1,000 in conference registration and travel/lodging for the ACUHO-I Annual Conference and Exposition. The award is presented to the recipient at the ACUHO-I conference via a check. The selection process is coordinated by the WACUHO New Professionals Committee. The committee also reviews all applications and selects the awardee.

**Distribution of Awards**

The Association’s Treasurer and the registration chair of the appropriate program committee (e.g. Annual Conference and Exposition) should be notified after each award recipient is selected. If registration payment has already been made by the award recipient then a refund check can be written to the individual or institution, depending on how the registration payment was originally made. With the exception of ACUHO-I, the Treasurer will work with the award recipient to obtain appropriate receipts for reimbursement. Neither the number of awards offered nor the award amount is to be modified without prior approval by the Executive Committee. Any changes must go before the Executive Committee and would go in to affect the following fiscal year. Exceptions may be made with the approval of the Executive Committee.

# **Awards and Award History**

**Joan F. Mortell Award** In 2002, the Executive Committee voted to rename the WTI New Professional Award in honor of Joan F. Mortell. Joan was actively involved with ACUHO-I and CACUHO (later renamed WACUHO) and was instrumental in founding CACUHO’s Western Training Institute. She is honored as the 15th President of CACUHO in 1971-72 and was the second woman to serve in that capacity. In 2017, the Executive Committee voted to rename the Women of WACUHO Award to the Joan F. Mortell Women of WACUHO Award since WTI has been inactive.

**John Yarborough Award**

The John Yarborough Award is named after John Yarborough, the first President of the Association in 195# Along with colleagues, Christine Ricker and Don Watts, John was the impetus in establishing a vision to create an organization that would bring together housing colleagues to discuss and solve difficulties each was experiencing. As Director of Residence at Stanford University, John hosted the first annual "conference." He was a strong believer that many common problems could be solved by "pooling our experiences." For this, the award is named in order that Association presenters, "Best in the West," can attend an international conference (ACUHO-I) not only to share their selected presentation, but to learn from others in the field.

**Charles L. Miller Award** The Charles L. Miller Award is named in memory of Mr. Charles L. Miller, the 30th President of the Association. Throughout his career, Charles L. Miller, better known as "Charlie," exemplified the highest level of dedication to our profession, provided outstanding leadership and role modeling for seasoned veterans and new professionals alike and was known for his tremendous sense of humor. His death at such a young age only served to accentuate the wonderful contributions, accomplishments, and valuable service he gave to our Association. In fond memory and respect to him and his family, this award has been bestowed on those who, like Charlie, have made a difference in the Association as well as in the lives of colleagues and the student population that the Association serves. A $250 donation is made every year to the ACUHO-I Foundation of Excellence in honor of the WACUHO Charles L. Miller Award winner.

**R.W. Gang Award** The R.W. Gang Award is named in memory of Mr. R.W. Gang the 12th President of the Association. RW served CACUHO and WACUHO faithfully through the years as a university housing staff member involved in several aspects of the organization. Later in life, R.W. continued his relationship with the organization as a vendor and corporate friend. It is for R.W.’s enthusiasm, humor, love for his colleagues and dedication to Housing that an award is honored in his name. A $250 donation is made every year to the ACUHO-I Foundation of Excellence in honor of the WACUHO RW Gang Award winner.

**Volunteer of the Year Award**

The purpose of this award is to give the chairs of the various WACUHO committees an opportunity to bestow a special recognition upon a committee member who has made a significant contribution to the success of a committee. The recipient of this award is typically someone with whom the committee would have had difficulties achieving their goals had the individual not been involved.

**Jim "JB" Brock Spirit of WACUHO Award**

The Jim "JB" Brock Spirit of WACUHO Award honors an Association member who characterizes the ideals of partnership, teamwork and imagination, qualities that embody both the Organization and the award’s namesake. Jim "JB" Brock, 40th President of the Association (1996-1997), was truly a legend in his own time, deeply impacting everyone with whom he worked. Known for his infectious laugh and beaming, ever-present smile, JB was a WACUHO mainstay who shaped and guided the Association for three decades in innumerable spotlight and background roles. With an exuberant personality that made everyone feel welcomed and valued, JB enthusiastically mentored generations of new professionals and caringly supported his friends and colleagues. The Jim "JB" Brock Award winner is selected by the Executive Committee to recognize members whose significant contributions to the Association reflect JB’s legacy.

# **Committee Membership**

Committee Membership: The work and progress of WACUHO is achieved through the committed volunteer efforts of its members, primarily through committees who are focused on specific important work of the Association. To support successful committee work each year, the following guidelines for committee membership have been developed.

1. To support efficient and effective committee effort each year, committees are limited to a maximum of 30 members. The Chair(s) may set a lower limit as appropriate.
2. Committee sign-up will close once it has reached the maximum limit, or when the chair(s) believe that additional membership is not needed.
3. Generally, committee sign ups will close on November 1st each year with the exception of the SLDs and the Finance Advisory Committee which will close on October 1st. Additional members may be added as needed at the discretion of the committee chair.
4. WACUHO does not limit the number of committees on which members may serve; members are advised to commit only to committee membership that they have the time and capacity to fulfill. Although WACUHO members may request participation on multiple committees, members are advised to limit their committee involvement each year to no more than two committees, as there may be a great deal of work and time involved in fulfilling committee tasks successfully. Members who request to serve on multiple committees will generally be appointed to their top two choices, except in cases when alternate assignments are made due to space-availability.
5. Generally WACUHO committee appointments begin July 1 and end April 30 each year. Members who desire to remain on a committee for more than one year must reapply.
6. Committee assignments are made on a first come first serve basis until a) the committee is full, b) the Chair closes the committee to new members, or c) the November 1 deadline for committee signups.
7. Any committee tasks and year-end reports must be completed before the annual conference with the exception of the WACE committees which have until July 1st to complete all their committee tasks.

# **Committee Responsibilities**

Each year the Executive Committee receives requests to develop, appoint or select new committees based on the changing needs of the membership. Often the individual/group making a request is simply unaware of existing committees, which may be able to address these concerns. Concerns based on trends, technological changes and/or results from Association surveys, may require establishing a new committee. The Executive Committee encourages the addition of new committees and programs that are based on the needs of the membership. The request for the developing a new committee or program must be submitted in writing to the Executive Committee for review.

Once a proposal has been approved, the guidelines below shall be followed for committee appointments and program implementation:

1. Committee appointments are voluntary and are for one year, except for the two-year appointment of the Corporate Relations Chair. Appointments are made at the Winter Executive Committee meeting. Committee appointments for events that occur in the fall are expected to be effective immediately. These committee appointments include Western Training Institute, Conference Services, Northern SLD, Central SLD, Southern SLD and Island SLD. Annual Conference related committees may begin at early as June 1.All other committee appointments become effective July 1
2. Member institutions or members themselves assume the cost for registration, lodging, food, travel, and other incidental expenses incurred while serving on a WACUHO committee. Committee chairpersons shall not be authorized to expend committee funds for such expenses. Campuses hosting a WACUHO meeting may choose to provide amenities as referred to above without charge to the Association. The Association’s Treasurer must have noted any and all labor reimbursement requests on a separate line item on the initial proposed budget, which received approval.
3. Committees presenting programs shall direct those programs toward the specific population without exclusion of attendance by any level and region.

For example:

Annual Conference and Exposition – Directed toward entire membership.

Northern, Central, Island, and Southern SLD – Directed toward a target population of front-line staff (i. e. RA’s and hall desk staff), supervisors (e.g. RD’s) and central office support staff. Western Training Institute – Directed toward full time professional membership. Apartment & Community Living – Directed toward those working in these areas and all interested individuals. Conference Connection - Directed toward those working in this area and all interested individuals.

1. All Program Committees shall work on zero based budgets. Programs are to pay for themselves from registration fees.
2. All program committee members (except Annual Conference and Exposition chairs; and SLD committee members if a zero-based budget allows) must register for their conference.
3. Participants from non-member institutions will be charged an *additional* registration fee: The minimum surcharge amounts are:
* $5.00 for SLDs, Conference Connection, Apartment & Community Living, and all other conferences not included below
* $20.00 for the Annual Conference and Exposition and Western Training Institute
* $100.00 for non-Affiliate Vendors exhibiting at the Annual Conference and Exposition

Exceptions to this policy must be approved in advance by the Treasurer.

1. Every program and operational committee shall submit in advance a proposed budget for its activities to the Executive Committee Liaison and to the Association Treasurer. No funds will be disbursed until a budget is submitted to and approved by the Treasurer. Each committee chair will also submit to the Treasurer and Executive Committee Liaison a finalized, actual budget of the year’s financial activities within 30 days, or as negotiated with the Treasurer, after the conclusion of the program/activity.
2. All arrangements made on behalf of the Association between committee chairs and facilitators, speakers or presenters shall be in writing and shall clearly specify all aspects of the agreement, (e.g., service to be performed, amount and kind of compensation, including travel reimbursement, if any, etc.).
3. All individual agreements obligating the Association to payments of $5,000.00 or more must be signed by the President or Treasurer to become binding on the Association. No other member of the Association is authorized to make such commitments for the Association. Therefore, plan ahead and allow sufficient time to meet the requirement.
4. Each committee should insure that all facilitators, speakers or presenters are appropriately thanked in writing for their assistance on behalf of the Association.
5. Committee chairs shall submit two copies of a detailed written Annual Report upon the conclusion of their committee’s activities to the Vice President. The Vice President shall see that incoming chair and the Historian receive copies of these reports. A sample is located in the appendix of this manual.
6. Committee chairs will work with the Vice President to forward to the Historian copies of approved contracts or agreements, registration materials, attendance counts, program brochures, and any pictures of WACUHO events.
7. All unsolicited individuals, groups or organizations wishing to present a program or disseminate information at a

WACUHO conference must follow established program submittal and presentation procedures.

1. All WACUHO committees welcome the participation of our Corporate Partners as we work collaboratively to best serve our association members. In the event a WACUHO committee is discussing vendors and if a committee member directly, or indirectly receive financial gain, they must recues themselves from the decision-making process.

# **Communication Policy**

WACUHO has a variety of modes to communicate with members. These methods include: WAVES newsletter, weekly update e-mails, WACUHO website, sponsored events websites, and social media (Facebook, LinkedIn and Twitter), and Targeted e-mails.

* The association’s newsletter, WAVES, is sent to individual members each month. The newsletter is sent out around the 15th of each month. If you wish to submit an article please email the Communications & Technology Coordinator (tech@wacuho.org) by the first of each month.
* Weekly news updates are sent on Mondays. Short announcements including a title may be submitted by 5pm on the Wednesday prior to distribution. Email tech@wacuho.org, president@wacuho.org and your event chairs for pre-approval.
* Website postings, which can include videos and images, can be submitted with a title and a blurb by Emailing tech@wacuho.org , president@wacuho.org and your event chairs for pre-approval.
* Sponsored event or group websites may be created to serve the goals of your group/event. All sites must display a refund policy if fees are collected, and the Inclusivity statement. All communications including the link to a sponsored event or group website must also include a link to www.wacuho.org. To publish, Email tech@wacuho.org, president@wacuho.org and your event chairs for pre-approval.
* There are several social media outlets within the organization including Facebook, LinkedIn and Twitter. To post, Email communications@wacuho.org.
* Targeted Emails are used less frequently as the modes mentioned above are efficient and effective. If the electronic message is more appropriate for a smaller target audience, such as SHOs or new professionals, then an e-mail can be sent out to that particular membership category. Questions about how the membership database can be subdivided may be directed to the WACUHO Vice President. Send a request to vicepresident@wacuho.org, president@wacuho.org and your event chairs or committee executive liaison for pre-approval.
* Open job position listings may only be posted on the WACUHO Job Listings Facebook page.

# **Exhibitor Present Policy**

Institutions and/or companies that do not qualify for institutional membership under Article III, Sections 1 and 2 of the By-Laws are only allowed to register as exhibitors at the Annual Conference and Exposition.

Non-exhibitor attendees cannot sell products or services in the conference area at any time during the conference, as they are there to attend the conference rather than solicit from the attendees. Exceptions to this policy can only be approved by the WACUHO Executive Committee.

# **~~Fees - Advertising~~**

~~Full-page ads will be limited if the demand exceeds available space.~~

~~• Full-Page 7 1/4" x 10" $250.00~~

~~• Half-Page 7 1/4" x 5" $150.00~~

~~Prices and options subject to change by action of the Executive Committee.~~

# **Fees – Corporate Partnership**

Fees – Corporate Partnership Involvement as a WACUHO corporate partner can give companies valuable exposure and connection with WACUHO’s college and university institutional members and WACUHO’s individual members. WACUHO is an incorporated, nonprofit, volunteer organization, democratic in nature. Our college and university professional members work in the areas of housing, residential life, facilities, dining services, conference services and maintenance services. Companies have expressed that becoming a WACUHO corporate partner has great benefits. Depending on the four levels of membership, companies may receive a WACUHO Directory (listing over 900 individual members); may have access to the official WACUHO Newsletter, may have the company logo printed on a variety of memorabilia items and program booklets, and, if exhibiting at the Annual Conference and Exposition, may also receive an electronic file (Excel) of contact information for all paid conferees. Platinum or Gold Level corporate partners sponsor events at WACE or one of the SLDs. The Corporate Partnership year extends from January 1 through December 31.

Corporate Partnership fees and benefits per year are posted on the Corporate Relations part of the website (which is sometimes incorporated into the Annual Conference website). Corporate Partner registration is typically done in December/January and coincides with registration for the Annual Conference and Exhibition.

# **Fees – Institutional Membership**

Institutional membership supports WACUHO’s continuing efforts to produce quality programs as well as to establish incentives and awards for Association members in furthering their professional careers or in recognition of outstanding achievements. Institutional membership supports the Association’s committees and task forces that address the needs of the housing profession.

Membership privileges include the following

• Participate in all functions and conferences of the association at a discounted member price.

• Access to the WACUHO Membership Directory

• Receive editions of the Association’s newsletter, the WACUHO Waves and the ability to submit articles

• Participation on a committee or task force

• Eligibility for awards to attend conferences or events

• Access to post positions on the Job Surf

WACUHO’s Institutional Membership drive takes place in July of each year. Membership payments cover the period of July 1 through June 30. Each institution will indicate the individuals within the organization who are eligible for membership privileges.

Cost

Total Occupancy, Cost

• 0 to 1000 beds, $100.00

• 1,001 to 2,000 beds, $280.00

• 2,001 to 4,000 beds, $340.00

• 4001 to 6,000 beds, $500.00

• 6001 beds and over, $3000.00

# **~~Mailing Label Policy~~**

~~Chief Housing Officer and general membership address information (excel spreadsheet) may be requested by~~

* ~~Association committee chairs and WACUHO program sponsors for the purpose of publicizing WACUHO events.Member institutions to send open position announcements.~~

~~Chief Housing Officer and general membership mailing label sets will be provided for a fee to non-member non-profit, professional associations (e.g., NASPA, ACPA, AACD, NACUFS, etc.) for the specific purpose of mailing out information on professional development programs and/or conferences.~~

~~Contact the WACUHO Technology and Information Systems Coordinator or complete the form on WACUHO’s Website (www.wacuho.org)~~

~~Non-Members~~

* ~~$40.00 Chief Housing Officers mailing label set~~
* ~~$50.00 Any other mailing label subset~~

# **Professional Courtesy Policy**

In order to ensure consistency and equity in the professional courtesies extended to officers, speakers and guests at WACUHO programs, the Executive Committee has adopted a policy which directs all programmatic committees to include certain courtesies in their program budget planning. Courtesy guidelines are as follows: 1. The recommended courtesies should be incorporated into the program budget and provided if location, cost, number of participants and other factors permit. All other professional courtesies must be incorporated into the budget. 2. Members of the Association should not receive payment or reimbursement for expenses incurred in connection to making a presentation at an Association program except when serving as a keynote speaker or major program presenter (e.g., WTI Scholar-In-Residence). Members serving as keynote speakers or major presenters may be paid an honorarium and reimbursed for expenses (transportation, room/board, registration) that are not reimbursed by their home institution. 3. The term "Professional Program Presenter" refers to presenters outside the area of housing and food services or housing and food service staff who are not actively involved in WACUHO. 4. Courtesies are extended only to the individuals named below and not to spouses, family, or guests of those individuals, with the exception of Past Presidents being offered the opportunity to bring one guest to the opening or closing banquet at no cost

**Annual Conference and Exposition**

Mandatory: WACUHO President

* Waive registration fees
* Waive five nights room/board fees

Mandatory: ACUHO-I President or Designee

* Waive registration fees
* Waive three nights room/board fees

Mandatory: ACUHO-I Regional Liaison (Note: If liaison is from WACUHO region, professional courtesy is optional)

* Waive registration fees
* Waive three nights room/board fees

ACUHO-I Central Office Staff

WACUHO would like to have ACUHO\_I Central Office Representation (typically two representatives) attend the WACE conference each year. Per conversations and agreements with Central Office in 2018, payment responsibility for this will break down as follows:

* ACUHO-I will pay for travel
* WACUHO will comp up to 2 rooms for maximum of 4 nights/room
* WACUHO would comp 1 registration
* ACUHO-I would pay for 1 registration
* Should only one representative attend, WACUHO and ACUHO-I would each pay 50% of registration, other responsibilities would remain the same.

Mandatory: PACURH President or Designee

* Waive registration fees
* Waive three nights room/board fees

Mandatory: Keynote Speaker(s)

* Waive registration fees
* Waive room/board fees (minimum one day)

Mandatory: Annual Conference and Exposition Chairs (Annual Conference and Exposition, Host, Program, and Exhibits)

* Waive registration fees

Mandatory: Past Presidents (retired from housing/student affairs/Higher Education fields)

* Waive registration fees

Mandatory: One Guest of Past Presidents (retired from housing/student affairs/Higher Education fields)

* Waive choice of opening or closing banquet costs.

Mandatory: Invitations

An invitation to the Annual Conference and Exposition should be sent to Past Presidents no longer in the field, the ACUHO-I President, the ACUHO-I Regional Liaison, the PACURH President and the keynote speaker(s). Included in this communiqué should be information on fees that will be waived and fees not covered by the Association.

**Apartment and Community Living, Conference Connection, PMI, Women of WACUHO “WOW” Conference(s)**

Mandatory: WACUHO President or Executive Committee Designee

* Waive registration fees

Mandatory: Executive Committee Liaison

* Waive registration fees

Mandatory: Keynote Speaker(s)

* Waive registration fees
* Reimburse transportation costs
* Pay honorarium

Mandatory: Invitations

An invitation to the program should be sent to the WACUHO President, keynote speakers(s), the Executive Committee liaison, and Executive Committee members. Also included in this communiqué should be information on fees that will be waived and fees not covered by the Association. Recommend:

Assist President or Designee and Executive Committee liaison with travel and lodging expenses if there is a net surplus following the conference.

Assist President in room/board arrangements (e.g., free/low-cost room, waive additional meal charges, make reservations at local hotel, etc.).

Reimburse "Professional Program Presenter(s)" for on-site costs such as parking, meals, registration fees, transportation to/from site, etc.

Send each "Professional Program Presenter" an invitation to participate in the program. Include in the communiqué information on fees that will be waived and costs not covered by the Association.

**SLDs – Central, Island, Northern and Southern**

Mandatory: WACUHO President or Executive Committee Designee

* Waive registration fees

Mandatory: Keynote(s)

* Waive registration fees
* Reimburse transportation costs
* Pay honorarium

Mandatory: Executive Committee Liaison(s)

* Waive registration fees

Mandatory: Invitations

An invitation to the program should be sent to the WACUHO President, keynote speakers(s), the Executive Committee liaison, and Executive Committee members. Also included in this communiqué should be information on fees that will be waived and fees not covered by the Association. Recommend:

Assist President or Designee and Executive Committee liaison with travel and lodging expenses if there is a net surplus following the conference.

Assist President in room/board arrangements (e.g., free/low cost room, waive additional meal charges, make reservations at local hotel, etc.).

Reimburse "Professional Program Presenters" for on-site costs such as parking, meals, registration fees, transportation to/from site, etc.

Send each "Professional Program Presenter" an invitation to participate in the program. Include in the communiqué information on fees that will be waived and fees not covered by the Association. • Waive registration fees of committee members as long as the budget continues to be zero-based.

**Western Training Institute**

Mandatory: Consultant(s)

* Waive registration and room/board fees
* Reimburse transportation costs

Mandatory: Scholars-in-Residence

* Waive registration and room/board
* Reimburse transportation costs
* Pay honorarium

Mandatory: WACUHO President or Designee and Executive Committee Liaison

* Waive registration and room/board fees

Mandatory: Invitations

An invitation to the program should be sent to the WACUHO President, the consultant(s), the Scholar-in-Residence, and the Executive Committee liaison. This communiqué should also describe fees that will be waived and costs not covered by the Association. Recommend:

Assist President or Designee and Executive Committee liaison with travel expenses if there is a net surplus following the conference.

Women of WACUHO – “WOW” Conference: Mandatory: WACUHO President or Executive Committee Designee • Waive registration fees

Mandatory: Keynote(s) • Waive registration fees • Reimburse transportation costs • Pay honorarium

Mandatory: Executive Committee Liaison(s) • Waive registration fees

Mandatory: Invitations • An invitation to the program should be sent to the WACUHO President, keynote speakers(s), the Executive Committee liaison, and Executive Committee members. Also included in this communiqué should be information on fees that will be waived and fees not covered by the Association.

Recommend: • Assist President or Designee and Executive Committee liaison with travel and lodging expenses if there is a net surplus following the conference. • Assist President in room/board arrangements (e.g., free/low cost room, waive additional meal charges, make reservations at local hotel, etc.). • Reimburse "Professional Program Presenters" for on-site costs such as parking, meals, registration fees, transportation to/from site, etc. • Send each "Professional Program Presenter" an invitation to participate in the program. Include in the communiqué information on fees that will be waived and fees not covered by the Association. • Waive registration fees of committee members as long as the budget continues to be zero-based.

# **Publication Subscription Policy**

Paid subscriptions to WACUHO’s newsletters, directory and mailings are offered to interested individuals under the following conditions: Subscription eligibility:

• Available to individuals not affiliated with a WACUHO member institution

• Not available to anyone whose employer is eligible to join WACUHO as an institutional membership

• Not available to anyone whose employer is eligible to join WACUHO as a corporate partner

Subscription includes:

• One WACUHO Directory per year, if printed

• Newsletter(s) published during the subscription year

• Subscriber’s name/address added to WACUHO mailing list

Subscription does not include:

• Member discounts for WACUHO programs

• Voting rights

• Right to serve as a committee member or Executive Committee member

Annual Cost: $25

Other Notes:

• Subscription requests must be made to the Technology and Information System Chair

• The Executive Committee must approve exceptions to this requirement

# **Reserve Fund Policy**

WACUHO maintains reserve funds to provide for emergency or catastrophic expenses, and also to support new and ongoing programs and initiatives. WACUHO has two types of reserve funds that can be used to enhance a current program or service – the Program Reserve Fund and the Association Reserve Fund. The WACUHO Executive Committee has the authority to approve allocations from reserve funds consistent with the policy outlined below.

The Program Reserve Fund has been created in an effort to give back to program committees that have been successful and contributed to the Association’s overall reserves. This reserve fund is only available to programmatic committees (zero-based program budgets, such as the Annual Conference and Exposition, SLDs, WTI, Conference Services, WoW, etc.). Program Reserves are funded through 50% of the annual surpluses experienced through programs sponsored by WACUHO when actual revenues exceed actual expenses. Program Reserves maintain a maximum balance of $15,000; $10,000 may be requested and utilized by programmatic committees to supplement their program budget and $5,000 is used to pay for our conference program application. The Program Reserve fund may be replenished each year up to the $15,000 maximum; any remaining surpluses are credited to the Association Reserve Fund.

The Association Reserve Fund may be accessed for one-time funding requests. If a committee wishes to continue the service or enhancement initially funded through an Association Reserve allocation, it must be incorporated into their operating budget, or the WACUHO operating budget, beyond the first year. Essentially, Association Reserves are not designed to be an ongoing funding source for a program or initiative. Association Reserves must maintain a minimum balance of $150,000; no funding requests may be authorized if such requests cause the Association Reserves to fall below this minimum threshold. Association Reserves are funded through actual revenue received to the operating budget which exceed actual expenses, by 50% of any year’s Program surpluses, and any remaining surpluses after the Program Reserve is fully funded.

Finally, the Executive Committee may recommend an allocation from Association Reserves to support the general fund budget as needed through the annual budget and as approved by the WACUHO membership at the annual business meeting.

Requesting Reserve Funds:

Following are guidelines for submitting a proposal for a new service/program or a proposal to enhance a current service/program:

* Proposals must address a need to enhance or expand Association programs and services
* Proposals must be of an educational or service nature
* To apply for funding, complete the appropriate proposal form (see Appendix) and submit it to the Association Treasurer.

Review and Approval of Reserve Requests:

Each proposal is reviewed at the first Executive Committee meeting following receipt of the proposal or via e-mail or telephone if necessary. Proposals may be fully funded, partially funded, or not funded; and the Executive Committee’s decision will be forwarded to the funding requester as soon as possible after a decision is reached. If the proposal is approved at any level, funds will be available through the end of the current fiscal year (July 1 – June 30). Typically, funding or reimbursement will only be made for expenses incurred prior to June 30, and payment or reimbursement requests must be received by the Association’s Treasurer no later than July 1. Proposals may not include funding for alcoholic beverages of any kind.

# **Smoking Policy**

In the interest of both health and consideration of all Association members and in recognition of the state laws encompassed within the WACUHO region, smoking is not permitted during any Association meeting, program session or formal meal period.

# **Sponsorship Policy**

The Association from time to time recognizes that some partners/vendors wish to sponsor parts of a program, special event or activity as a benefit to the Association. In keeping with the guidelines for corporate partners, the Corporate Relations Committee will review requests for sponsorship on a case by case basis. All monies for program sponsorship will be allocated from the Corporate Relations Committee on behalf of all participating corporate partners. Examples of sponsorships are receptions, refreshment breaks, small keepsakes given at an Association program, printing costs for program notebooks or keynote speaker fees. The guidelines are as follows:

1. All program committee chairs will receive a list of corporations/vendors that are being solicited for corporate partnership. These corporations/vendors are to be considered sponsors and contacted

through the Corporate Relations Committee only.

2. Committee chairs should submit, in writing, a request for any items for which they are seeking sponsorship funds by using the Sponsorship Request Form (see Appendix). This form should be submitted to the Corporate

Relations Committee chair at least thirty working days prior to the event.

3. Committee chairs may solicit sponsorships from any corporation/vendor not listed on the corporate partner solicitation list. Seeking donations from local vendors for door prizes is encouraged. Sponsors/vendors should have some relationship to the Association’s mission. Sponsorships from alcohol and tobacco related industries are not to be accepted.

4. Committee chairs shall submit to the Corporate Relations chair and Treasurer a copy of the Donations Budget Form (see Appendix). This form provides space for listing the sponsored item and associated cost. It should be submitted no later than thirty days after the event. The Corporate Relations Committee, in consultation with the Executive Committee, will exercise prudence in reviewing the value of memorabilia, prizes, and other sponsored activities.

5. The committee chair in conjunction with the Executive Committee liaison is responsible for ensuring that the corporate partner banner is hung in a visible location during the program.

# **WACE Discounts Policy**

WACUHO has historically provided discounts on Annual Conference and Exposition registration fees to identified groups of individuals to encourage participation in the conferences as well as to encourage members to register for the conference as early as possible. The following is a list of discounts allowed and the discount criteria.

1. Early Registration Discount
	1. Historically, the Early Registration Discount has been $50 off of the full Annual Conference and Exposition registration cost. It is provided for registrations completed at least thirty calendar days prior to the start of a conference.
	2. The registration chair should work with the Technology and Information Systems Coordinator to ensure that this discount is not available via the registration website within thirty days of the conference.
2. New Professionals Discount
	1. The New Professionals discount is $50 off the full Annual Conference and Exposition registration cost. It is provided to individuals who meet the new professionals criteria. (See number "3" below.). The number of registration discounts may be limited.
	2. The eligibility criteria should be clearly stated in the registration material. It is expected that the registrant will self-identify whether he or she is eligible for this discount. Prior to the conference, it is recommended that the registration chair follow up with all registrants who indicated they are new professionals to remind them of the criteria and request additional payment or to refund overpayment to individuals who identify that they are incorrectly registered.
3. A new professional is defined as anyone (professional or graduate student) who meets the following criteria:
	1. Has no more than three years of professional experience
	2. Works for a WACUHO member institution in a functional area encompassed by the WACUHO mission
	3. "Graduate student" is defined as being enrolled in a degree-granting graduate program in higher education (i.e. student affairs, college counseling, student services, etc.) and having no more than three years of professional experience
4. Corporate Partner
	1. As indicated in the section "Fees – Corporate Partners", a $100 discount provided to all levels of Corporate Partnership. when they purchase an exhibits booth for the Annual Conference and Exposition.
	2. The Exhibits registration chair should verify with the Corporate Relations Committee Chair that vendors registering at the discounted rate are current corporate members.
5. WACUHO member discount
	1. A $100 discount is provided to all registrants whose home institution is a current WACUHO institutional member. Note that institutional membership will be renewed annually and covers the period of July 1 through June 30.
	2. This member discount criteria should be clearly indicated on registration materials.
	3. As with the New Professional discount, it is assumed that registrant will self-identify as a WACUHO member when registering. Prior to the conference, it is recommended that the registration chair verify the institutional membership status of all registrants who selected the institutional member rate and follow up with anyone who is incorrectly registered to request additional payment or to refund overpayment.

# **Website Development Policy**

The WACUHO Communications & Technology Coordinators have overall responsibility for all pages maintained on the WACUHO web server. WACUHO may act in support of this acceptable use policy by recommending the modification or removal of pages from non-WACUHO web servers.

1. Page content and messages must conform to state, federal laws, and WACUHO policies.

2. Member(s)/committee(s) may not operate back door servers. The webpage or site author is responsible for content of individual official or personal pages posted and maintained on WACUHO servers.

3. Member(s)/committee(s) supported by web pages must be WACUHO related.

4. Pages for a WACUHO member(s)/committee(s) must be pre-approved by the Executive Committee liaison to their committee.

5. Each official page must be designed in accordance with the official WACUHO style guide, acknowledge its relationship to WACUHO, link to the WACUHO home page, and carry WACUHO copyright, logo, and other notices.

6. Content of all pages on the website should reflect the mission, interest, and standards of the WACUHO organization. Pages must be worthy of publication and may not contain any legally or ethically questionable material. Anything that can be interpreted as harassing, lewd, abusive or threatening will not be published on the WACUHO website. All parties submitting materials to the WACUHO website represent and warrant that the submission, installation, copying, distribution, and use of such materials in connection with the WACUHO web site will not violate any other party’s proprietary rights.

7. Website designers must have written permission of the creator to print any information in the form of graphics, photographs, drawings, video clips, or sound clips on an electronic page. No one may make available for download any copyrighted software without written permission of the copyright owner.

8. The user understands and agrees that WACUHO is not responsible for any errors created in or damage to materials as a result of the installation or maintenance on WACUHO related websites or their use by anyone accessing WACUHO websites.

9. WACUHO reserves the right to make basic structural adjustments to materials supplied for publishing on the website.

10. WACUHO reserves the right to make minor typographical corrections to any web page material.

11. WACUHO’s server is not secure. No material on the WACUHO website is secure, including forms. When using WACUHO website resources, notice will be given to the user that they are not using a secure server.

**Website File Name Specifications**

The following specifications take into consideration that authors, editors, and publishers may be working on different platforms. The specifications help ensure that there are no problems with differing platforms during the publishing process.

1. Should be 8 characters or less, no spaces or punctuation (except “.”), all lower case, and unique and descriptive. Examples: africa.htm, elephant.gif, or cbcalend.htm.

2. Should end with the extensions .htm, .gif or .jpg (or .map for image map files and .css for Cascading Style Sheet files)

**Web Page and Graphics**

• Shorter web pages should be considered for:

• Home pages and menu or navigation pages elsewhere in your site

• Documents to be browsed and read on-line

• Pages with very large graphics

• Large web pages are:

• Easier to maintain since they contain fewer links

• Similar to the structure of their paper counterparts since they are not chopped up

• Much easier for users to download and print

**Each Web page must contain the following information**

1. A link to WACUHO’s Inclusivity Statement 2. A link to the WACUHO home page 3. Last updated date 4. Author’s name and e-mail addresses 5. Editor’s name and e-mail address, if applicable 6. Webmaster’s e-mail address 7. A title that appropriately describes the content of the page 8. Well-edited text including correct spelling and grammar 9. Factually correct information

**No Web page may contain**

1. Dead end pages

2. Inappropriate material or links to inappropriate material

3. Links to resources that do not exist

4. E-mail addresses of individuals without permission

5. Identifiable pictures without written permission

6. Full names without written permission

7. Any graphics or information that is in violation of copyright laws

**Expectations for Web Site Content (Style Guide)**

1. Web pages should be kept simple and short. Most web users do not want static information and prefer to navigate through a series of links rather than scroll through a long page.

2. Web services will append standard navigational headers and footers to all hypertext pages included in the WACHUO web site.

3. Web pages should contain links to appropriate parent home pages.

4. Viewers will be using a variety of hardware and browsers with a wide range of color and Netscape enhancement capabilities. Complicated backgrounds, patterns and styles may be unreadable to many people. Consider your purpose in using specialty tools.

5. Link to the top-level page of your web material. Your top-level page must contain a link to the appropriate home page.

6. Longer web pages should contain a hypertext index and internal links throughout the document to facilitate navigation.

7. Provide a text-only version of your website for individuals who either cannot view graphics or who prefer to print out the web page(s).

8. The layout for a website of more than one page should be consistent.

9. Provide a signature block containing contact and copyright information at the bottom of main pages in a website.

10. If you have a long web page, break it into separate HTML pages. The recommended web page is between a half a letter-size page and five letter-sized pages. Two to three pages are recommended.

11. All image tags shall have the alternate text attribute.

12. Limit graphics for faster loading.

13. Images should have a resolution of approximately 72 DPI (dots per inch). For quickness in loading, images should be a maximum size of about 35 KB. If images larger than 35 KB are used, thumbnail sketches should be provided. Images using home page backgrounds should be a maximum of 5 KB.

14. Use the GIF graphics format for clip art of line graphics. Use the JPEG format for photographs. This will allow compression of graphics to be optimal.

**Responsibility for Web Pages**

1. Members or committees creating their own web pages for the Association are responsible for the site’s content. It is that individual’s or committee’s responsibility to maintain it, update it, design it, and to submit the URL to the Webmaster for review. The Webmaster is available for consultation on any of these issues.

2. Any questions or comments from users of a member’s or committee’s web page will be directed to and should be answered by that member or committee. The WACUHO Webmaster cannot be responsible for responding to content questions about committee’s or member’s pages.

3. It is recommended that members or committees that create their own pages designate a website coordinator who is responsible for updating and responding to questions about your information. For example, if a user notices incorrect information in a file or has a suggestion for other information that might be useful, the user should be able to directly e-mail the web coordinator to suggest a correction or addition.

This Communications & Technology Coordinator should:

1. Coordinate the gathering of information for internet publication within the group

2. Decide how the information will be organized

3. Decide how often the information is going to change and how often the information will be updated

4. Integrate internet publishing into the group’s publication cycle:

5. Convert information from its current form to the appropriate electronic publishing format

6. Prepare the information for display on the internet by saving it in the appropriate file type

7. Make certain that all committee web pages are in compliance with copyright rules and with WACUHO guidelines and policies

8. Include e-mail links on the committee’s WACUHO pages

9. Notify the Webmaster when committee’s home page is ready for review by sending URL of that page.

10. Verify that the committee’s on-line information is up-to-date

**Who Can Create Web Pages**

1. The Executive Committee and approved committees of the WACUHO Association are encouraged to develop and maintain web pages.

2. All web pages must include a marker indicating when they were last updated and an e-mail address for the person responsible for the pages. Persons responsible for web page, elements, and links to other resources must keep them up to date. WACUHO reserves the right to remove or edit any material that becomes obviously obsolete or misleading.

## Section III: Committee Chair Guidelines and Descriptions

# **Student Leadership Drive-in (SLD): Central, Northern, Southern & Island**

### Outline

* Travel – Yes. Required attendance at the SLD and on-site meetings
* Programming - Yes
* Communication by phone, mail, web meetings, e-mail and required on-site meetings

### Purpose

To guide the planning and implementation of the Annual SLD Conferences for paraprofessionals and career professionals in the Association. SLD programs will be one day in duration.

### Responsibilities

1. Responsible for the total coordination of the conference site, theme, goals and objectives. Oversee the basic functions of the conference such as publicity, registration, program implementation, etc. Note: Refer to Protocol for Attending SLD Conferences Out of Region that follows in this section to ensure proper notification concerning publicity, registration, etc for all WACUHO members.
2. Solicit a host campus for the SLD.
3. Establish a zero-based budget by the fall meeting of the Executive Committee (typically in September).
4. Request Corporate Partner monies from the Chair of the Corporate Relations Committee by submitting a Committee Sponsorship Request Form at least thirty days in advance of the program. Contact the Chair of the Corporate Relations Committee regarding amounts and availability of these additional funds.
5. Negotiate all conference issues with the bid host campus regarding
	1. Meeting rooms
	2. Itemized Cost Analysis
	3. Sleeping accommodations\*
	4. Audio/Visual arrangements
	5. Food and beverage arrangements\*\*
	6. Conference Evaluation
	7. Conference entertainment\*\*
	8. Memorabilia
	9. Advertisement
6. Communicate with the other SLD chairs in late August regarding the use of monies for programmatic exchanges and mutual professional courtesies.
7. Submit an informative article or update per issue of the WACUHO Waves newsletter.
8. Inform committee members about scheduled meetings (time, location, agenda, etc.).
9. Communicate regularly with the Member-At-Large, to allow for accountability and support.
10. Submit budget updates to the Association Treasurer for approval in advance of any conference expenditures or final decisions on fees.
11. Be familiar with WACUHO policies regarding professional courtesies, expenditures of funds, Inclusivity, alcohol, etc.
12. Co-host with the Executive Committee liaison a WACUHO sponsored pre-conference reception for the committee the evening before the conference (not to exceed $300).
13. Provide a comprehensive report to the Executive Committee following the conference along with recommendations pertaining to the handling of the number of registrants.
14. Ensure that all publications regarding the conference are accurate, professional and maintain the integrity of the Association.
15. Solicit by the end of the conference a new site for the SLD the following fiscal year.
16. Provide a chair’s workbook and detailed evaluations to succeeding chair.
17. Prepare and submit one copy of your annual report in the EOY report cubby and one copy of the annual report in your committee’s cubby, and notify the WACUHO Vice President by May 1. (see Appendix for sample).\* Arrangements for overnight accommodations may be established at the option of the host institution

(\*\*) As needed

### Protocol for Attending SLD Conferences Out-of-Region

Although WACUHO encourages colleges and universities to attend the SLD conference held in their specific region, the Association realizes that circumstances arise that prevent schools from attending the SLD conference held within their region. Therefore, colleges and universities have, in the past, attended SLD conferences out-of-region. Due to the burgeoning attendance issues some SLD’s have faced, and recognizing that institutions should be trying to attend SLD conferences within their region, a protocol has been developed to bring clarity to the out-of-region SLD attendance issue. This protocol serves as a guide for institutions that have a time conflict with their regional SLD, and are considering attending an out-of-region SLD conference.

1. Once a SLD Conference date has been set, the SLD Chair should list the time, date, location, and contact information on the WACUHO website as soon as possible to ensure all WACUHO member institutions know when the SLD conferences are taking place.
2. Regional SLD planning committees and hosts are only required to send out registration and program information to member institutions within their specific region.
3. If an institution is considering attending an out-of-region SLD conference, they should consult with their regional Member-at-Large. If an institution has a conflict with attending their regional SLD, they should refer to the WACUHO website to determine when out-of-region SLD’s are scheduled. In addition, the institution should contact the out-of-region SLD Chair before attempting to register.
4. An Intention to Attend an Out-of-Region SLD Form should be completed by the institution making the request and submitted to the out-of-region SLD Chair during the open registration period of the conference.
5. The post-mark date (or the email date) on the Intention to Attend an Out-of-Region SLD Form should provide the SLD committee with the order in which they should offer out-of-region schools registration to the conference.
6. Institutions attending an out-of-region SLD will only be able to register for the out-of-region conference after the open registration period of the conference ends. Thereby, all of the institutions within a region have the opportunity to register for their specific conference first.
7. Intention to Attend an Out-of-Region SLD Form should be submitted during the open registration period because it will give the SLD committee advanced notice that an out-of-region institution is planning to register. It will also allow the out-of-region school the opportunity to register without a late penalty.
8. Chairs and Hosts of a SLD committee can decide whether allowing out-of-region attendance will be an over-burden to the resources available for the conference (i.e. classroom space, food service capacity, etc.).
9. The SLD Chair and host campus can ask out-of-region institutions to submit one or two program proposals, even the program submission deadline may have lapsed, in order to provide more programs for the increased attendance created by the out-of-region institution’s registration. Please note that the acceptance of out-of-region program proposals into the SLD conference are contingent upon the SLD committee’s acceptance of the out-of-region institution as a conference registrant, the content of the proposal (i.e., does it meet the SLD committee standards for program submissions), and the host institution’s ability to meet any audio-visual or space needs of the proposed programs.
10. Institutions that attend an out-of-region SLD are eligible to win the SLD Conference Spirit Award. However, if they do not attend the out-of-region conference the following year it is the institutions responsible to return the Spirit Award to the SLD Chair planning the conference for the following year.

# **Mid-Level Professionals Network (formerly Pacific Management Institute)**

### Outline

* Travel - Yes
* Programming - Yes
* Communication by phone, mail, fax, e-mail and on-site meetings

### Purpose

To provide leadership in the planning and implementation of a management and personal development program for mid-level and senior management members. PMI challenges its participants and provides them with personal and professional insights.

### Responsibilities

1. Committee members participate in off-site meetings as determined by chair

2. Responsible for the total coordination and implementation of the multi-day conference including theme, goals and objectives, speakers and optional scholar-in-residence

3. Establish a zero-based budget by the post-conference Executive Committee Meeting

4. Coordinate all registration process, meeting rooms, advertisement, food and beverage arrangements, sleeping accommodations, audio/visual arrangements, etc.

5. Work closely with the Associations Treasurer and the Executive Committee Liaison in all aspects of planning and implementation.

6. Prepare and submit one copy of your annual report in the EOY report cubby and one copy of the annual report in your committee’s cubby, and notify the WACUHO Vice President by May 1. (see Appendix for sample).

# **Awards & Recognition Committee**

### Outline

* Travel – Optional. Annual Conference and Exposition attendance preferred.
* Programming - No
* Communication by phone, mail, fax, e-mail or on-site meeting

### Purpose

To provide an opportunity for Association members to recognize and celebrate the accomplishments of fellow colleagues through the leadership and service awards.

### Responsibilities

1. Responsible for the solicitation of nominees for the various leadership and service awards, including by not limited to the Charles L. Miller Service and Leadership Award and the Volunteer of the Year Award.
2. Work with the Corporate Relations and Exhibits Committee, as well as the Executive Committee to organize the ordering of plaques for the various awards.
3. Request from the Annual Conference and Exposition Program Committee an appropriate time and space to hold the awards presentation.
4. Submit an informative article or update per issue of the WACUHO *Waves* newsletter.
5. Prepare and submit two copies of an annual report to the Vice President by May 1 which summarizes the committee’s activity during the year. Report will be shared with the incoming chair (see Appendix for sample).

# **Finance Advisory Committee**

### Outline

* Travel - Optional
* Programming - No
* Communication by phone, mail, e-mail or on-site meetings

### Purpose

To provide an opportunity for Association members to review and highlight areas of concern in the Association’s proposed operating budget offered by the Treasurer. Additionally, through a fiscal review/audit process, all records and financial policies and implementation procedures are reviewed and reported to the membership at the Annual Conference and Exposition Business Meeting.

### Responsibilities

1. Work closely with the Association’s Treasurer.
2. Coordinate an Annual Audit of the Association’s previous fiscal year accounts by November 1 of each year:
	1. The chair and at least one other committee member must be in attendance
	2. A written report including the results and comments of the audit must be submitted to the President within thirty days of the actual audit
	3. Ensure that the annual tax forms have been completed for the Association
3. In conjunction with the Treasurer, propose a budget for the next fiscal year thirty days prior to the winter Executive Committee meeting.
4. In conjunction with the Treasurer, receive and circulate the proposed budget for the next fiscal year to all committee members soliciting their opinions.
5. Prepare and submit one copy of your annual report in the EOY report cubby and one copy of the annual report in your committee’s cubby, and notify the WACUHO Vice President by May 1. (see Appendix for sample).

# **Historian For The Association**

### Outline

* Travel - Optional
* Programming - Optional
* Communication by phone, mail, fax, e-mail or on-site meetings

### Purpose

To provide an opportunity for Association members to contribute to a variety of information collected by Historian.

### Responsibilities

1. Prepare written history of the Association from 1957 to present.
2. In written history, highlight significant events and photos or a slide presentation from all events sponsored by WACUHO.
3. Collect important WACUHO documents and information and send annually to Archivist.
4. Appoint annually and reappointed as often as possible in order to maximize continuity of the operation.
5. Review the guidelines for the position and propose in writing to the Association President a set of new guidelines and a vision for the position of WACUHO Historian.
6. Prepare and submit one copy of your annual report in the EOY report cubby and one copy of the annual report in your committee’s cubby, and notify the WACUHO Vice President by May 1. (see Appendix for sample).

# **Nominations Committee**

### Outline

* Travel - Yes, attendance at the Annual Conference and Exposition
* Programming - No
* Communication by phone, mail, fax, e-mail or on-site meetings

### Purpose

To seek and encourage qualified candidates for the Association Executive Committee offices. Because of the purpose of this committee, current members are restricted from running for Executive Committee positions for the year in which they are seeking and encouraging qualified candidates to run.

### Responsibilities

1. Work closely with President-Elect to confirm candidates for each of the Executive Committee positions.
2. Collect candidate information for distribution through the Newsletter and Annual Conference and Exposition program notebook and/or candidate brochure.
3. Preside over the candidate introductions and campaign speeches.
4. Determine and announce quorum at the Annual Conference and Exposition Business Meeting.
5. Work closely with President-Elect to administer the election at the Annual Conference and Exposition Business Meeting.
6. Work closely with the President-Elect, Host and Program Committee Chairs in establishing appropriate timelines for speeches and election polling and announcement of the results.
7. Submit an informative article or update per issue of the WACUHO Waves newsletter.
8. Prepare and submit one copy of your annual report in the EOY report cubby and one copy of the annual report in your committee’s cubby, and notify the WACUHO Vice President by May 1. (see Appendix for sample).

### Recommended Timeline

* July
	+ Submit article for Summer/Fall Waves
	+ Consult with committee members to discuss issues of nominations process, campaign policies and procedures, length and content of speeches, and potential candidates
* October
	+ Contact Program Chairs regarding timing and format of candidate profiles for the Annual Conference and Exposition Program Notebook and on-site considerations
* November
	+ Contact and encourage the Association to consider running for Executive Committee positions
* December
	+ Submit article regarding the nominations process, nominations form, and Executive Committee position descriptions to newsletter
	+ Begin approaching people to run for Executive Office
* February
	+ Announce candidates in pre-conference newsletter
	+ Finalize election procedures
* March/April
	+ Meet with Executive committee on-site and administer election process at the Annual Conference and Exposition

# **Strategic Planning Task Force (ad hoc committee)**

### Outline

* Travel – yes
* Programming – Yes
* Communication by email, telephone, fax, and/or on-site meetings

### Purpose

This ad-hoc task force will be convened to provide input on long term consistency, sustainability, and programmatic direction of the association. The committee will propose a master plan developed, with input from members, and the executive committee for approval of the membership via an annual business meeting.

### Responsibilities:

1. Work closely with the association’s president and/or president-elect
2. Coordinate and develop a five year master plan with the executive committee for approval at an annual business meeting.
3. Work to develop yearly action plans and execute assessment strategies with the executive board .
4. Prepare and submit one copy of your annual report in the EOY report cubby and one copy of the annual report in your committee’s cubby, and notify the WACUHO Vice President by May 1. (see Appendix for sample).

# **Time And Place Committee**

### Outline

* Travel – Yes. Required to attend the Annual Conference and Exposition and maybe called upon to visit bid sites for future conferences
* Programming - No
* Communication by phone, mail, fax, e-mail or on-site meetings

### Purpose

To invite Association member institutions to host the Annual Conference and Exposition (WACE), Southern SLD, Northern SLD, Central SLD, Island SLD, Western Training Institute, and Pacific Management Institute. Bids for WACE will be made two years in advance, alternating between north and south, with Fresno and San Luis Obispo acting as north and south swing institutions. Sites east and west include Hawaii and Nevada.

### Responsibilities

1. Responsible for the solicitation and dissemination of bid information to the Association’s member institutions interested in hosting the Annual Conference and Exposition two or more years in the future. The SLDs, WTI and PMI will be solicited one year in the future. See sample Request for Proposal (RFP) in Appendix.
2. Lead the committee in soliciting bids from member institutions and coordinate a presentation by the bidding institutions to the Time and Place and Executive Committees the day prior to the first day of the Annual Conference and Exposition. The Executive Committee will select the conference site, and the Vice President and Time and Place Chair will make the announcement at the Annual Conference and Exposition Business Meeting.
3. Attend the bid presentations, traditionally held the day prior to the beginning of the Annual Conference and Exposition.
4. Conduct an annual interest survey throughout the western region and submit findings to the Vice President prior to the winter meeting of the Executive Committee (typically in February).
5. Inform committee members that it is expected that they attend the Annual Conference and Exposition.
6. Submit an informative article or update per issue of the WACUHO Waves newsletter.
7. Prepare and submit one copy of your annual report in the EOY report cubby and one copy of the annual report in your committee’s cubby, and notify the WACUHO Vice President by May 1. (see Appendix for sample).

# **Annual Conference & Exposition****Outline**

* Travel - Yes
* Programming - No
* Communication by phone, mail, fax, e-mail or on-site meetings

**Purpose**

To coordinate a number of WACUHO Committees in order to produce the Annual Conference and Exposition.

**Responsibilities**

1. Oversee the preparation and performance of the Annual Conference and Exposition. Work closely with the Association President, and the chairs of Host, Program, Exhibits & Displays, and Corporate Relations Committees.
2. Oversee conference contract with hotel/conference site and coordinate all conference needs with hotel/conference site representatives.
3. Convene the conference committee chairs on a regular basis to insure a high level of communication, coordination and budget preparation.
4. Coordinate in conjunction with the Association President the on-site Transition Meeting with Executive, Host, Program, and Exhibits & Displays and Corporate Relations committees (May/ June)
5. Prepare preliminary timelines, budget and planning meetings (May/June)
6. Call all conference committee chairs update meetings (October, December and February)
7. Prior to the fall Executive Committee meeting, coordinate the preparation of individual committee budgets to assure overall zero balance or break-even budget of the Annual Conference and Exposition. Monitor the planning process from a fiscal point of view.
8. Insure that ACUHO-I President, ACUHO-I District Representative, PACURH President and all WACUHO Past Presidents no longer in the field receive invitations to the conference. See the Professional Courtesy section for details.
9. Co-host, with the Association President, a WACUHO sponsored pre-conference reception for the Annual Conference and Exposition committees the evening before the start of the conference (not to exceed $500).
10. Create a clear workbook and detailed evaluation for succeeding Annual Conference and Exposition Chairs.
11. Prepare and submit one copy of your annual report in the EOY report cubby and one copy of the annual report in your committee’s cubby, and notify the WACUHO Vice President by May 1. (see Appendix for sample).

# **Corporate Relations Committee**

### Outline

* Travel – Yes. Required attendance at the Annual Conference and Exposition
* Programming - No
* Communication by phone, mail, fax, e-mail or on-site meetings

### Purpose

To provide an opportunity for Association members and corporate partners to collaboratively network and share ideas on meeting the Association’s and Corporate needs while best serving member institutions and WACUHO events throughout the year.

### Responsibilities

1. Create and maintain a WACUHO resource and Corporate Partnership network made up of corporate affiliates, non-affiliates and identified special interest or support groups throughout the western region.
2. Work in conjunction with the Treasurer to solicit annual Corporate Partnership dues.
3. Work in conjunction with the Marketing and Communications Coordinator to solicit advertising for the WACUHO *Waves.*
4. Render recommendations and guidelines to all programmatic committees in WACUHO regarding corporate donations.
5. Act as a clearinghouse for all committees to report, request, or inquire about any involvement with corporations and WACUHO related events.
6. In conjunction with the Exhibits and Awards and Recognition committees, solicit nominations and award the R.W. Gang Award.
7. Submit an informative article or update per issue of the WACUHO *Waves* newsletter.
8. Prepare and submit one copy of your annual report in the EOY report cubby and one copy of the annual report in your committee’s cubby, and notify the WACUHO Vice President by May 1. (see Appendix for sample).
9. Create a strategy, with the Exhibits and Displays Committee, to best preview and promote those corporations with exhibits and displays at the Annual Conference and Exposition (i.e. special prize drawings in the exhibits area). Ensure exhibitor and vendor compliance with the Exhibitor Presenter Policy.
10. Chair serves a two-year term.
11. Chair serves a two-year term.
12. Chair is a member of the Annual Conference and Exposition team.

# **Exhibits & Displays Committee**

### Outline

* Travel – Yes. Required attendance at the Annual Conference and Exposition and on-site meetings
* Programming - Yes
* Communication by phone, mail, fax, e-mail and required on-site meetings

### Purpose

To provide an opportunity for Association members, Corporate Affiliate members and non-member vendors to collaboratively network and share ideas and products through an open exhibits area at the Annual Conference and Exposition. Additional support for the Association and vendors allows for sponsored meals, breaks and special announcements or events.

### Responsibilities

1. Responsible for the total coordination of the conference exhibits and displays facility requirements including security, hotel and convention services functions.
2. Prior to the fall Executive Committee meeting, develop and implement a budget for the Annual Conference and Exposition.
3. Work closely with Annual Conference and Exposition Chair, Association President, and the Chairs of Host, Program, and Corporate Relations Committees.
4. Solicit exhibits and displays for the Annual Conference and Exposition.
5. Ensure exhibitor and vendor compliance with the Exhibitor Presenter Policy.
6. Send out information and registration to potential vendors to occupy booths at the Annual Conference and Exposition. The information should include:
	1. Location, date, and hours of the Annual Conference and Exposition
	2. Size and prices of available booths
	3. Total number of booths available within and outside the exhibits area
7. Work with the Time and Place Committee Chair in determining on-site requirements for Annual Conference and Exposition bids (minimum 6,500 square feet).
8. Recognize and provide preferential service to Corporate Affiliates (e.g. advance notice and choice locations for booths, etc.).
9. Bid, negotiate, and contract with an exhibits service to set up and break down booths and to provide tables, chairs and wastebaskets to each booth (if not included in hotel negotiations).
10. Bid, negotiate, and contract for security, as needed, during the hours that the booths are unattended (if not included in hotel negotiations).
11. Arrange for booths for the upcoming year’s WACUHO Annual Conference and Exposition and ACUHO-I at the Annual Conference and Exposition.
12. Coordinate acknowledgments and thank you notes to all participating vendors.
13. Liaison with neighboring regions (AIMHO/NWACUHO) and ACUHO-I Exhibits and Displays Committees to solicit information on potential vendors for WACUHO.
14. Work with the Corporate Relations and Awards & Recognition committees to solicit nominations and render a deserving member institution, corporate affiliates, non-affiliated sponsors, and individuals special service recognition awards at the Annual Conference and Exposition.
15. Create a strategy, with the Corporate Relations Committee, to best preview and promote those corporations with exhibits and displays at the Annual Conference and Exposition (i.e. special prize drawings in the exhibits area).
16. Provide a chair’s workbook and detailed evaluations to succeeding chair.
17. Prepare and submit one copy of your annual report in the EOY report cubby and one copy of the annual report in your committee’s cubby, and notify the WACUHO Vice President by May 1. (see Appendix for sample).

# **Host Committee**

### Outline

* Travel – Yes. Required attendance at the Annual Conference and Exposition and on-site meetings
* Programming – Yes
* Communication by phone, mail, fax, e-mail and required on-site meetings

### Purpose

To coordinate the production of the Annual Conference and Exposition from the bid of a quality site and promotion of quality service. The Host Chair is responsible for all aspects of the registration, lodging and board, entertainment, transportation, and facilities used for the Annual Conference and Exposition.

### Responsibilities

1. Responsible for the total coordination of the conference site.
2. Work closely with Annual Conference and Exposition Chair, President, and the chairs of Exhibits and Display, Program, and Corporate Relations Committees.
3. Establish a zero-based budget by the fall Executive Committee meeting in consultation with the Annual Conference and Exposition Chair and Association Treasurer.
4. Request sponsorship monies from the Chair of the Corporate Relations Committee by submitting a Committee Sponsorship Request Form at least thirty days in advance of the program. Contact the Chair of the Corporate Relations Committee regarding amounts and availability of these additional funds.
5. With the Annual Conference and Exposition Chair and Association President, negotiate all contractual issues with the bid hotel management such as:
	1. Meeting and banquet rooms
	2. Exhibit and Display area
	3. Sleeping accommodations
	4. Itemized cost analysis
	5. Food and beverage arrangements
	6. Audio/Visual arrangements
	7. Conference entertainment
	8. “Night on the Town” options
	9. Hospitality room
	10. Transportation
	11. Memorabilia
	12. Volunteers
	13. Advertisement
6. Coordinate all hotel reservations and conference registration processes.
7. Establish & maintain website & e-mail for the Annual Conference and Exposition.
8. Maintain a list of conference attendees including their name and addresses to be used by Corporate Relations if requested.
9. Submit an informative article or update per issue of the WACUHO Waves newsletter.
10. Attend all transition meetings (typically in spring and early summer) to receive completed evaluation and information (i.e. notebooks, files, etc.) from the previous Host Chair.
11. Plan the on-site meeting (typically scheduled for two days in early May or June) for the Host, Program, Exhibits & displays, and Executive Committees.
12. Contact the Program and Exhibits Committee Chairs and the Association President to confirm their individual committee meeting plans prior to finalizing plans with hotel and mailing information to members of all participating committees:
	1. Invite/inform all members of the four committees
	2. Review committee goals
	3. Review previous year’s conference evaluations
	4. Review sub-committee structure & responsibilities
	5. Overview tentative conference schedule
	6. Choose conference colors – in conjunction with logo & theme selected by the Program Committee
	7. Brainstorm sub-committees work
	8. Set timelines for committee projects
	9. Delegate Host Committee responsibilities to committee members by sub-committees
	10. Set up times for follow-up committee meetings
13. Plan two or three follow-up Host Committee meetings to be held between on-site meeting and the Annual Conference and Exposition:
	1. Typically these meetings are rotated between north and south and may be scheduled on the campus of the institution that is hosting the following Annual Conference and Exposition
	2. Review sub-committee work
	3. Continue to make preparations for the conference
14. Prepares Program binder materials for Host Committee for the following areas:
	1. Publicity
	2. Food and beverage
	3. Registration
	4. Recreation
	5. Entertainment, golf tournament
	6. Transportation
	7. Memorabilia
	8. Hospitality
	9. Placement/employment exchange center
	10. Audio/Visual needs
	11. Newcomers Reception needs (in conjunction with the New Professionals/Newcomers and Program Committees)
	12. Conference colors to coincide with theme/hotel/location
	13. Photographic history of conference
15. Work with conference site hotel staff to arrange space and furniture needed for the conference.
16. Coordinate with Annual Conference and Exposition, Programs, Exhibits, Corporate Relations, Diversity & Affirmative Action, Awards & Recognition, New Professionals and Nominations Chairs as well as PACURH and WACUHO Presidents on receptions, meeting rooms, food & beverage needs, registration & lodging, etc.
17. At the Annual Conference and Exposition, oversee the functions of registration, meals, receptions, breaks, entertainment, recreation, hospitality, transportation.
18. Act as the primary liaison to the hotel staffs as needed.
19. Prepare a comprehensive final report and budget summary for the WACUHO President and next year’s Conference Chair within sixty days after the Annual Conference and Exposition.
20. In January, submit to the Program Committee Chair(s) a welcome letter to the membership for inclusion in the program notebook.
21. Prepare a chair’s workbook and detailed evaluations for succeeding Host Chair.
22. Prepare and submit one copy of your annual report in the EOY report cubby and one copy of the annual report in your committee’s cubby, and notify the WACUHO Vice President by May 1. (see Appendix for sample).

# **Program Committee**

### Outline

* Travel – Yes. Required attendance at the Annual Conference and Exposition and on-site meetings
* Programming – Yes
* Communication by phone, mail, fax, e-mail and required on-site meetings

### Purpose

To plan all aspects of the program presented at the Annual Conference and Exposition

### Responsibilities

1. Responsible for the total coordination of the conference schedule, goals and objectives.
2. Work closely with Annual Conference and Exposition Chair, Association President, and the chairs of Exhibits & Displays, Host, and Corporate Relations Committees.
3. Establish a zero-based budget with consultation of the Annual Conference and Exposition Chair for approval by the fall meeting of the Executive Committee (typically in October).
4. Request Gold Plan monies from the Chair of the Corporate Relations Committee by submitting a Committee Sponsorship Request Form at least thirty days in advance of the program. Contact the Chair of the Corporate Relations Committee regarding amounts and availability of these additional funds.
5. Attend the transition meeting held after the Annual Conference and Exposition (typically in late spring or early summer) to receive information from previous Program Chair.
6. Attend and coordinate the Program Committee on-site meeting.
7. Plan two or more, as needed, committee meetings between the on-site meeting and Annual Conference and Exposition.
8. Be in a two-way communication with all WACUHO committee chairs in regards to special needs at the Annual Conference and Exposition.
9. Develop a timeline for call for programs, with the consultation of the Annual Conference and Exposition Chair and Association President.
10. Lead the Program Committee to establish the:
	1. Conference Theme & Logo
	2. Keynote Speaker(s)
	3. Interest Sessions
	4. Consultant Sessions
	5. Signage
	6. Audio/Visual requirements
	7. Conference Notebook
	8. Call for Programs
	9. Conference Evaluation
	10. Conference Newsletter
	11. Program Schedule
	12. Resource/Video Center
11. Work closely with Diversity & Affirmative Action and New Professional Committees to meet specific committee needs for the Annual Conference and Exposition, i.e. Networks, Orientation, etc.
12. Ensure exhibitor and vendor compliance with the Exhibitor Presenter Policy.
13. STRONG RECOMMENDATION: It is advised that the conference theme and logo be discussed with the Program Committee members, Annual Conference and Exposition Chair, Association President, Exhibits & Displays Chair, and Host Chair via e-mail, phone or fax prior to the on-site meeting so as to use the on-site meeting time more effectively.
14. Submit an informative article or update per issue of the WACUHO Waves newsletter.
15. Reconcile all expenditures and forward original receipts and check requests to the Association Treasurer in a timely fashion.
16. Provide a chair’s workbook and detailed evaluations to succeeding chair.
17. Prepare and submit one copy of your annual report in the EOY report cubby and one copy of the annual report in your committee’s cubby, and notify the WACUHO Vice President by May 1. (see Appendix for sample).

# **Equity, Diversity, & Inclusion**

### Outline

* Travel – Optional
* Programming – Optional
* Communication by e-mail, telephone, fax, and/ or on-site meetings

### Mission

To promote a heightened awareness of diversity and affirmative action through educational, social and professional opportunities.

### Purpose

To provide an opportunity for all Association members to become involved in the affiliated areas of the housing program, ensure representation of under-represented and identified special interest groups in all aspects of the Association, and encourage networking and the sharing of ideas.

### Responsibilities

1. Responsible for the creation, support, and maintenance of WACUHO resources and social networks of under-represented and identified special interest groups throughout the western region.
2. Render recommendations and guidelines to all committees in regards to issues of cultural sensitivity and Inclusivity guidelines.
3. Maintain an active Association diversity clearinghouse which will include diversity related resources and materials.
4. Will solicit nominations and grant the following special recognition awards for diversity education and achievement at the Annual Conference and Exposition:
	1. One $650 “Outstanding Commitment to Diversity” scholarship for a deserving individual
		1. The $650 award shall be granted for the Annual Conference and Exposition and shall cover the cost of registration fees and assistance toward travel or hotel costs. The recipient shall cover expenses exceeding the award. The recipient of the award will be required to present a program on a diversity-related topic at the Annual Conference and Exposition.
	2. One $100 cash award for a deserving individual
		1. The $100 cash award can be used in any of the three following ways: 1) donate the award to a diversity-related community or non-profit organization in the name of WACUHO and that individual; 2) apply the award to diversity-related resources or professional development; or 3) give the award directly to their home institution to be used toward that person’s professional development.
		2. If the individual chooses options two or three, they must submit an article to the WACUHO Waves within one calendar year to describe how they used the cash portion and how it benefited them and/or their community.
	3. One $200 cash award for a deserving member institution
		1. The $200 cash award can be used in either of the two following ways: 1) donate the award to a diversity-related community or non-profit organization in the name of WACUHO and that institution; 2) apply the award to diversity-related resources or development of staff.
		2. If the deserving institution chooses option two, they must submit an article to the WACUHO Waves within one calendar year to describe how they used the cash portion and how it benefited them and/or their community.
5. Work with the Program and/or Host Committee to coordinate an open Equity and Diversity Awareness Reception at the Annual Conference and Exposition.
6. Solicit facilitators to conduct diversity network meetings at the Annual Conference and Exposition and request from the Annual Conference and Exposition Program or Host Committee Chair time and space to hold the networks. The networks shall at least include, but not necessarily be limited to, the following groups: African American, Asian American, GLBT (Gay, Lesbian, Bisexual, Transgender), Latino/ a, Men, Multi-ethnic, Native American, Persons with Different Abilities, and Women.
7. Work with the Annual Conference and Exposition Program, WTI Chair, and SLD Chairs to ensure inclusion of EDI representation in all conference program efforts.
8. In conjunction with the chairs, evaluate program proposals for each SLD and be prepared to present certificates to any presentations that focus on EDI topics to paraprofessional staff participants for their presentation of diversity related programs at the SLDs.
9. Communicate with the Nominations Chair regarding recruitment of a diverse slate of Executive Committee candidates.
10. Submit budget requests.
11. Submit an informative article or update per issue of the WACUHO Waves newsletter.
12. Prepare and submit one copy of your annual report in the EOY report cubby and one copy of the annual report in your committee’s cubby, and notify the WACUHO Vice President by May 1. (see Appendix for sample).

# **New Professionals Committee**

### Outline

* Travel – Yes. Required attendance at the Annual Conference and Exposition
* Programming - Optional
* Communication by phone, mail, fax, e-mail or on-site meetings

### Purpose

To create and maintain networks related to the needs and issues of new WACUHO members in all areas of apartment living, residential life, food service, residential operations, business services, clerical support and other trades and specialized interest supporting the overall housing and food services program throughout the western region.

### Responsibilities

1. Bring together the committee three to four times during the academic year and establish the agenda, minutes, timeline, location of meetings, and overall calendar of events.
2. Work closely with the committee chairs of SLDs, Program, WTI, Host and the Executive Committee liaison.
3. Design and coordinate one or more specialized one day workshops in the area or topic of choice as related to some or all of the areas. Workshops should challenge participants and provide them with personal and professional skill enhancements as well as up-to-date information on their responsibility area via literature review and shared experiences (optional).
4. Publish and disseminate the New Professionals Welcome Wagon.
5. Work with Program Committee Chair to solicit facilitators to conduct roundtable discussions at the Annual Conference and Exposition in regards to the vision and leadership of our profession and request from the Annual Conference and Exposition Program Committee time and spaces to hold the roundtable sessions.
6. Solicit nominations and render three deserving individuals’ special recognition awards for Outstanding New WACUHO Professional. Two $650 New Professional awards shall be granted for the Annual Conference and Exposition and shall cover the cost of registration fees and assistance towards travel or hotel costs. One $500 award shall be granted for WTI (Joan F. Mortell Award) and shall cover the cost of registration fees and assistance towards travel. One $1,000 award shall be granted for the ACUHO-I Annual Conference and Exposition and shall cover the cost of registration fees and assistance towards travel/lodging. All award money may only be used for registration fees, travel and/or hotel expenses. Expenses exceeding the award shall be incurred by the recipient. Chairs are not eligible for awards.
7. Coordinate an open New Professionals reception at the Annual Conference and Exposition in conjunction with a mentorship or conference buddy program which introduces new professionals to seasoned veterans of the Association. Reception cost should be configured into the New Professionals budget.
8. Submit an informative article or update per issue of the WACUHO Waves newsletter.
9. Prepare and submit one copy of your annual report in the EOY report cubby and one copy of the annual report in your committee’s cubby, and notify the WACUHO Vice President by May 1. (see Appendix for sample).

# **Religious & Spiritual Issues**

### Outline

* Travel - Optional
* Programming - Optional
* Communication by phone, mail, fax, e-mail or on-site meeting

### Purpose

To provide a forum in which the religious/spiritual element is both acknowledged and respected within the professional realm.

### Responsibilities

1. Provide leadership in an interfaith/inter-religious group, it shall consist of Association members who seek to be supported and challenged in their own faith development, thereby better enabling them to facilitate that growth in outer colleagues and students.
2. Set forth the committee to seek to validate and learn from the many contributions of people of religious and non-religious backgrounds.
3. Lead the committee to examine a variety of questions pertaining to the development of multicultural thought and action given that ecumenism is an integral component of multiculturalism.
4. Responsible for the creation and maintenance of networks related to the needs and issues of Association members in the areas of religious and spiritual issues and other related literature review, legal issues and specialized interest.
5. Conduct a western region survey of programs and services provided to staff and students regarding religious and spiritual issues, in addition to requesting information about funding resources.
6. Submit initial survey findings to the President prior to the Executive Committee meeting (typically in February).
7. Design and coordinate one or more specialized one day workshops in the area of religious and spiritual issues as related to or impacting the housing and food service profession. The workshops should challenge participants and provide them with personal and professional skill enhancements as well as up-to-date information via literature review and shared experiences (i.e. the role of religion in higher education, high pressure groups or cults, etc.)
8. Solicit facilitators to conduct roundtable discussions at the Annual Conference and Exposition in the area of religious and spiritual issues and request from the Annual Conference and Exposition Program Committee time and space to hold the roundtable session.
9. Submit an informative article or update per issue of the WACUHO Waves newsletter.
10. Prepare and submit one copy of your annual report in the EOY report cubby and one copy of the annual report in your committee’s cubby, and notify the WACUHO Vice President by May 1. (see Appendix for sample).

# **Women of WACUHO**

### Outline

* Travel - No
* Programming - Yes
* Communication by phone, mail, fax, e-mail and on-site meetings

### Mission

* Promote networking, leadership and educational opportunities for women.

### Purpose

* Provide the diverse women in the Association opportunities to pursue advancement in housing and student affairs, encourage mentorship and support, as well as offer various educational programs.

### Responsibilities

1. Responsible for the creation, support, and maintenance of WACUHO resources and social networks for women throughout the western region.
2. The committee will have three chairs – each with a specific responsibility: Networking, Development, & Mentorship. The committee will have other regional volunteers that will assist the co-chairs achieving the tasks below.
3. The Networking chair will coordinate two regional drive in networking conferences for women (rotating with the northern, central, and southern regions).
4. The Networking chair will coordinate a monthly phone call to discuss topics related to the advancement, development, and mentorship of women.
5. The Development chair will collaborate with the WACE Programs committee & EDA committee to provide one program session & one round table related to the advancement, development, & mentorship of women.
	1. The award may be a plaque, trophy, or certificate.
	2. The Development chair will oversee the process for soliciting nominations and selecting two WOW Award recipient, recognizing an individual within the region that supports the advancement, development, and mentorship of women.
6. The Mentorship chair will coordinate mentorship match ups for women in the region.
7. The Mentorship chair will coordinate professional development around mentorship for the region.
8. The Mentorship chair will maintain an active Association diversity clearinghouse which will include diversity related resources and materials for women of various backgrounds.
9. The co-chairs will submit budget requests.
10. Submit an informative article or update per issue of the WACUHO Waves newsletter.
11. Prepare and submit one copy of your annual report in the EOY report cubby and one copy of the annual report in your committee’s cubby, and notify the WACUHO Vice President by May 1. (see Appendix for sample).

# **Peers Empowering Parents**

### Outline

* Travel - No
* Programming - Yes
* Communication by phone, mail, fax, e-mail and on-site meetings

### Purpose

The purpose of the WACUHO PEP Squad is to be an open, inclusive space for anyone with a dependent, anyone thinking about becoming a parent or fostering, or anyone wanting to know how to better support parents and guardians. This is relevant both professionally and personally for members of the Association as they may serve (as supervisors, Family Housing staff, etc.) and/or be current or future members of the community. In addition to organizing a sharing community for education and support, the WACUHO PEP Squad will provide advocacy to enrich the experience for conference attendees with dependents.

# **ACUHO-I Foundation Representative**

**Outline**

* Travel - Optional
* Programming - No
* Communication by phone, mail, fax, e-mail or on-site meetings

**Purpose**
To liaise and support the efforts of the ACUHO I Foundation.

**Responsibilities**

1. With continued ACUHO-I affiliation, The ACUHO-I Foundation Representative, appointed by the President and agreed upon by the Executive Committee, is a two year commitment. The incumbent will represent WACUHO as a regional cabinet member for the Foundation.

# **Academic Relations & Res Life**

### Outline

* Travel - Optional
* Programming - Yes
* Communication by phone, mail, fax, e-mail or on-site meetings

### Purpose

To promote academic integration into the residence hall environment through the use of computer technology, academic related programs, and on-site academic services.

### Responsibilities

1. Integrate academics into the residence halls through the programs developed by residence hall staff.
2. Provide resources for both residents and residence hall staff.
3. Develop leadership skills in academic services for para-professional staff.
4. Utilize technology in student affairs work.
5. Share academic service models used throughout the states served by WACUHO.
6. Develop concrete proposals for involving faculty in residence hall programs.
7. Prepare and submit one copy of your annual report in the EOY report cubby and one copy of the annual report in your committee’s cubby, and notify the WACUHO Vice President by May 1. (see Appendix for sample).

# **Apartment & Community Living**

### Outline

* Travel - Yes
* Programming - Yes
* Communication by phone, mail, fax, e-mail or on-site meetings

### Purpose

To provide an opportunity for Association members involved in the affiliated part of the housing program such as family student housing, graduate housing, single student apartments, Theme Housing, Greeks, cooperatives, faculty & staff housing and off-campus/community housing operations to network and share ideas on meeting the housing needs not met in traditional undergraduate and graduate facilities.

### Responsibilities

1. Design and coordinate one or more specialized one day workshops in the area of topic of choice as related to some or all of the areas. The workshops should challenge participants and provide them with personal and professional skill enhancements as well as up-to-date information on their responsibility area via literature review and shared experiences.
2. Organize the details for the one day workshop including:
	1. Selection of campus site
	2. Selection of month and day
	3. Selection of theme, which is usually selected at prior year meeting
	4. Selection of speaker, if any
	5. Coordination with host campus of invitations and confirmations
	6. Coordination with host campus of day program
	7. Coordination of evaluation
	8. Costs are carried through attendance registration fees
3. Organize a minimum of one WACUHO Annual Conference and Exposition presentation:
	1. Contact members of committee to solicit ideas for conference
	2. Contact WACUHO member institutions for programs relating to apartment and community housing
	3. Submit program during the call for programs process, identifying it as a program submitted by the Apartment and Community Living Committee
4. Responsible for the creation and maintenance of networks related to community housing, single student apartments, family student housing, theme housing, Greek housing, and graduate housing needs and issues.
5. Solicit facilitators to conduct roundtable discussions at the Annual Conference and Exposition in each of the areas and shall request from the Annual Conference and Exposition Program Committee time and spaces to hold the roundtable sessions.
6. Submit an informative article or update per issue of the WACUHO *Waves* newsletter.
7. Liaison with ACUHO- I University Family Housing/Apartments program committee.
8. Prepare and submit two copies of an annual report to the Vice President by May 1 which summarizes the committee’s activity during the year. Report will be shared with the incoming chair (see Appendix for sample).

# **Archivist For The Association (Historian)**

### Outline

* Travel – optional, expected to attend the Annual Conference
* Programming – optional
* Communication by phone, mail, fax, e-mail or on-site meetings

### Purpose

To provide an opportunity for Association members to have access to resources from a variety of information archived and stored by Archivist.

### Responsibilities

1. Maintain important WACUHO documents and information in an orderly file system.
2. Make available to Association documents and information maintained by Archivist.
3. Appoint and reappoint as needed, in order to maximize continuity of the operation. Five year commitment required with support from SHO to maintain and store information, documents and files.
4. Review the guidelines for the position and propose in writing to the Association President a set of new guidelines and a vision for the position of WACUHO Archivist.
5. Prepare and submit two copies of an annual report to the Vice President by May 1st which summarizes activity during the year. Report will be shared with the incoming Chair (see Appendix for sample).

# **By-Laws Committee**

### Outline

* Travel - No
* Programming - No
* Communication by phone, mail, fax, e-mail

### Purpose

To provide an opportunity for Association members to recommend amendments to the Association’s By-Laws through a review process and report to the membership at the Annual Conference and Exposition.

### Responsibilities

1. Responsible for the annual review of the Association’s By-Laws.
2. Establish and oversee the committee during the review process.
3. Make appropriate recommendations for the changes in those governing documents to the WACUHO President (January).
4. Ensure that proposed changes are published in the pre-conference *Waves* newsletter.
5. Present proposed changes to the membership at the Annual Business Meeting (March/April) for discussion and vote.
6. Once the changes have been approved, the chair is responsible to see that the documents are updated and distributed as part of the first post-conference newsletter.
7. Prepare and submit two copies of an annual report to the Vice President by May 1 which summarizes the committee’s activity during the year. Report will be shared with the incoming chair (see Appendix for sample).

# **Career Development Committee**

### Outline

* Travel – Optional. Attendance at the Annual Conference and Exposition preferred
* Programming - No
* Communication by phone, mail, fax, e-mail or on-site meetings

### Purpose

To facilitate employment opportunities between prospective employees and employers across the region

### Responsibilities

1. Facilitate on-going conversations and engagement in regards to career development opportunities via social media, WACUHO Forums, and WAVES newsletter.
2. Connect members to career development resources, and collaborate with other professional development focused committees with similar initiatives (i.e. New Professionals Committee).
3. Encourage members to utilize ACUHO-I and other student affairs professional competencies to engage in self-assessment and reflection for career path development.
4. Offer formal presentations, roundtables, and resource tabling during WACE to engage members in career development topics and to provide career path advice.
5. Prepare and submit two copies of an annual report to the Vice President by May 1 which summarizes the committee’s activity during the year. Report will be shared with the incoming chair (see Appendix for sample).
* Note - This committee was formally known as the Placement Committee. Name and purpose change in 2012-2013 year

# **Conference Services**

### Outline

1. Travel - Yes
2. Programming - Yes
3. Communication by phone, mail, fax, e-mail or on-site meetings

### Purpose

To provide an opportunity for Association members involved in the affiliated area of the housing known as conference services to network and share ideas on meeting the housing needs of guests to the institution rather than the traditional undergraduate and graduate.

### Responsibilities

1. Responsible for the creation and maintenance of a resource network of WACUHO Conference Services members.
2. Solicit interest session programs pertaining to conference services for the Annual Conference and Exposition:
3. Solicit and share items of interest from member institutions regarding conference services
4. Collaborate with Research and Information Committee to include questions relevant to conference services in the annual room and board survey
5. Solicit a facilitator to conduct a roundtable discussion at the Annual Conference and Exposition and request from the Annual Conference and Exposition Program Committee time and space to hold the roundtable session (optional).
6. Submit an informative article or update per issue of the WACUHO Waves newsletter.
7. Prepare and submit one copy of your annual report in the EOY report cubby and one copy of the annual report in your committee’s cubby, and notify the WACUHO Vice President by May 1. (see Appendix for sample).

### Note that in the past years the following has occurred under the leadership of this committee:

1. Design and coordinate the implementation of the annual Conference Connection one-day workshop, traditionally occurring in Fall:
2. Confirm host campus site of program
3. Alternate the program sites in the northern and southern parts of the region
4. Conduct one or two committee meetings for planning
5. Review conference materials from previous years
6. Forward materials to succeeding chair
7. Review previous year’s budget

# **Facilities Committee**

### Outline

* Travel - Yes
* Programming - Yes
* Communication by phone, mail, fax, e-mail or on-site meetings

### Purpose

To provide an opportunity for Association members involved in the facilities related aspects of housing (i.e. custodial, maintenance, landscape, and other trades and specialized interests supporting the housing program) to network and share ideas on meeting members needs.

### Responsibilities

1. Responsible for the creation and maintenance of networks related to the needs and issues in the areas of custodial, maintenance, and other trades and specialized interests supporting the housing program.
2. Sponsor programs at the Annual Conference and Exposition that will promote new cost effective and efficient methods in serving our institutional facilities and/or enhance skills in the areas of personnel development, supervisory roles, union negotiations, etc. The program can be in the form of a roundtable discussion as well.
3. Coordinate meetings of the committee as deemed appropriate.
4. Design and coordinate one or more specialized one day workshops on facilities related topics. Workshops should challenge participants and provide them with personal and professional skill enhancements as well as up-to-date information via literature review and shared experiences.
5. Submit an informative article or update per issue of the WACUHO Waves newsletter.
6. Liaison with the ACUHO-I Facilities and Service Committee.
7. Prepare and submit one copy of your annual report in the EOY report cubby and one copy of the annual report in your committee’s cubby, and notify the WACUHO Vice President by May 1. (see Appendix for sample).

# **Food Services**

### Outline

* Travel - Optional
* Programming - Optional
* Communication by phone, mail, fax, e-mail or on-site meetings

### Purpose

To provide an opportunity for Association members involved in food services operations (i.e. nutritionist, cooks/chefs/bakers, catering, concessions, contract vendors or acquisition and clerical staff, etc.) to network and share job related ideas and resources.

### Responsibilities

1. Responsible for the creation and maintenance of networks related to the needs and issues of WACUHO members in the areas of food service and other related trades and specialized interests.
2. Design and coordinate one or more specialized one day workshops in the area or topic of choice as related to the food service profession. Workshops should challenge participants and provide them with personal and professional skill enhancements as well as up-to-date information on the food service industry via literature review and shared experiences (i.e. in dealing with campus vs. contracted private/corporate food services, etc.).
3. Solicit facilitators to conduct roundtable discussions at the Annual Conference and Exposition in the area of food service, and request from the Annual Conference and Exposition Program Committee time and space to hold the roundtable session.
4. Submit an informative article or update per issue of the WACUHO *Waves* newsletter.
5. Prepare and submit two copies of an annual report to the Vice President by May 1 which summarizes the committee\’s activity during the year. Report will be shared with the incoming chair (see Appendix for sample).

# **Judicial Affairs Committee**

### Outline

* Travel: Optional
* Programming: Yes
* Communication by email, telephone, fax, and/or on-site meetings

### Purpose

To keep the membership informed about on-going and current judicial trends being seen on college and university campuses. Additionally, will allow for membership to have a network of peers to assist with issues and better serve students throughout the judicial process.

### Responsibilities

1. Responsible for the creation and maintenance of networks related to conduct issues, trends and practices.
2. Submit an informative article or update per issue of the WACUHO WAVES newsletter.
3. Provide at least one conduct program at the Annual Conference and Exposition on behalf of the judicial affairs committee.
4. If interest and resources allow, organize the details for a drive in-conference, webinar, or phone conference including:
	1. Location of drive-in conference or host of webinar/phone conference
	2. Selection of month, day, and time
	3. Time frame allotted to the conference choice
	4. Selection of Speakers (if any)
	5. Selection of subject matter and/or discussion topics
	6. Coordination of evaluations
5. Prepare and submit one copy of your annual report in the EOY report cubby and one copy of the annual report in your committee’s cubby, and notify the WACUHO Vice President by May 1. (see Appendix for sample).

# **Legislative Affairs / Research & Info**

### Outline

1. Travel - Optional
2. Programming - Optional
3. Communication by phone, mail, fax, e-mail or on-site meetings

### Purpose

To inform the membership about newly enacted and impending legislation which could impact aspects of housing and food service operations. To conduct the annual room and board survey of the Association’s membership and other surveys as requested by the Executive Committee.

### Responsibilities

1. Responsible for the creation and maintenance of networks related to the needs and issues of WACUHO members in the areas of research and information and other related literature review, legal issues and specialized interests.
2. Conduct an annual room and board survey throughout the western region. Submit findings to the President prior to the winter Executive Committee meeting (typically February) and distribute to the Chief Housing Officers at the Annual Conference and Exposition.
3. Design and coordinate one or more specialized one day workshops in the area or topic of choice as related to or impacting the housing and food service profession. Workshop should challenge participants and provide them with personal and professional skill enhancements as well as up-to-date information via literature review and shared experiences (i.e. ADA requirements, asbestos, OSHA requirements, landlord/tenant rights, collective bargaining, harassment cases, risk management issues, AIDS, etc.)
4. Solicit facilitators to conduct roundtable discussions at the Annual Conference and Exposition in the area of legislative affairs and research, and request from the Annual Conference and Exposition Program Committee time and space to hold the roundtable session.
5. Liaise with the following ACUHO-I committees: Research and Information, Legislative Issues, and Systems Committee.
6. Submit an informative article or update per issue of the WACUHO Waves newsletter.
7. Prepare and submit one copy of your annual report in the EOY report cubby and one copy of the annual report in your committee’s cubby, and notify the WACUHO Vice President by May 1. (see Appendix for sample).

# **Student Conduct**

### Outline

* Travel: Optional
* Programming: Yes
* Communication by email, telephone, fax, and/or on-site meetings

### Purpose

To keep the membership informed about on-going and current judicial trends being seen on college and university campuses. Additionally, will allow for membership to have a network of peers to assist with issues and better serve students throughout the judicial process.

### Responsibilities

1. Responsible for the creation and maintenance of networks related to conduct issues, trends and practices.
2. Submit an informative article or update per issue of the WACUHO WAVES newsletter.
3. Provide at least one conduct program at the Annual Conference and Exposition on behalf of the judicial affairs committee.
4. If interest and resources allow, organize the details for a drive in-conference, webinar, or phone conference including:
	1. Location of drive-in conference or host of webinar/phone conference
	2. Selection of month, day, and time
	3. Time frame allotted to the conference choice
	4. Selection of Speakers (if any)
	5. Selection of subject matter and/or discussion topics
	6. Coordination of evaluations
5. Prepare and submit two copies of an annual report to the Vice President by May 1st which summarizes the committee’s activity during the year. Report will be shared with the incoming chair.

# **Substance Abuse Task Force**

### Outline

* Travel - Optional
* Programming - Optional
* Communication by phone, mail, fax, e-mail or on-site meetings

### Purpose

To inform the membership about newly enacted and impending legislation which could impact aspects of housing and food service operations in the areas of substance abuse. To conduct an annual one-day conference for the Association’s membership in regards to the FISPE program and process in achieving grant funds

### Responsibilities

1. Plan an organized meeting via conference call or in person for late spring.
2. Prepare goals for the year with other committee members.
3. Submit proposed zero-based budget to the Association Treasurer.
4. Assign subcommittee tasks
	1. Programs at the SLDs
	2. Update Substance Abuse Resources Directory
	3. One day workshop
	4. Articles for WACUHO Waves newsletter
	5. Preliminary plans for WACUHO Annual Conference and Exposition (i.e. suggested titles for media room, exhibit room materials, interest session plans, suggested speakers, etc.)
5. Compile and distribute FIPSE Grant information to membership via newsletter.
6. Responsible for the creation and maintenance of networks related to the needs and issues of Association members in the areas of substance abuse and other related literature review, legal issues and specialized interests.
7. Create and annually update a Substance Abuse Resource Directory representing the entire western region and prepare to disseminate the directory information at the Annual Conference and Exposition.
8. Conduct a western region survey of programs and services provided to students regarding substance abuse. Request information about funding resources. Submit initial survey findings to the Executive Committee liaison prior to the winter meeting of the Executive Committee (typically in February).
9. Design and coordinate one or more specialized one day workshops in the area of substance abuse as related to or impacting the housing and food service profession. Workshops should provide participants with personal and professional skill enhancements, updated FISPE Grant information, and perspectives of substance abuse via literature review and shared experiences (i.e. risk management issues, alcoholism, support agencies, etc.)
10. Solicit facilitators to conduct roundtable discussions at the Annual Conference and Exposition in the area of Substance Abuse and request from the Annual Conference and Exposition Program Committee time and space to hold the roundtable session.
11. Submit an informative article or update per issue of the WACUHO Waves newsletter.
12. Prepare and submit one copy of your annual report in the EOY report cubby and one copy of the annual report in your committee’s cubby, and notify the WACUHO Vice President by May 1. (see Appendix for sample).

# **Support Services**

### Outline

* Travel - Optional
* Programming - Optional
* communications by phone, mail, fax, e-mail or on-site meetings

### Purpose

To provide an opportunity for Association members involved in support services to network and offer support and encouragement to one another while sharing job related ideas and resources.

### Responsibilities

1. Responsible for the creation and maintenance of networks related to the needs and issues of clerical and/or administrative support staff working for housing programs.
2. Design and coordinate one or more specialized one day workshops in the area or topic of choice. The workshop should challenge participants and provide them with personal and professional skills enhancements.
3. Solicit facilitators to conduct roundtable discussions at the Annual Conference and Exposition.
4. Submit an informative article or update per issue of the WACUHO Waves newsletter.
5. Prepare and submit one copy of your annual report in the EOY report cubby and one copy of the annual report in your committee’s cubby, and notify the WACUHO Vice President by May 1. (see Appendix for sample).

# **Sustainability Initiatives**

### Outline

* Travel - Optional
* Programming - Yes
* Communication by phone, mail, fax, e-mail or on-site meetings

### Purpose

### Responsibilities

1. Prepare and submit one copy of your annual report in the EOY report cubby and one copy of the annual report in your committee’s cubby, and notify the WACUHO Vice President by May 1. (see Appendix for sample).

# **Technology & Information Systems**

### Outline

* Travel - Optional
* Programming - Optional
* Communication by phone, mail, fax, e-mail or on-site meetings

### Purpose

To inform the membership about technology issues and services, including newly enacted and impending legislation, which could impact aspects of housing and food service operations in the areas of technology and information systems.

### Responsibilities

1. Responsible for the creation and maintenance of networks related to the needs and issues the Association members in the areas of technology and information systems and other related literature review, legal issues and specialized interests.
2. Create and annually update a Technology & Information Systems Resource Directory representing the entire western region, and disseminate the information at the Annual Conference and Exposition.
3. Conduct a western region survey of computer systems, cable and satellite communications, telecommunications and teleconferencing capabilities, and services provided to students regarding information systems. Request information about funding resources. Submit initial survey findings to Association President.
4. Design and coordinate one or more specialized one day workshops in the area of technology and information systems as related to or impacting the housing and food service profession. Workshops should challenge participants and provide them with personal and professional skill enhancements as well as up-to-date information via literature review, trade shows, national conferences, and shared experiences.
5. Solicit facilitators to conduct technology-related programs or roundtable discussions at the Annual Conference and Exposition in the area of technology and information systems. Submit program proposal to Program Committee.
6. Submit an informative article or update per issue of the WACUHO Waves newsletter
7. Submit a brief abstract in January at the request of the Program Committee Chairs for inclusion in the program notebook.
8. Prepare and submit one copy of your annual report in the EOY report cubby and one copy of the annual report in your committee’s cubby, and notify the WACUHO Vice President by May 1. (see Appendix for sample).

# **Webmaster (absorbed into Communications & Technology Coordinator position)**

### Outline

* Travel – No
* Programming – No
* Communication by phone, mail, fax, e-mail or on-site meetings

### Purpose

To maintain all aspects of Association website, an open document available to the public and a representation of the overall Association mission, interests, and standards.

### Responsibilities

1. Serve as the primary coordinator for all functions related to the Association\’s website. Ensure all websites developed are in accordance with the WACUHO website Development policies.
2. Enhance the web page design.
3. In consultation with the Vice President, update the committee membership information on an annual basis.
4. Develop and consult with all committee chairs regarding standards and expectations for web site design related to committee activity.
5. Assist committee chairs with uploading any committee web page, or adding appropriate links onto the Association’s web page.
6. Transfer committee web pages from previous years to the archival storage site.
7. Work with the Newsletter Editor to publish *Waves* online.
8. Work with the Directory Editor to publish the Directory online.
9. Serve as a member of the Technology and Information Systems Committee.
10. Submit an informative article or update per issue of the WACUHO *Waves* newsletter.
11. Prepare and submit two copies of an annual report to the Vice President by May 1 which summarizes the committee’s activity during the year. Report will be shared with the incoming chair (see Appendix for sample).

# **Western Training Institute**

### Outline

* Travel - Yes
* Programming - Yes
* Communication by phone, mail, fax, e-mail and on-site meetings

### Purpose

To provide leadership in the planning and implementation of a broad based management and personal development program. The three-day institute is held annually at a conference center. WTI challenges its participants and provides them with personal and professional skills they can utilize when they return to their institutions.

### Responsibilities

1. Committee members typically participate in one and preferably two off-site planning meetings. They also arrive early to the conference facility to prepare for the institute and familiarize themselves with the facilitator and scholar-in-residence.
2. Responsible for the total coordination and implementation of the three-day conference including theme, goals and objectives, conference speakers, and scholar-in-residence.
3. Shall locate and secure the services of a facilitator and a scholar-in-residence to lead the WTI program.
4. Work closely with conference site administration and staff.
5. Establish a zero-based budget.
6. Request corporate sponsor monies from the Chair of the Corporate Relations Committee by submitting a Committee Sponsorship Request Form at least thirty days in advance of the program. Contact the Chair of the Corporate Relations Committee regarding amounts and availability of these additional funds.
7. Negotiate and confirm all conference issues with the Conference Center regarding:
	1. Meeting rooms
	2. Signage
	3. Sleeping accommodations
	4. Itemized cost analysis
	5. Food and beverage arrangements
	6. Audio/Visual arrangements
	7. Night-on-the-Town options \*(As required)
	8. Memorabilia
	9. Advertisement
8. Coordinate all conference registration processes.
9. Recommend and help establish the site of the next year’s WTI conference.
10. Work closely with New Professionals Committee to award the Joan F. Mortell WTI Award.
11. As required by conference site, work with the site administration to ensure 120, 90, 60, and 30 registration guarantees are met.
12. With the Executive Committee Liaison, co-host a WACUHO sponsored pre-conference reception for the committee the evening before the start of the conference (not to exceed $300 or $20 per person if less than 10 committee members).
13. Submit an informative article or update per issue of the WACUHO Waves newsletter.
14. Provide a chair’s workbook and detailed evaluations to succeeding chair.
15. Prepare and submit one copy of your annual report in the EOY report cubby and one copy of the annual report in your committee’s cubby, and notify the WACUHO Vice President by May 1. (see Appendix for sample).

## Section IV: Executive Committee

# **Executive Committee Responsibilities**

* Establishes the vision, direction, goals, purpose, and objectives of the Association
* Carries out directives from the membership
* Maintains and increases membership in the Association
* Approves preparation and distribution of publications of the Association
* Plans for and conducts the Annual Conference and Exposition Business Meeting
* Provides for sound financial management of the Association
* Provides education and research functions for the Association’s members
* Appoints members to committees and special task forces
* Liaises with other regional, national and international associations and affiliates
* Liaises and co-sponsors professional development programs such as the Western Regional Careers in Student Affairs Day with other professional development organizations.
* Votes on issues following a loose Robert’s Rules of Order. Voting begins at the Transition Meeting.

# **Liaison Responsibilities**

* Serve as a link between the Executive Committee and the particular committee rather than as an active committee member
* Be a resource person, offering advice and guidance to committee chair and members
* Follow up on materials sent out by President, Treasurer, and other officers (i.e. WACUHO policies, budget forms, etc.)
* Serve as a communication link, seeking answers/clarification from the Executive Committee if questions/issues arise
* Gather information from committees and report committee’s progress to Executive Committee at quarterly meetings
* Inform chair of the need to submit a brief abstract to the Annual Conference and Exposition Program Chair for the Program Booklet prior to the Annual Conference and Exposition
* Inform chair of need to submit annual report to Vice President by May 1
* Encourage a conservative budget stance (2-5% contingency) and remind chair of his/her financial obligation to maintain a balanced budget. Also remind chair that no money can be spent until the Treasurer has approved a budget
* Assist chair of program-based committees (i.e. Annual Conference and Exposition, WTI, PMI, SLDs, etc.) to maintain a break-even budget
* Assist/advise committee in generating/producing quality publicity materials, registration packets and public information materials
* Encourage committees to submit proposals to establish/enhance services and programs via the Program Reserve Fund
* Ensure compliance with Association policies (i.e. alcohol, professional courtesy, etc.)
* Identify/develop committee members that may serve as future committee chairs
* Co-Host (with committee chair) a WACUHO sponsored reception for each of the SLDs, WTI and the Annual Conference and Exposition committees the evening before the start of the conference. For SLDs and WTI the spending limit is $300. For SLD and WTI committees with less than 10 members, the spending limit is $20 per member. The spending limit for the Annual Conference and Exposition is $500.

# **Travel Policy**

1. The Association pays actual travel costs to Executive Committee meetings. Executive member travel is paid out of the Executive Travel line in the operating budget. It is expected that Executive Committee members will be prudent with travel expenditures (i.e. obtaining reasonable airfares by booking reservations early, renting the most economical car, etc.)
2. A $150 per diem for each Executive Committee meeting day is permitted. Per diem covers expenses such as lodging, meals, and other miscellaneous expenses incurred while doing Association business over the meeting period. Typical meeting length and related per diem is:
	1. Transition Meeting for Outgoing Executives One Day / $150
	2. Transition Meeting for Incoming Executives Two or Three Days / $150 per day
	3. Fall Executive Meeting Two Days / $300
	4. Winter Executive Meeting Three Days / $450
	5. Pre-Conference Executive Meeting One Day / $150
3. Travel and per diem reimbursement for is only available for Executive Committee members attending Executive Committee meetings, with the following two exceptions:
	1. Presidential travel
	2. Treasurer travel to the Finance Advisory Committee meeting when the annual audit of WACUHO financial records occurs. This includes the two years that the individual serves as treasurer, and the audit following their term as Treasurer when their financial records are being audited.”
4. The Association will pay travel costs to all Executive Committee meetings except for the pre-conference meeting. Travel costs to the meeting may include airfare, mileage, taxi or shuttle to meeting location, car rental, parking fees at the meeting site and/or hotel, and parking fees at the airport.
5. Travel Advances
	1. Travelers may obtain reasonable cash advances for out of pocket business expenses related to WACUHO Executive Committee meetings or Presidential Travel.  WACUHO Executive Committee members are required to work with the Treasurer (and if the Treasurer is seeking an advance, they shall work with the President).  Travelers requesting an advance should request this via e-mail to the Treasurer no less than 3 weeks prior to the meeting and include a completed Payment Request form. WACUHO may provide advances for reasonable travel expenses (airfare, ground transportation, parking  etc…) in addition to the $150 per day allowable per diem toward lodging, food and incidentals.
	2. A Travel Reimbursement form is required to be completed at the conclusion of travel documenting monies spent and reconciling whether monies were sufficient for travel or if a reimbursement to the Association is due.  This form shall be due within 15 business days of the meeting. Executive Committee members must attach all receipts to show incurred expenses. Once all receipts are received, the advance funding shall be deducted from the total monies spent for travel and per diem expenses.

# **Duties of the President**

1. Preside over all meetings of the Association, including the Annual Conference and Exposition, fall, mid-winter, and spring meetings of the Executive Committee, and all special meetings of the Executive Committee or the Association.
2. Direct vision and activities of committees through delegation of responsibility to liaisons.
3. Review Affiliation Agreement with ACUHO-I every year.
4. Appoint persons to all standing committees and task forces, with the concurrence of the Executive Committee.
5. Propose a budget, with the assistance of the Treasurer, for the next fiscal year during the pre-conference Executive Committee meeting.
6. Work directly with the activities of the following chairs: Annual Conference and Exposition Chair, Host, Program, Exhibits and Corporate Relations Committees.
7. Conduct negotiations with the host institution(s) representative for the awarded Annual Conference and Exposition hotel bids on behalf of the Association.
8. Prepare agendas for each Executive Committee meeting.
9. In the case of a tie, serves as a voting member of the Executive Committee.
10. Represent the Association at selected regional meetings, conferences, workshops and at national or international association meetings.
11. If the President Elect is unable to attend, or in partnership with the President Elect, attend the ACUHO-I Regional Presidents meeting, held the Saturday prior to ACE (June or July).
12. Participate in Regional Presidents monthly phone calls, provide written reports as requested to ACUHO-I Regional Representative, and other miscellaneous duties as outlined in the ACUHO-I Affiliation Agreement
13. Oversees the work of the members of the Executive Committee and assures completion of essential duties and responsibilities of the officers.

# **Duties of the President-Elect**

Incoming President-Elect or designee to attend the ACUHO-I Leadership Assembly. With continued ACUHO-I affiliation, The ACUHO-I Foundation Representative, appointed by the President and agreed upon by the Executive Committee, is a two year commitment. The incumbent will represent WACUHO as a regional cabinet member for the Foundation.

1. In the absence of the President, assume the duties of that office.
2. Chair Awards and Recognition Committee.
3. In collaboration with the Executive Committee, update, and edit the Leadership Manual. Provide regular updates to on line document as needed.
4. Act as organizer and leader at orientation meetings for new committee chairs at the Annual Conference and Exposition.
5. Represent the Association at selected regional meetings, conferences, and workshops.
6. Serve as a voting member of the Executive Committee.
7. Accept delegated responsibilities.
8. Begin working with the selected host institution for the next Annual Conference and Exposition.
9. Represent WACUHO at the Regional President's Meeting at ACE (historically the Saturday prior to the start of the conference, in June or July)

# **Duties of the Vice President**

1. Coordinate the Call for Committee Volunteers procedures.
2. Appoint persons to all standing committees and task forces, with the concurrence of the Executive Committee. Check in October to make sure all committee members, especially Chairs, are from member institutions.
3. Chair By-Laws Committee.
4. Maintain an active committee member database, and provide regular updated committee rosters to Executive Committee and committee chairs.
5. Work with the webmaster to update information and committee chair names for the WACUHO web site.
6. Accept delegated responsibilities and liaison assignments.
7. Serve as a voting member of the Executive Committee.
8. Represent the Association at selected regional meetings, conferences, and workshops.
9. By May 1, collect annual report from committee chairs and submit one copy to Historian and bring the second copy to the transition meeting to be distributed to the appropriate Executive liaison (to be given to the respective committee chairs).

# **Duties of the Secretary**

1. Record and report the minutes of all meetings of the Executive Committee and distribute the minutes within 30 days of each meeting to all Executive Committee members. Note: Distribution to chairs and SHOs may be augmented if publication within the Newsletter or distribution at the Annual Conference and Exposition is within the 30-day period.
2. Send approved minutes of Executive Committee meetings to Webmaster for posting on the WACUHO website.
3. Send relevant documents from Executive Committee meetings to Historian for record keeping.
4. Record Association action items.
5. In conjunction with the Nominations Committee Chair, register all members at the Annual Conference and Exposition Business meeting to establish a quorum.
6. Coordinate and communicate, in conjunction with the Newsletter Editor, a master calendar of Association activities and committee meetings.
7. Accept delegated responsibilities and liaison assignments.
8. Serve as a voting member of the Executive Committee.
9. Represent the Association at selected regional meetings, conferences, and workshops.
10. Directly involved with the activities of various committee, as assigned during the Executive Committee Transition Meeting.

# **Duties of the Treasurer**

1. Act as the primary custodian of the Association funds.
2. Pays all obligations of the Association within 10 days of receiving a Payment request.
3. Authorize, solely or in consultation with the Association President, payments from Association funds.
4. Provide for a review or an audit of financial records and accounts for all funds to the membership, Executive Committee and Finance Advisory Committee.
5. Open and maintain accounts in the name of the Association in federally-insured institutions.
6. Open and maintain credit card receiving accounts in the name of the Association.
7. Invest association funds in accordance with the By-Laws.
8. Provide the Executive Committee with a proposed budget, with the leadership of the President, at the winter Executive Committee meeting for the next fiscal year.
9. Direct the collection of annual dues from member institutions, corporate partners, and other entities as approved by the Executive Committee.
10. Conduct all corporate affiliate negotiations and mediation processes with concurrence of the President, Executive Committee and Corporate Relations committee.
11. Review, on a monthly basis, accounts maintained in the name of the Association and provides the Executive Committee with monthly updates via e-mail.
12. Provides a thorough quarterly financial report to the Executive Committee and the Chair of the Finance Advisory Committee within one month of the close of the quarter, or at the next Executive Committee Meeting, whichever is earlier.
13. Provides a thorough year-end report by September 1st each year to the Executive Committee and to the Chair of the Finance Advisory Committee.
14. Serve as a voting member of the Executive Committee.
15. Represent the Association at selected regional meetings, conferences, and workshops.
16. Accept delegated responsibilities.
17. Oversee and coordinate all financial transactions, requests, and initial budgets from committee chairs, in collaboration with the Executive Committee and Central Office.
18. Directly involved with the activities of the following committees: Finance Advisory, Corporate Relations and those assigned during the Executive Committee Transition meeting.
19. Works with a certified public accountant or accounting firm to complete all tax forms (form 199 and 990) and the Statement by Domestic Nonprofit Corporation form for the Association.
20. After end of term, work with incoming treasurer on review booking practices, transition files, and transfer accounts to new account custodians. Be available to future treasurer to participate in financial audit of financial records during his or her term by certified public accountant.

# **Duties of the Members-At-Large**

1. Accept delegated responsibilities and liaison assignments.
2. Design procedures and timeline to contact all current member institutions on a quarterly basis.
3. Design procedures and timeline to contact and invite the participation of non-member institutions to our Association and subsequent events on a quarterly basis.
4. Facilitate an orientation meeting for new member institutions and other guests at the Annual Conference and Exposition.
5. Serve as a voting member of the Executive Committee.
6. Represent the Association at selected regional meetings, conferences, and workshops.
7. Directly involved with the activities of the following committee: SLDs for their region and others assigned during the Executive Committee Transition meeting.
8. Institutional Liaison/SLD Designations are as follows:

# **Duties of the Communications & Technology Coordinator**

1. Work closely with the Association’s President and Treasurer.
2. Ensure WACUHO’s website is properly maintained and that all websites developed are in accordance with the WACUHO Website Development Policy
3. Develop and consult will all committee chairs regarding standards and expectations for website design related to committee activity. Assist committee chairs with uploading any committee webpage or adding appropriate links onto the Association\’s web page.
4. Liaise with all internal and external technical consultants and assistants.
5. Liaise with the Technology and Information Systems Committee.
6. Responsible for maintenance, improvement, and general management of the WACUHO online membership database. (to be assumed by ACUHO-I Central Office)
7. Coordinate Association electronic communication, primarily through distribution of Association e-mails approved in accordance with the Communication Policy.
8. Update Association use of social media platforms as well as executive board information.
9. Responsible for the creation and publication of a quality newsletter which is distributed to all members of the WACUHO region.
10. Actively solicit and personally write articles and collect photos of programs and events which address the needs and issues of all WACUHO members in all areas of apartment living, residential life, food service, residential operations, clerical support and other trades and specialized interests supporting the overall housing program throughout the western region.
11. Coordinate solicited advertisements for the newsletter and directory with the Corporate Relations Committee.
12. Prepare and submit two copies of an annual report to the Vice President by May 1 which summarizes the committee\’s activity during the year. Report will be shared with the incoming chair (see Appendix for sample).

## Section V: Financial Guidelines

# **Financial Guidelines**

WACUHO is a registered non-profit 501 (c) 6 corporation that is required to file annual tax returns to both the federal and state government. The Association is subject to audit by either entity. In addition, the Executive Committee is charged with ensuring that Association funds are managed in a fiscally prudent manner. That said, the following guidelines have been developed both to ensure sound fiscal processes are maintained as well as to protect the association and its membership from any misuse of funds. If a committee chair or member is unsure of their responsibilities in this area, it is best to check first with the Executive Committee liaison and/or the Association Treasurer.

The following pages contain important information on managing the budget, collecting revenues, and processing check requests on the behalf of a committee. As a committee chair, you will be responsible for all financial transactions incurred by your committee. Therefore, it is very important for you to read all pertinent policies and guidelines related to the accounting of your funds.

If your committee will be sponsoring a workshop or program, please be aware of the courtesies which must be extended and included as either waived registration fees and/or additional expenses in your program/workshop’s operating budget. (Please refer to the Professional Courtesy Policy section of this Leadership Manual.)

If you have any questions, comments, or concerns, please do not hesitate to contact the Association Treasurer as soon as possible.

**All checks should be payable to: WACUHO** **Include WACUHO Tax ID#: 95-3007103 on ALL Registration Forms**

1. No Association committee shall open or maintain a separate checking or savings account. All monies, both deposits and expenditures, shall be receipted or disbursed through the Central Office within five business days of receipt. Programmatic committees must submit a budget to the Association’s Treasurer, and have said budget approved by the Treasurer (Executive Committee for the Annual Conference) before setting rates for programs or expending Association funds.
2. Only committee chairs may request money from the Treasurer. Exceptions to this policy will be made only when written notification from a committee chair which designates another individual as eligible to request money is received by the Treasurer.
3. All committees sponsoring a workshop or conference will present a preliminary budget form indicating a break-even budget, as it is not the intention of the Association to show a financial profit. Committees are encouraged to contact either the Treasurer or their Executive Committee liaison, should assistance in developing a break-even budget be required. Funds should not be committed or expended until a budget has been submitted and approved by the Treasurer.
4. Meals at the host site of conferences may allow the committee to sample food offered by the on-site catering. To this end, the cost of one catered meal at the on-site meeting for the Annual Conference and Exposition Committee should be a line item on the Annual Conference and Exposition budget. The cost of one meal at the host site of the SLD Conferences should be incorporated as a line item on the budget if needed. This tasting meal should be provided well in advance of the conference.
5. Committees sponsoring a workshop or conference whose fees includes a charge for housing should clearly state in all publicity pertaining to that workshop or conference any cost differentiation between single and double room accommodations. Furthermore, all publicity should clearly state potential additional costs that may be charged to a participant if the type of room accommodation originally requested is not available or in the event that a participant cancels his/her registration.
6. Committees sponsoring a conference or workshop shall ensure that all participants in that conference/workshop are employed at WACUHO member institutions. Participants from non-member institutions will be allowed to attend WACUHO programs on a space-available basis but must be charged a higher registration fee. The minimum surcharge is $5.00 for one-day programs and $20.00 for multiple day programs. (See #6 under Committee Responsibilities) The committee should clearly state these additional charges in all program publicity. Verification of a participant’s WACUHO membership status can be obtained from the Treasurer.
7. Guidelines for discounts on registration fees should be clearly stated on registration web site and/or written material. Discounts for Corporate Partners, new professionals, and early registrations should be monitored to ensure that meet the discount criteria.
8. Committee chairs can ask the Treasurer to invoice institutions or members if needed.
9. Committee chairs should provide a receipt, if needed, to institutions or members to confirm registration. The Treasurer can provide an additional receipt if necessary.
10. Decisions regarding program registration refunds are the committee chair’s responsibility within the guidelines noted in the paragraph below. The chair may choose to review the request with the committee. The chair should then communicate that decision to the person or institution making the request. In the event of an approved request, the chair will then submit a check request to the Association Treasurer with copies of all pertinent correspondence.

# **Refund Policy**

Any requests for registration cancellation for a WACUHO event must submit their request in writing to the WACUHO Treasurer.  WACUHO will use the following guidelines in reviewing any requests for cancellation and refund:

* Up to 30 calendar days prior to the conference or event, WACUHO will grant requests for event cancellations for any reason and will refund 90% of registration and other fees collected.
* Refunds will not be approved for conference “no-shows” or when services have been provided
* WACUHO does allow reassignment of registration between individuals, so if one person is not able to attend, the paid registration may be reassigned to another individual in the same institution or company; any increase in the cost of registration as a result of this reassignment of registration must be paid by the new registrant.
* Verified technical errors in registration, such as registering twice, will be cancelled and refunded upon request and validation.  WACUHO will deduct from the refund any costs incurred by WACUHO as a result of a registration error.
* If WACUHO cancels a registration for an individual or company due to ineligibility as outlined in its bylaws or policies, full refund will be provided of any registration and other fees paid.
* For cancellations within 30 days of an event, refunds will not be granted.
	+ Individuals or Institutions that believe their extraordinary circumstances should be considered for refund within 30 days of the event may direct their request to the WACUHO Executive Committee via the Treasurer within 14 days of the end of the event.

Any approved cancellation refund will be provided via the original form of payment.  For payments made by check, WACUHO will provide refunds by check.

# **Proposed Budget**

1. In order for a program committee (zero-based budgets) to either collect or spend money, it must have an approved budget. The Budget Form is the vehicle for you to submit a proposed budget. Complete the form by entering all figures in the Proposed Budget column and return the form via e-mail to the Association Treasurer for approval. Please allow adequate time for the Association Treasurer to process the budget request.
2. Please note that financial commitments cannot be made and the Association Treasurer may not expend money prior to budget approval. *This includes the publication of registration fee rates to the association and the opening of the registration website.*
3. Programming committees must develop break-even budgets where total revenues equal total expenses. Committee chairs should be conservative in estimating budgets, assuming conservative revenues and ample expenses to allow for worse case scenarios.
4. Consult the prior year’s annual report and review budget information. If the annual report is not available, contact your Executive Committee liaison and/or the Treasurer for a summary of the final operating budget.
5. For operating committees, a budget appropriation will be proposed for approval at the Annual Conference and Exposition Business Meeting. Prior to committee work, it is important to confirm the approved amount with the Association Treasurer. This figure will be used as the total income on your committee’s submitted Budget Form.
6. It is appropriate to budget for a thank you gift for volunteers, but gifts for committee members are not permitted. Committee t-shirts to be worn on the day of the event are not considered a gift. The WACUHO operating budget allows for a committee thank you meal that should not be included in the programmatic budget. In most cases, the Executive Committee liaison coordinates this thank you meal.
7. Not allowed in the budget proposal:
	1. Travel or lodging for committee members
	2. Food or snacks at meetings
	3. Registration cost for host institution or committee members with the exception of Annual Conference and Exposition Chairs and SLD Committee members, as break-even budget allows
8. If your committee has not been funded and wishes to receive additional funds for the fiscal year, you may request Reserve Funds. See the WACUHO Reserve Program Reserve Fund Policy for more information.

# **Approved Budget**

1. The Association Treasurer will contact the budget submitter with any questions. The Association Treasurer will then complete the Approved Budget column and return the budget to the submitter via e-mail.
2. Once approved, your committee will then be able to proceed with collecting, depositing (via the Association Treasurer) and expending money.

# **Final Budget Form**

1. Complete the Actual column on the Budget Form to report actual revenue, if applicable, and expenditures at the close of a conference/workshop.
2. Reconciliation of the budget should be carried out in a timely manner to facilitate year-end closing and tax reporting of the WACUHO accounts by the Association Treasurer.
	1. Prepare a list of all expenses categorized by type of expense (e.g. Annual Conference and Exposition, Host, Program, Marketing and Registration or Exhibits, or for all other conferences use line items on budget form).
	2. Request a list of all registration payments and paid expenses from the Treasurer in order to reconcile and confirm that the final budget is accurate.
	3. Include approved Association or Program reserve funds, Corporate Relations Gold Plan monies and individual or institution donations in your final budget.
3. After verification by the Association Treasurer, the chair will receive a copy of the reconciled Final Budget Form.
4. A copy of the Final Budget Form should be included in the Annual Report to the Vice President.

# **Check or Payment Requests**

1. Once a committee’s budget is approved, the chair may then have access to funding by submitting a Payment Request Form.
2. All requests must be accompanied by an original invoice or receipt (e.g., not photo copied or scanned) that indicates that payment has been made in full.
3. Detailed expense information is important. Separate check requests by type of expense are extremely helpful for audit purposes.
4. Reimbursement will be returned to the requestor once all receipts and a Payment Request Form has been submitted to the Treasurer. Keep in mind that there are many committee members who submit check requests to the Treasurer immediately after a conference which may slow the reimbursement process. When possible, please submit reimbursement requests prior to your event or conference.
5. If possible, please separate payment requests by committee. Doing so facilitates the annual audit process of the Association’s finances.
6. Treasurer will send reimbursement within 10 days of receipt of a completed check request.
7. An exception to the original receipt policy may be made for purchasing postage. If your expenditures will include postage, then please contact the Association Treasurer so special arrangements can be made. (See Appendix for Payment Request Form)

# **Cash Advances**

Limited cash advances may be arranged by telephone or email to the Treasurer prior to submitting the Payment Request Form. The chair making this request must guarantee that the advance will be cleared in a timely fashion with appropriate receipts. If advances are not reconciled with appropriate receipts, the Finance Advisory Committee as the auditing body may not look favorably at continuing this practice.

# **Personal Services Performed**

Please use the Personal Services Performed form when requesting payment for services such as honoraria, guest speakers, lecturers, entertainment, etc. Original signatures are required from the service provider, committee chair and Treasurer or President before reimbursement is made. Please note that the Personal Services Performed form must be used regardless of the method of payment (i.e. gift card, gift certificate, etc.) or the service provider’s acceptance of payment. When appropriate, also provide a copy of the W-9 (Request for Taxpayer Identification Number and Certification) from presenter for tax purposes.

# **Credit Card Guidelines**

1. Credit cards may accepted for all WACUHO workshops and conferences.
2. VISA, Master Card, and American Express are accepted.
3. Information required from the cardholder includes cardholder name, card type (VISA, MC, AMEX), card number, expiration date, and amount to be charged.
4. Credit card payments should preferably be submitted via Associations secure website only. If program participants experience problems with credit card transactions, please notify the Central Office so an appropriate and timely solution may be determined. Only the Central Office should request credit card information from delegates unless this duty is delegated in writing by the Treasurer. Credit card information should never be sent or collected via email. Credit card information can only be collected directly, either in person or via telephone
5. Bank fees for credit card payments are paid out of the WACUHO Operating budget, and not to be included in programmatic budgets.

# **Deposit Form Guidelines**

1. All income and expenditures must be receipted through the Central Office. Complete the WACUHO Deposit Form listing all checks to be deposited and return checks and the deposit form to the Central Office.
2. All checks must be made payable to **WACUHO.**
3. *Accepting Cash for payment of conference registration, or other large fees is not permitted. Money Orders, which may be procured at banking institutions and many grocery stores, may be accepted when no other form of payment is available.*
4. Chairs must submit all deposits to the Central Office on a weekly basis. Doing so ensures that checks are being handled in a secure fashion and that the Association’s cash flow is being maintained. *Follow the guidelines listed below to determine the frequency of mailing deposits to the Central Office: 1) Three or more checks are received, 2) The total amount of the checks collected reaches or exceeds $3000, or 3) One week has passed since your last deposit.*
5. Large deposits should be sent to the Central Office via registered mail. *Large deposits are defined as those in excess of $4,000, regardless of the number of checks received.*
6. Keep all WACUHO funds in a secure place, such as a safe or a locked file cabinet.
7. Before sending the *checks and* deposit form to the Central Office:
	1. *Endorse checks received with the following information: "For Deposit Only – WACUHO" – leave room at the bottom of the endorsement window for the Treasurer to write in the account number. In some instances, a stamp will be provided to the program chair for this purpose.*
	2. Make a copy *of the entire deposit, including checks,*and keep it in a secure location.
	3. *Send an electronic copy of the deposit form to the Treasurer and note the day the deposit was mailed so the Treasurer can anticipate receipt of the funds.*

# **Programmatic Committee Receptions**

The WACUHO operating budget provides funding to cover one committee reception for each conference committee. This reception should not be included in the programmatic budget. Typically, the meal is coordinated and hosted by the Executive Committee liaison. Funds allocated are as follows:

1. Annual Conference and Exposition - $500 (hosted by President and Annual Conference and Exposition chair(s))
2. All other programmatic committees - $300. If the committee has fewer than 10 committee members, maximum amount allocated is $20 per committee member.

# **Invoices and Receipts**

The Central Office can provide duplicate invoices as needed for institutional membership or the Corporate Partner membership drive if needed. If requested, the Treasurer can also provide a copy of WACUHO’s W-9 (Request for Taxpayer Identification Number and Certification) if required by invoiced institution or corporation. Receipts are generally provided by the registration chairs for the conferences or by Corporate Relations Chair for the membership drive. Duplicate receipts are available upon request.

# **Corporate Partner Guidelines**

Under the Corporate Partner Plan, corporations may join WACUHO at one of four membership levels. In exchange for their participation in the Corporate Partner Plan, corporate members have been guaranteed various incentives as well as exposure at WACUHO programs and events. Outlined below are guidelines that each program committee chair is responsible for following. All programming committees are expected to follow the following guidelines whether or not they request money from the Corporate Relations Committee.

Please see section II.6 Fees - Corporate Partner for details about benefits enjoyed at each partner level.

## Guidelines for Drive-ins, WTI, or PMI

* Contact the Chair(s) of the Corporate Relations Committee to obtain memorabilia with Corporate Partner information (Platinum and Gold levels).
* List the names of all corporate partners inside the program notebook.
* Following the program, send a thank you letter to each Platinum and Gold level member the program notebook.
* Send a copy of the thank you letter to the Chair(s) of the Corporate Relations Committee as well a program notebook.

## Annual Conference and Exposition

* Contact the Chair of the Corporate Relations Committee to obtain the names, addresses and camera ready logos of all corporate partners at the Platinum and Gold level.
* List the names of all corporate partners inside the program notebook.
* Print the Platinum and Gold level members’ logos on various memorabilia.
* Save one set of memorabilia and a program notebook for each Platinum and Gold level member.
* Following the conference, send a thank you letter to each Platinum and Gold level member along with one set of memorabilia and the program notebook.
* Provide a $100 discount to all corporate partners who exhibit at the conference.
* Priority exhibits assignment at WACE for all Corporate Partners
* Exclusive invitation to sponsored event with SHO’s
* Platinum Partners receive special mention by the President during a meal attended by the Association
* Platinum Partners receive a plaque presented during a meal attended by the Association

As an Association, we value the friendships and relationships that we have with our corporate friends, especially those who become WACUHO corporate partners. Your adherence to these guidelines will help us to continue our positive relationships with these important WACUHO members. Please contact the Chair(s) of the Corporate Relations Committee if you have any questions regarding this information.

## Committee Sponsorship Request

Since WACUHO Corporate Partnership has been in place, procedures for requesting sponsorship monies have become centralized through the Corporate Relations Committee. All requests for donations therefore need to go through the Corporate Relations Committee (CRC).

When preparing your Preliminary Budget Form, the cost for conference memorabilia such as bags or notebooks should be included since these items will continue to be part of your conference expenses. These items should be requested through the Corporate Relations Committee via the Committee Sponsorship Request Form. Instead of one company sponsoring a specific item, monies will be allocated by Corporate Relations on behalf of all corporate partners.

The Committee Sponsorship Request Form should be completed and mailed to the Chair of the Corporate Relations Committee. If your request is approved, one of your committee members will purchase the approved item and then request financial reimbursement from the Association Treasurer via the Check Request Form. Original receipts must be included with the check request. Please note that the funding for this expense will come from the Corporate Relations Committee’s budget rather than from your committee’s budget. Therefore, this expense should not appear on your committee’s final budget sheet.

Items with specific vendor logos such as notepads, pens and pencils should also be requested via this form. You do not need to indicate a cost on the form when requesting these items.

## Donations Budget Request

The Donations Budget Form is used to record donations received from the Corporate Partnership Committee, prize obtained from entities other than corporate partners, and institutional support. Monies received through the Corporate Relations Committee should be recorded on this form only - not on the program’s final budget. A copy of the Donations Budget Form should accompany the final Budget Form to be submitted to the Treasurer. The Donations Budget Form should also be mailed to the Chair of the Corporate Relations Committee following the program. A copy of the Final Budget Form should be included in the Annual Report to the Vice President.

## Section VI: Appendix

# **WACUHO E-Mail Directory**

### Executive Committee

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### President: president@wacuho.org

### President-Elect: presidentelect@wacuho.org

### Vice President: vicepresident@wacuho.org

### Secretary: secretary@wacuho.org

### Treasurer: treasurer@wacuho.org

### Member-at-Large North: northmal@wacuho.org

### Member-at-Large Central: centralmal@wacuho.org

### Member-at-Large South: southmal@wacuho.org

### Marketing and Communications Coordinator: communications@wacuho.org

### Technology and Information Systems Coordinator: tech@wacuho.org

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### Committee Chairs

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(Note: email addresses for all unfilled committees are forwarded to tech@wacuho.org)

* **Academic Relations & Residential Life**: academicrelations@wacuho.org
* **Annual Conference and Exposition**: annualconference@wacuho.org
* **Apartment & Community Living**: apartments@wacuho.org
* **Awards & Recognition**: presidentelect@wacuho.org
* **By-Laws**: vicepresident@wacuho.org
* **Conference Services**: conferenceservices@wacuho.org
* **Corporate Relations**: corporaterelations@wacuho.org
* **Diversity and Affirmative Action**: daachair@wacuho.org
* **Exhibits and Displays**: exhibitschair@wacuho.org
* **Facilities:** facilities@wacuho.org
* **Finance Advisory**: finance@wacuho.org
* **Historian**: historian@wacuho.org
* **Host:** hostchair@wacuho.org
* **Legislative Affairs/Research & Information**: legislative@wacuho.org
* **New Professionals**: newpros@wacuho.org
* **Nominations**: nominations@wacuho.org
* **Program**: programschair@wacuho.org
* **SLD Central**: centraldrivein@wacuho.org
* **SLD Island**: islanddrivein@wacuho.org
* **SLD Northern**: northerndrivein@wacuho.org
* **SLD Southern**: southerndrivein@wacuho.org
* **Religious and Spiritual Issues**: religious@wacuho.org
* **Strategic Planning Task Force:**
* **Substance Abuse Task Force:** substanceabuse@wacuho.org
* **Technology and Information Systems:** techandinfo@wacuho.org
* **Time and Place**: timeandplace@wacuho.org
* **Western Training Institute:** wti@wacuho.org
* **Women of WACUHO**: wow@wacuho.org
* **Webmaster**: webmaster@wacuho.org

###

### Other E-mails

### ​

* – The e-mail address WACUHO announcements are sent from. It is checked frequently, but not daily, so it is not the best e-mail to use to contact WACUHO. You should make sure that your institution recognizes this e-mail as NOT junk or spam or you will miss important WACUHO announcements

​

* corporatepartner@wacuho.org – As part of the Corporate Partner Plan, Gold and Silver level corporate partners are allowed to send one e-mail to our membership per year. These e-mails are sent through our e-mail service, using the  e-mail address. Our corporate partners are a valuable part of our WACUHO family, so please also make sure that your institution recognizes this e-mail is not junk or spam or you will miss important announcements and offers from our corporate partners.

​

* directory@wacuho.org – Contact this e-mail address with questions/concerns about the membership directory or to order membership labels.

​

* feedback@wacuho.org – Contact this e-mail address with feedback, comments, or technical issues regarding the WACUHO website.

​

* survey@wacuho.org – From time to time, WACUHO conduct surveys of our membership. You may utilize this e-mail to contact the individual coordinating the survey.

# **Committee Annual Report – Recommended Format**

### I. Cover Sheet

Should be simple and should include Committee name, any themes/logos used, and name of chair/co-chairs

### II. Committee Abstract

May be taken directly from the leadership manual

### III. Committee Members

Please provide a final listing of all committee members and their host institutions

### IV. Committee Budget

Please provide overall committee budget (initial and final) – consult WACUHO Treasurer if needed

### V. Committee Goals

Please list the committees goals for the year

### VI. Year In Review

Should include the following:

1. Meeting Days, Time, and Location
2. Committee Timeline
3. Theme (if applicable)
4. Delegation of Tasks and Summaries
5. Award/Award Process (if applicable)
6. Any Miscellaneous Topics

Please be as detailed as possible including all information that you wish you would have had as you began the process of chairing this committee.

### VII. Committee Overall Results

Please provide an overview of accomplishments of the committee the Committee Chair/Co-chair. Please include the following:

1. Areas of Challenge for committee
2. Committee Trends
3. Committee Issues to Explore
4. Comments for Incoming Chair/Co-Chairs

### IX. Appendix

Please include the following:

1. Meeting Agendas and Minutes
2. Any Forms Created
3. Web Page
4. Any Evaluations created or used
5. Any Other relevant documents

**Please save one copy of your annual report in the WACUHO Google Drive in your committee folder located within the "EOY reports" Google Folder. Once you have uploaded your completed End-of-Year report please notify the WACUHO Vice President by May 10th at vicepresident@wacuho.org. If you encounter any technical issues please contact the WACUHO Technology Coordinators at tech@wacuho.org**

# **Charles L. Miller Leadership And Service Award Nomination Form**

### PURPOSE

The purpose of this award is to give special recognition to a current member of the association who has made significant contributions to the Western Association of College and University Housing Officers through their dedicated service and outstanding leadership.

### NOMINATION CRITERIA

* Any housing professional from any currently active WACUHO member institution may submit nominations.
* A minimum of five letters of recommendation must be submitted for each nominee. In addition, the recommendation letters must come from individuals representing at least four different WACUHO member institutions, and at least one of the recommendation letters must come from the nominee\’s current or past supervisor(s).
* The nominee must have been an active member of WACUHO for at least five years.
* The nominee must have served on at least three different WACUHO committees or task forces.
* The nominee must have chaired at least two WACUHO committees/task forces or served on the Executive Committee. (Current members of the Executive Committee are not eligible to receive the award during their year of service.)
* The nominee\’s contributions to WACUHO should reflect a high degree of commitment and service to the Association and should extend well beyond regular involvement such as attending WACUHO sponsored programs and events, presenting at WACUHO Annual Conference and Exposition and Expositions, and being active in Association committees.

In addition to letters of recommendation detailing the nominee\’s fitness to receive the Charles L. Miller Award, please provide the following information (attach extra pages as appropriate):

### NOMINEE INFORMATION

Name:

Contact Information:

Current Title:

Current Institution:

Years of WACUHO Affiliation:

WACUHO Committee/Task Force Involvement:

### NOMINATOR INFORMATION

Name of Coordinating Nominator with Contact Information:

List of All Other Nominators with Contact Information:

Please send or email nomination form and letters of recommendation to:

President Elect

**Nomination form and all letters of recommendations must be received by \_\_\_\_\_\_\_\_\_\_.**

# **R.W. Gang Award Nomination Form**

### PURPOSE

The purpose of this award is to provide special recognition to a corporate friend of WACUHO who has, through their dedication to our profession and WACUHO, made significant contributions to the Western Association of College and University Housing Officers.

### CRITERIA FOR NOMINATION

* Nominations may be submitted by any housing professional from any currently active WACUHO member
* Three letters of recommendation must support each nomination
* The nominee must be a current corporate partner of WACUHO. Status of corporate partnership may be determined by contacting *Corporate Relations Chair*
* Dedication to our profession
* Dedication to WACUHO
* Has demonstrated willingness to volunteer to assist the members of the Association whenever needed.
* A positive role model to university WACUHO members and WACUHO corporate friends

NOTE: This award will go to an individual, not a company or corporation

Name of Nominee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company or Corporation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Nominator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title/Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deadline for submitting nomination by e-mail is DUE DATE Deadline for submitting letters of recommendation by e-mails DUE DATE Deadline for submitting nomination form and letters of recommendation by mail is DUE DATE

* Please list names and addresses of the persons who will be writing letters of recommendations.
* Letters of recommendation should include specific contributions made by the nominee to WACUHO.
* Please send nomination form and letter of recommendations to:

INSERT CONTACT INFORMATION

# **Outstanding WACUHO Volunteer Of The Year Award**

### Nomination Form

#### Purpose

The purpose of this award is to give special recognition to a committee member of the Association who has made a significant contribution to the success of your committee and to the Western Association of College and University Housing Officers.

#### Criteria for Nomination

* Nominations may be submitted by committee chairs from a currently active WACUHO committee.
* Nominee has demonstrated going above and beyond normal service expected for the committee members.
* Nominee must be from a current member institution.

### Submission Criteria

All submissions must include the following (please use additional pages as necessary):

* Committee Name
* Committee Chair/Co-Chair
* Telephone Number (of Chair/Co-Chair making nomination)
* Email Address (of Chair/Co-Chair making nomination)
* Name of Nominee
* Nominee’s Title/Position
* Nominee’s Member Institution
* Nominee’s Years of WACUHO Affiliation
* Nominee’s email address
* Description of Nominee’s Outstanding Contribution (Please be as specific as possible)

#### Postmark for submitting Nomination Form & Recommendations is DATE

Please send nomination form to NAME via email at E-Mail or fax at (XXX) XXX-XXXX

# **WACUHO EDI Annual Conference Award**

The WACUHO Equity, Diversity, & Inclusion is pleased to be able to once again provide its annual award to the WACUHO Conference. Please find the selection criteria and application requirements below.

### Selection Criteria

The award recipient will be selected based on their commitment to diversity above and beyond the requirements expected of them in their current position. Evaluation based on originality, creativity and quality. The recipient will be *required* to present a diversity program at the Annual Conference and Exposition.

Some examples of outstanding diversity projects may include:

* Coordinating a special project or event
* Initiating a program that fosters a greater understanding of under-represented groups (i.e., your response or responses to a negative cultural event that happened at your institution)
* Active participation in either local or national multicultural/diversity based organizations

**Application Requirements:** Please submit these materials directly to (e-mail address and fax number listed below\\*) by **INSERT** **DATE**.

1. A maximum of three typewritten, double-spaced pages which respond to the following:
2. Address the selection criteria by describing how you have gone above and beyond in your current or previous position to further the ideals of diversity at your institution and in your community.
3. Discuss how you plan to continue to integrate the theme of diversity in your future professional goals.
4. Describe what you hope to gain from the conference and how you will incorporate what you have learned at the conference to improve diversity in the field of student affairs and the WACUHO organization.
5. A copy of your current resume.
6. A copy of the program proposal form you filled out for the Annual Conference and Exposition, including the program description, goals, and abstract.
7. A letter of recommendation from a direct supervisor (preferably your current supervisor) addressing the selection criteria, including impact and results.
8. A coversheet that includes the Name, Position, Institution, Address, Telephone, Fax, and E-mail of both you and your current (or former) supervisor.

### Application

Awards applying for (please check one):

* Institutional Award
* Individual Award

Nominee Name/Institution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title/Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Nominee Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Institutional Award Criteria** Evaluation based on originality, creativity, quality, impact, and results. An individual department or a combination of departments working with a Housing organization is eligible. Must include, but not limited to:

* Diversity in staff
* Uniqueness of outreach efforts
* Innovative approaches to recruitment and retention of under-represented staff
* Effective use of creative resources (such as tapes, brochures, and programs)

**Individual Award Criteria** Evaluation based on originally, creativity, quality, and impact, and results. Looking for, but not limited to:

* Uniqueness in outreach and recruitment efforts of professional and paraprofessional staff
* Development of innovative programs (such as in training, classes, staff development)
* Presentation of creative educational programs(s)…ex: cultural awareness, issues of diversity, women’s issues, special interest/theme halls
* Unique research efforts in the area of diversity

Supporting materials for either award applying for should include, but not limited to:

* Nominator\’s supporting letter (not to exceed two type written pages)
* Three additional letters of support
* News clippings and other publications
* Program materials that contain information related to nominee\’s contribution
* Training and recruitment materials

Please Note: Due to privacy and confidentiality laws, supporting material may **not** include performance evaluations or letters which are a part of the academic and staff review process.

# **Drive-In Host Institution Responsibilities And Chair Responsibilities**

### Drive-in Hosting Forms

* [Drive-in Host Acknowledgment Form](http://wacuho.org/wiki/images/e/ec/RapHostAcknowledgmentForm.pdf)
* [Drive-in Host Bid Template](http://wacuho.org/wiki/images/c/cb/RapHostBidFormat.docx)

### What’s required to host a Drive-In?

Great News! You are considering Hosting a Drive-In. There are many benefits to hosting a Drive-In which include institutional pride, a chance to show off your campus, Student/Staff networking, and strengthening workshop work relationships with other departments on your campus. Before you commit your institution to the huge commitment, a few considerations:

* Gather Institutional Support
	+ Talk with Supervisors and upper administration about feasibility
	+ Review essentials to hosting with supervisor and upper administration
* Support
	+ Volunteers (it’s strongly recommended that you have volunteers from your campus to assist with the tasks and projects leading up to, and on the day of, the Drive-In event. Between 15-30 volunteers are recommended)
	+ Gather a host committee (working collaboratively with the Drive-In Committee chairperson and Committee Host Liaison, which is usually a committee member from the host institution)
* Location
	+ Large Venue - is capable of seating 500 or more people
	+ Break-out rooms (10-20 for program sessions – seating up to 25)
* Institutional Services
	+ Catering/Dining
	+ Technology
	+ Parking
* Responsibilities
	+ Secure all venues/facilities on your campus
	+ Make arrangement with your university dining/catering staff for conferee meals
	+ Coordinate registration location
	+ Confirm all room reservations
	+ Secure parking passes
	+ Confirm volunteers for preconference and day of conference tasks
	+ Secure A/V needs (operators, equipment and room assignments)
	+ Assign registration staff for conference opening (including greeters)
	+ Have all signage and directions prepared (room signs, etc)
	+ Clear and concise notes from meetings and any useful information that will be shared with future Drive-In s and/or conferences

Sound good? Don’t shy away because you are the people that keep the Drive-In s going. WACUHO is very appreciating of all of the volunteers. Should you decide to take on the responsibility of hosting the Drive-In, please complete the WACUHO Drive-In Conference Host School Responsibilities Acknowledgement Form provided. Welcome to the Family!

### Drive-in Timeline

To do in June

* Send first committee email and set a meeting timeline
* Committee meeting #1 - Subcommittee responsibilities assigned
* Draft budget
* Suggested subcommittees:
	+ Theme
	+ Programs – program sessions, keynote, awards/certificates, evaluations
	+ Philanthropy – research & select philanthropy, liaise with philanthropy contact
	+ Spirit – determine areas of judgment & criteria, develop rules, tally scores, announce winners
	+ Host – location logistics, travel & parking information
	+ Registration – collect registrations, set up registration area
	+ Memorabilia & Giveaways – collect and organize memorabilia for distribution, design system for giveaways

To do in July

* Informational teaser designed and reviewed by the committee
* Mailing labels requested from WACUHO (Optional. Most conference business can be done electronically.)
* Philanthropy subcommittee begins researching ideas
* Keynotes researched
* Draft of registration form (Work with MAL and Treasurer to set up online registration and payment system. Be sure to include refund information.)
* Draft Program Proposal
* Draft Spirit Competition Rules
* Committee meeting #2 – Committee timelines, Conference date set, Conference theme selected)
* Submit budget for approval to MAL (MAL will submit to Treasurer)

To do in August

* Teaser sent out
* Website up with conference info, registration information, program info and spirit info
* Set deadlines for Programs and other subcommittees if applicable
* Reserving rooms in close proximity
* Award ideas
* Memorabilia suggestions
* Order host university supplies (folders, WEB pads, pens, etc)
* Committee meeting #3
* Create Facebook or social media page (optional)
* Submit proper budget forms (if applicable):
	+ Program and/or Association reserves
	+ Corporate Sponsorship
	+ Donations Budget Form
* Request Gold Partner logos for memorabilia
* Begin designing evaluations and award criteria

To do in September

* Send out donation letters?
* Evaluation system reviewed and finalized
* Devise roundtable process
* Collect institutional gifts & complete Donations Budget Form
* Keynote confirmed
* Committee/volunteer tee-shirts researched
* Committee meeting #4
* Consider t-shirt designs
* Submit proper budget forms (if applicable):
	+ Program and/or Association reserves
	+ Corporate Sponsorship
	+ Donations Budget Form

To do in October

* Select Programs (notify presenters who have been confirmed/denied, etc)
* Begin program booklet layout
* Finalize catering
* Finalize host details
* Decide on awards- format decoration, etc
* WAVES articles drafted and proofed
* Committee meeting #5 (including tour of host school)
* Confirm t-shirt designs and order

To do in November

* Booklets sent to print and procured
* Numbers finalized
* Tee Shirts procured
* All supplies procured
* Memorabilia purchased and delivered
* All copies made and ready to go
* Task list for volunteer
* Host school ready (volunteers, directional signage, room signs)
* Committee meeting #6 (all day prep before conference)

### A Note to Chairs on Budgets and Giveaways

As you consult the Leadership Manual on the goals of a programmatic budget, you will remember that Drive-In’s are meant to have a zero-based budget; they do not generate revenue for the association. As such, chairs should keep in mind that registration costs should mirror the direct costs of producing the conference. Your largest cost items will most likely be food, room rental, and giveaways. In years where budgets are tight and travel funds potentially frozen, it would be prudent for Drive-In committees to consider donations for the traditional prizes and giveaways that are awarded throughout the day at the Drive-In s. Institutional prizes like video game consoles or digital cameras, and individual prizes like iPods and DVD’s are great incentives for attendance, but may seem gratuitous during years where travel may be frozen. It would behoove the Drive-In chairperson(s) to discuss with the committee strategies on obtaining donations from local vendors (department stores, discount stores, food vendors, etc) to see if donations for items are possible. These suggestions are shared in the spirit of making all the Drive-Ins both fiscally responsible and affordable for all institutions to send students.

# **Intention To Attend An Out-Of-Region Drive-In Form**

* Name and Title:
* College/University:
* Work Phone Number:
* E-mail:
* WACUHO Regional Affiliation:

Briefly explain below, or on an attached sheet of paper why you are attempting to attend an out-of-region Drive-In conference. Please mention whether or not you plan or planned on attending the Drive-In conference within your region. Please highlight how many people your institution intends to bring to the out-of-region Drive-In if room ends up being available at the end of the open registration period. Also, please indicate whether or not anyone from your institution intends on presenting a program(s). Please note someone from the Drive-In committee will contact you at the end of the open registration period and inform you if the committee can accept your delegation to the conference. *Finally, note this form must be submitted to both the Chair of the out-of-region* Drive-In *conference and to the Member-at-Large within your region during the open or regular registration period.*

# **Requesting Interpreting Services**

When contacting an interpreting agency, they will need the following assignment information:

* Date of Event
* Beginning Time
* Ending Time
* Address of Event
* Parking Provided? Where?
* Site Contact Person & Phone Number
* Person(s) Requiring Interpreting Service
* Sign Language Preference of Person Requiring Interpreting Service
* Description of Event

#### THINGS TO CONSIDER

* Does the agency bill in whole hours? What is their cancellation policy?
	+ Make sure there are enough chairs for the interpreters. Chairs without arms are preferable.
	+ If the program venue is large, consider reserving seating in front for the Deaf participants.
* Will the interpreter have to work during meal times?
	+ If yes, will food be provided for the interpreters or do they need to bring their own food? Be sure it is clear that the interpreter will have to arrange with their team how to manage eating and working during meal times.
	+ If no, do not include meal times in time request. For example if the assignment is 8:00 a.m. to 5:00 p.m., request 8:00 am to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. This eliminates confusion about whether lunch is paid.
* If you have multiple Deaf participants at a conference:
	+ Generally, a team of two interpreters is needed for each Deaf participant when the time exceeds an hour and a half.
* If funding is a problem, you could ask the Deaf participants to look at the conference schedule ahead of time and decide which workshops they plan on attending. \*\* This allows you to see if there is any overlap on participant preferences in which you could cancel one team during the time the participants are in the same \*\* room. This does not allow the Deaf participant flexibility to change which workshop they plan on attending.
* Will the interpreter be on stage?
	+ If the interpreter needs to be on stage, make sure the people in charge of lighting know the interpreter will need to be lit up.
* Will there be a Deaf presenter?
	+ Ask the Deaf presenter if they have a preference on interpreters. Also, make sure the interpreters have seating and a microphone.

# **How To Host Green Meetings/Conferences**

(Reprinted in the WACUHO Leadership Manual with permission from NIRSA’s Sustainability Committee, August 2009)

**Environmental Statement:** NIRSA is committed to minimizing the environmental impact of our Annual Conference through:

* Decreasing the amount of solid waste produced by the event;
* Reducing energy and water consumption at the event;
* Minimizing or off-setting harmful emissions resulting from vehicular transportation and energy consumption associated with the event;
* Disposing of solid and liquid waste in an environmentally responsible manner; and
* Eliminating the use of harmful chemicals at or for the event.

**Destination Questionnaire:** NIRSA is planning a conference to take place \[date\] for \[number\] delegates. We are looking for a host city that adheres to high environmental standards. Please complete the following questionnaire to assist us in our selection process.

* Does your city have a program to recycle and/or otherwise reduce solid waste that you work with? Please briefly describe.
* Does your city have a mass public transit system that is accessible to and from the conferencing area? Please briefly describe.
* Does your city have a conference center that will accommodate the number of delegates identified above, and that is situated in close proximity to the airport and a selection of hotels?
* Does your city have an environmentally sound disposal system for solid and liquid wastes? Please briefly describe.
* Does your city have a comprehensive environmental, or greening, plan? Please outline the major points of the plan.
* Does your city have a program to reduce the consumption of water?
* How does your city derive most of its energy? Does your city have a program to reduce energy consumption in place?
* Does your conference and hotel center have identified outdoor running routes (street or trail) in the immediate area?
* Please briefly describe any other environmental initiatives in place within your city.

**Destination Clause:** NIRSA may give preference to destinations that have active and ongoing sustainability programs and policies. Specifically, preference may be given to sites that have:

* A comprehensive sustainability plan;
* Programs to recycle and otherwise reduce solid waste;
* Programs for the conservation of energy and water;
* Environmentally responsible systems to handle the treatment of solid and liquid wastes; and
* Environmental initiatives above and beyond those listed herein.

**Hotel Questionnaire:** See attached PDF – CERES; also accessible at <http://www.bluegreenmeetings.org/HostsAndPlanners/PDFs/GHIsurvey.pdf>

**Venue Preference Clause** NIRSA may give preference to venues that have active and ongoing sustainability programs and policies. Specifically, preference may be given to facilities that have:

* A comprehensive environmental policy;
* Programs to recycle and otherwise reduce solid waste;
* Programs for the conservation of energy and water;
* Programs to reduce the use of harmful chemicals;
* Programs to improve indoor air quality; and
* Environmental initiatives above and beyond those listed herein.

**Food & Beverage Venue Questionnaire:**

* Ask that condiments, beverages, and other food items be provided in bulk instead of individually packaged.
* Ensure food and beverage packaging is recyclable, and that it will be recycled.
* Ask your supplier to buy local produce that is in season, to avoid costly transportation of goods.
* Ask whether guests are asked of drinking water is desired before being poured.
* Ask whether fair trade, shade grown, organic coffee and tea is served.
* Request organic produce, and free-range chicken/eggs/meats.
* Ask whether environmentally-friendly seafood is served.
* Ask if unusable, left-over food portions can be composted, or shipped to a local farm for use as animal feed.
* Ask your supplier to use reusable cutlery, dishware and linens.
* Arrange to have left over food donated to a local food bank or soup kitchen.
* Do you have a purchasing policy that gives consideration to the selection of environmentally preferred products in addition to quality and price?

**NIRSA Suggestions:**

* Choose centerpieces and decorations that can be reused, such as living plants, or silk flowers. Give these away as table prizes.
* Give your delegates reusable coffee mugs at the start of the conference.
* Ask delegate whether or not they would use the conference giveaway instead of just giving it to them, or allow delegates to select one item from a variety.
* Improve name badge re-use program (eg, write a special message to the next user before donating it in specific bins at specific points, maybe at conference venue and at all hotel front desks).
* Offer vegetarian meal selections; vegetables consume less land base and energy to produce.
* Ask delegates to \’sign-up\’ for meals, by letting you know what meals they will be attending. This will reduce food waste – and your costs.
* Allow delegates to pre-select their meal sizes beforehand. Some people may not want all of the courses; others may want smaller portions. Pre-selection will cut down dramatically on food wastage.

**Exposition/Meeting Venue Questionnaire:**

* Is on site recycling provided for cardboard, pallets, paper products, plastic bottles, cans, glass and other recyclable materials that are generated?
* Are clean-up crews trained to sort out recyclable and reusable items from the garbage?
* Are display booths created using recycled &/or reusable material?
* Do you have a purchasing policy that gives consideration to the selection of environmentally preferred products in addition to quality and price?
* Are staff instructed to shut blinds, turn off lights, and turn down the heat/air conditioning when rooms are vacant?
* Do you use environmentally-responsible cleaners (MSDS Health Hazard Rating of 1 or less) throughout the property?
* Have low VOC (Volatile Organic Compounds) been used throughout the property? (circle: paint, adhesives, carpeting, air freshener)
* Are water bottle refill stations available throughout the property?
* Does your property use water conserving fixtures? (circle: 1.5 gallon per minute (gpm) aerators, 1.6 gallons per flush or better toilets)
* Does your property use or purchase renewable energy?

**Other Expo Ideas:** Tell your exhibitors about your greening plan. Get them involved by asking them to:

* Print their collateral materials on recycled paper stock, using vegetable-based inks;
* Bring only what they need to the event, and take away what they don\’t hand out;
* Suggest they give away items that are made from recycled materials, durable, reusable, etc.
* Promote their own environmental initiatives

**Communications & Marketing (NIRSA):**

* Prepare an environmental policy for the meeting, and share it with all those involved: management, suppliers, delegates, presenters, and exhibitors.
* Keep track of your specific greening initiatives and let the media know about them.
* Use the Web and emailing lists to promote the event.
* Offer electronic registration, and publish the conference itinerary on-line.
* For material that needs to be available in hard copy, print using both sides of the paper, using soy or vegetable-based inks and recycled, chlorine-free paper with at least 30% post-consumer recycled content.
* Ask your hotel if they can dedicate a TV channel to conference information and updates.
* Give delegates their packages when they check in - not beforehand - to avoid duplication.
* Allow delegates to request electronic proceedings of the events.
* Ask presenters to minimize paper hand-outs.
* Post speakers\’ notes electronically along with conference proceedings.
* Use your leverage to encourage contracted services to go green with their communications and outreach too.
* Include an Environmental Clause in your communications contract.

**Conference Legacy Ideas:** Here are just a few ways you can ensure your meeting leaves a positive environmental legacy:

* Arrange to have a tree planted for each delegate;
* Have delegates participate in a local community clean-up campaign;
* Make a donation, on behalf of your meetings client, to a local environmental charity; or carbon offset.
* Arrange an off-site field trip to a local nature preserve so your delegates can learn about environmental issues facing the community.

**Sources:**Main Source [www.BlueGreenMeetings.org-<http://www.bluegreenmeetings.org/>] © Oceans Blue Foundation/ La Fondation Océans Bleus

Planners page with links Includes:

* 10 easy tips for greener meetings – includes other links with great info & ideas
* specific areas (links to the left) – some listed below
* How Green is Your Meeting? Quiz
* Success stories

Examples of following info below

* Destination questionnaire
* Sustainability Preference clause
* (CERES) \’Green Hotel\’ Best Practices Survey (PDF file)
* BlueGreen Preference clause example
* Meeting/event venue checklist
* Preference clause

# **WACUHO Communications & Technology Coordinator**

### Purpose

The person in this role will:

1. Manage the WACUHO online presence, including social media, and ensure that

WACUHO’s website is properly maintained and that all websites developed are in

accordance with the WACUHO Website Development Policy.

2. Be responsible for the creation and publication of a newsletter that is distributed to all

members of the WACUHO region at least quarterly.

3. Coordinate Association e-mail addresses and e-mail correspondence approved in

accordance with the Communication Policy.

4. Update the WACUHO Communications and Website Development policies as needed.

5. Maintain secure and accessible Association online data and storage platforms

To express interest for this position please email President-Elect at

presidentelect@wacuho.org with your resume and a statement that answers the following

questions:

1. What excites you most about this role after reading the description?

2. What do you see as an immediate priority for this role and how would you work to

make progress on meeting this priority?

3. Please describe why you feel you are qualified for this position and what experiences

you have that would lend to your success in this role?

# **Executive/Committee Chair Position Calendar**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Start** | **End** | **Task** | **Responsible** | **Comments** | **Committee Affected** |
| Jan-01 |  | Transfer monies between checking and investment accounts to maximize dividend income. | Treasurer | On-going |  |
| Jan-01 |  | Provide Committee Chairs financial support: approval of budgets, YTD summaries upon request, assistance in closing budgets. | Treasurer | On-going | All |
| Jan-01 |  | Provide membership lists, forms, reserve requests, corporate relations funding, and general information upon request. | Treasurer | On-going | All |
| Jan-01 |  | December Financial Statements | Treasurer |  |  |
| Jan-05 |  | In consultation with the President and the Finance Advisory Committee, develop a proposed budget for the next fiscal year. | Treasurer |  | FinanceAdvisory |
| Jan-05 |  | Prepare for Winter Executive Meeting. Include previous year audited final financial statement, latest YTD financial statements, list of institutional member, list of gold plan members, committee liaison information, proposed budget for next fiscal year, and recommendations and/or changes in Financial Guidelines as proposed by the Finance Advisory Committee. | Treasurer |  |  |
| Jan-07 |  | Submit Annual Conference and Exposition program proposals,include passport programs and diversity networks | New Pros and E&DI |  |  |
| Jan-08 |  | Make travel arrangements for Winter Exec Meeting | All |  |  |
| Jan-08 |  | Check in with Corporate Relations about Corporate Membership updates | Technology Coord |  | Corp Relations |
| Jan-08 |  | Work with Finance Advisory Committee to ensure completion of the audit report. | Treasurer |  | FinanceAdvisory |
| Jan-08 |  | Time & Place *Waves* article with bid deadline (include transition dates as part of bid) | Vice President |  | Time andPlace |
| Jan-08 |  | *Waves* article announcing committee request process for following year | Vice President |  |  |
| Jan-08 |  | *Waves* article requesting any By-Law changes | Vice President |  | By-Laws |
| Jan-10 |  | Advertise for Annual Conference and Exposition Awards | President |  | New ProsE&DA |
| Jan-10 |  | Award Joan F Mortell WTI Award for New Pro |  |  | WTINew Pros |
| Jan-15 |  | Contact committee chairs to encourage them to present at Annual Conference and Exposition; assist with program proposals if needed (non-SLD committees) | All |  | All |
| Jan-15 |  | Send out RW Gang, Charles L Miller, and Volunteer of the Year e-mail | Pres Elect |  |  |
| Jan-15 |  | Send out Diversity & Affirmative Action e-mail for individual and institutional awards | Pres Elect |  | Diversity &Affirm. Action |
| Jan-15 |  | Send out call for Nominations for Exec Board | Pres Elect |  | Nominations |
| Jan-29 |  | Send out draft agenda for winter Exec meeting | President | 3 weeks before meeting |  |
| Jan-29 |  | Send rosters to committee chairs to confirm membership | Vice President | 3 weeks before meeting | All |
| Jan-30 |  | All receipts due within 30 days of event/mtg | All |  | All |
| Jan-30 |  | Time & Place bids DUE | Vice President |  | T&P |
| Jan-30 |  | WACUHO Committee requests for following year available online |  |  |  |
| Feb-01 |  | Prepare for Winter Exec Meeting (reports from chairs, follow up items from previous meeting, etc.) | All |  |  |
| Feb-01 |  | Make checks/deposits on daily basis. | Treasurer | On-going | All |
| Feb-01 |  | Transfer monies between checking and value advantage accounts to maximize dividend income. | Treasurer | On-going |  |
| Feb-01 |  | Provide Committee Chairs financial support: approval of budgets, YTD summaries upon request, assistance in closing budgets. | Treasurer | On-going | All |
| Feb-01 |  | Provide membership lists, forms, reserve requests, corporate relations funding, and general information upon request. | Treasurer | On-going | All |
| Feb-01 |  | January Financial Statements | Treasurer |  |  |
| Feb-08 |  | Submit to President Elect any/all proposed changes to the Leadership Manual. | All |  |  |
| Feb-08 |  | Prepare article for newsletter. | All |  |  |
| Feb-08 |  | Prepare proposed budget that will be presented to Exec committee at Winter Exec meeting and during the business meeting of the Annual Conference and Exposition for final approval. | Treasurer |  |  |
| Feb-08 |  | Time & Place committee ranks all bids received | Vice President |  | T&P |
| Feb-13 |  | Review all Time & Place bids and select winning bid (include transition dates in bids) | All |  | T&P |
| Feb-14 |  | First round of WACUHO committee requests due (for review at Exec Spring meeting--bring copies for Exec to review) | Vice President |  |  |
| Feb-14 |  | Proposed by-law changes due | Vice President |  |  |
| Feb-14 |  | Confirm current year committee membership for Awards & Recognition committee | Vice President |  | Awards &Recognition |
| Feb-16 |  | Select Annual Conference and Exposition Award recipients | President |  | New ProsE&DA |
| Feb-17 |  | Exec Board nominations due | Pres Elect |  | Nominations |
| Feb-21 |  | Review & finalize committee/chair requests at Exec Spring meeting | Vice President |  |  |
| Feb-21 |  | Review & finalize proposed by-law changes at Exec Spring meeting | Vice President |  |  |
| Feb-22 | Feb-24 | Winter Exec Meeting (discuss Spirit of WACUHO award) | All |  | Exec |
| Feb-27 |  | Type draft of minutes and distribute to Execs; send to webmaster for online posting | Secretary |  |  |
| Feb-28 |  | All receipts due within 30 days of event/mtg | All |  | All |
| Feb-28 |  | Make travel plans for Annual Conference and Exposition meeting | All |  |  |
| Mar-01 |  | Prepare for Annual Conf Business Meeting (reports from chairs, follow up items from previous meeting, etc.)/Send soft copy to Secretary for Business meeting packet | All |  | All |
| Mar-01 |  | RW Gang, Charles L. Miller, and Volunteer of the Year nominations due | Pres Elect | Depends on timing of Annual Conference and Exposition | Corp Relations |
| Mar-01 |  | Early Bird Deadline for Annual Conference and Exposition | President |  | AnnualConference |
| Mar-01 |  | Prepare Annual Conference and Exposition Business Meeting packets (enough copies for all voting members); include agenda, Exec reports, proposed budget, voting placards, prior year minutes, proposed by-law changes, etc. | Secretary |  |  |
| Mar-01 |  | Make checks/deposits on daily basis. | Treasurer | On-going |  |
| Mar-01 |  | Transfer monies between checking and value advantage accounts to maximize dividend income. | Treasurer | On-going |  |
| Mar-01 |  | Provide Committee Chairs financial support: approval of budgets, YTD summaries upon request, assistance in closing budgets. | Treasurer | On-going |  |
| Mar-01 |  | Provide membership lists, forms, reserve requests, corporate relations funding, and general information upon request. | Treasurer | On-going |  |
| Mar-01 |  | February Financial Statements | Treasurer |  |  |
| Mar-01 |  | Prepare and present for the Annual Meeting: Budget Summary (prior year, YTD), findings from audit report, list of all institutional and corporate members, proposed budget, and any recommendations by the Finance Advisory Committee. | Treasurer |  |  |
| Mar-02 |  | Order plaques after Winter Exec meeting | Pres Elect |  | Awards &Recognition |
| Mar-08 |  | Select Charles L Miller/RW Gang recipients | Pres Elect | Depends on timing of Annual Conf | Corp Relations |
| Mar-08 |  | Select DAA Institutional/Individual award recipients |  | Depends on timing of Annual Conf | Diversity &Affirm. Action |
| Mar-10 |  | Letter to Annual Conference and Exposition newcomers | President |  |  |
| Mar-15 |  | Advertise for ACUHO-I Conference Award | Pres Elect |  | New Pros |
| Mar-15 |  | Exec Board nominee bios due | Pres Elect | Depends on timing of Annual Conf | Nominations |
| Mar-15 |  | Prepare logistics for AC committee reception | President |  |  |
| Mar-15 |  | Take detailed minutes during Annual Conference and Exposition Business Meeting | Secretary |  |  |
| Mar-15 |  | Prepare member roster for Nominations chair/roll call | Secretary |  |  |
| Mar-15 |  | Prepare and present financial information at the new chair and executive committee member orientation at the Annual Conference and Exposition. | Treasurer |  |  |
| Mar-15 |  | Announce winning bid at Business Meeting | Vice President |  |  |
| Mar-30 |  | All receipts due within 30 days of event/mtg | All |  | All |
| Apr-01 |  | Create Exec candidate bio boards | Pres Elect |  | Nominations |
| Apr-01 |  | Make checks/deposits on daily basis. | Treasurer | On-going |  |
| Apr-01 |  | Transfer monies between checking and value advantage accounts to maximize dividend income. | Treasurer | On-going |  |
| Apr-01 |  | Provide Committee Chairs financial support: approval of budgets, YTD summaries upon request, assistance in closing budgets. | Treasurer | On-going |  |
| Apr-01 |  | Provide membership lists, forms, reserve requests, corporate relations funding, and general information upon request. | Treasurer | On-going |  |
| Apr-01 |  | March Financial Statements | Treasurer |  |  |
| Apr-07 |  | Reimburse AC for conference awards | Treasurer |  | New ProsE&DA |
| Apr-08 |  | Prepare article for newsletter. | All |  |  |
| Apr-08 |  | Select ACUHO-I conference award recipient |  |  | New Pros |
| Apr-11 |  | Register for ACUHO-I Annual Conference and Exposition | All |  |  |
| Apr-30 |  | Make travel plans for June Transition meeting | All |  |  |
| Apr-30 |  | All receipts due within 30 days of event/mtg | All |  | All |
| May-01 |  | Early Bird Deadline for ACUHO-I conference | All | Awardrecipient||New Pros |  |
| May-01 |  | Make checks/deposits on daily basis. | Treasurer | On-going |  |
| May-01 |  | Transfer monies between checking and value advantage accounts to maximize dividend income. | Treasurer | On-going |  |
| May-01 |  | Provide Committee Chairs financial support: approval of budgets, YTD summaries upon request, assistance in closing budgets. | Treasurer | On-going |  |
| May-01 |  | Provide membership lists, forms, reserve requests, corporate relations funding, and general information upon request. | Treasurer | On-going |  |
| May-01 |  | April Financial Statements | Treasurer |  |  |
| May-07 |  | Encourage committee chairs to submit End of Year report to Vice President | All |  |  |
| May-08 |  | Prepare End of Year Report | All |  |  |
| May-08 |  | Contact WACUHO webmaster to make intros | Technology Coord |  |  |
| May-10 |  | Anticipate ordering food for ACUHO-I reception | Pres Elect |  |  |
| May-11 |  | Audit survey monkey service | Technology Coord |  |  |
| May-15 |  | Prepare for Transition Executive Meeting. Include latest YTD financial statements, list of institutional member, list of gold plan members, and committee liaison information. | Treasurer |  |  |
| May-24 |  | Meet with SLD Planning committee to determine theme | MALs |  |  |
| May-25 |  | Prepare transition topics for incoming counterpart on Exec | All |  |  |
| May-26 |  | Compile "Pearls of Wisdom" for incoming Exec | All |  |  |
| May-30 |  | All receipts due within 30 days of event/mtg | All |  | All |
| Jun-01 |  | Exec Transition mtg | All |  | Determine mtg dates/locations for year |
| Jun-01 |  | Set Newsletter dates at Transition mtg | Newsletter Editor |  |  |
| Jun-01 |  | Check w/future AC chairs to book hotel rooms for next Transition mtg | Pres Elect |  |  |
| Jun-01 |  | Make checks/deposits on daily basis. | Treasurer | On-going |  |
| Jun-01 |  | Transfer monies between checking and value advantage accounts to maximize dividend income. | Treasurer | On-going |  |
| Jun-01 |  | Provide Committee Chairs financial support: approval of budgets, YTD summaries upon request, assistance in closing budgets. | Treasurer | On-going |  |
| Jun-01 |  | Provide membership lists, forms, reserve requests, corporate relations funding, and general information upon request. | Treasurer | On-going |  |
| Jun-01 |  | May Financial Statements | Treasurer |  |  |
| Jun-01 |  | Anticipate ACUHO-I Regional Reception Invoice | Treasurer |  |  |
| Jun-01 |  | NHTI Award ($1000) |  |  |  |
| Jun-01 |  | ACUHO-I Annual Conference and Exposition Award ($1000) |  |  |  |
| Jun-01 |  | Transition new Execs | All |  |  |
| Jun-07 |  | Arrange for updates to Schwab accounts. | Treasurer |  |  |
| Jun-10 |  | Contact Annual Conference and Exposition, Host and Exhibits Chairs for conference website/online registration | Technology Coord |  |  |
| Jun-13 |  | Send all documents, tapes to Historian | Secretary |  |  |
| Jun-15 |  | Adjust WACUHO e-mail aliases for incoming Exec | Technology Coord |  |  |
| Jun-15 |  | Contact Committee Chairs regarding the use of technology (websites, e-mail announcements, etc.) | Technology Coord |  |  |
| Jun-15 |  | All receipts due for year-end close (budget) | Treasurer |  |  |
| Jun-18 |  | Make contact with liaison committee chairs | All |  |  |
| Jun-18 |  | Meet with SLD Planning Committee, determine future meetings, etc. | MALs/Island SLD liaison |  |  |
| Jun-22 |  | Update membership rates on web | Technology Coord |  |  |
| Jun-23 |  | Send draft of minutes/post to web | Secretary |  |  |
| Jun-24 |  | Renew Survey Monkey service | Treasurer |  |  |
| Jun-30 |  | All receipts due within 30 days of event/mtg | All |  | All |
| Jul-01 |  | Update online membership (delete invalid accounts) | Technology Coord |  |  |
| Jul-01 |  | Make checks/deposits on daily basis. | Treasurer | On-going |  |
| Jul-01 |  | Transfer monies between checking and value advantage accounts to maximize dividend income. | Treasurer | On-going |  |
| Jul-01 |  | Provide Committee Chairs financial support: approval of budgets, YTD summaries upon request, assistance in closing budgets. | Treasurer | On-going |  |
| Jul-01 |  | Provide membership lists, forms, reserve requests, corporate relations funding, and general information upon request. | Treasurer | On-going |  |
| Jul-01 |  | June / End of Year Financial Statements | Treasurer |  |  |
| Jul-01 |  | Mail out information packet to all committee chairs and executive committee members. Include: budget form, donations, check request, and deposit form. | Treasurer |  |  |
| Jul-01 |  | Send updated WACUHO committee rosters to chairs & Exec | Vice President |  |  |
| Jul-05 |  | Mail Invoices and renewal information to SHOs regarding membership | Treasurer |  |  |
| Jul-10 |  | SLD Committee Meeting (remember to plan for quarters vs. semester schools) | MALs |  |  |
| Jul-15 |  | Work with Annual Conference and Exposition Chairs to create basic Annual Conference and Exposition website | Technology Coord |  |  |
| Jul-15 |  | Contact SLD/WTI chairs about using online registration | Technology Coord |  |  |
| Jul-30 |  | All receipts due within 30 days of event/mtg | All |  | All |
| Aug-01 |  | Contact WACUHO committees to which you are liaison (have committee chairs update websites, etc.) | All |  |  |
| Aug-01 |  | Make checks/deposits on daily basis. | Treasurer | On-going |  |
| Aug-01 |  | Transfer monies between checking and value advantage accounts to maximize dividend income. | Treasurer | On-going |  |
| Aug-01 |  | Provide Committee Chairs financial support: approval of budgets, YTD summaries upon request, assistance in closing budgets. | Treasurer | On-going |  |
| Aug-01 |  | Provide membership lists, forms, reserve requests, corporate relations funding, and general information upon request. | Treasurer | On-going |  |
| Aug-01 |  | July Financial Statements | Treasurer |  |  |
| Aug-01 |  | File "Domestic Non-profit Corporation" statement with Secretary of State | Treasurer |  |  |
| Aug-01 |  | Send updated WACUHO committee rosters to chairs & Exec | Vice President |  |  |
| Aug-08 |  | Exec mtg host for Fall meeting should send e-mail with logistics (travel, accommodations, etc.) |  |  |  |
| Aug-09 |  | Create & test SLD/WTI online registration | Technology Coord |  |  |
| Aug-10 |  | SLD Committee meeting | MALs |  |  |
| Aug-15 |  | All SLD locations/dates should be finalized | MALs/SLD liaison |  |  |
| Aug-30 |  | All receipts due within 30 days of event/mtg | All |  | All |
| Sep-01 |  | Make checks/deposits on daily basis. | Treasurer | On-going |  |
| Sep-01 |  | Transfer monies between checking and value advantage accounts to maximize dividend income. | Treasurer | On-going |  |
| Sep-01 |  | Provide Committee Chairs financial support: approval of budgets, YTD summaries upon request, assistance in closing budgets. | Treasurer | On-going |  |
| Sep-01 |  | Provide membership lists, forms, reserve requests, corporate relations funding, and general information upon request. | Treasurer | On-going |  |
| Sep-01 |  | August Financial Statements | Treasurer |  |  |
| Sep-01 |  | Send updated WACUHO committee rosters to chairs & Exec | Vice President |  |  |
| Sep-08 |  | Prepare article for newsletter (SLDs, award availability, committee membership, Pres letter refer to goals for year) | All |  |  |
| Sep-08 |  | Make travel arrangements for Fall Exec meeting | All |  |  |
| Sep-08 |  | SLD Committee Meeting | MALs |  |  |
| Sep-08 |  | Contact all institutions (via SHO e-mail) to update membership | Technology Coord |  |  |
| Sep-08 |  | Reminder notices to SHOs who have not yet re-affiliated. | Treasurer |  |  |
| Sep-10 |  | Work with Treasurer to update Institutional membership years | Technology Coord |  |  |
| Sep-13 |  | Send draft agenda of Fall mtg | President |  |  |
| Sep-30 |  | All receipts due within 30 days of event/mtg | All |  | All |
| Oct-01 |  | Contact all individuals (via e-mail) to update membership information | Technology Coord |  |  |
| Oct-01 |  | Work with technology consultant on any necessary changes to SLD online registration | Technology Coord |  |  |
| Oct-01 |  | Make checks/deposits on daily basis. | Treasurer | On-going |  |
| Oct-01 |  | Transfer monies between checking and value advantage accounts to maximize dividend income. | Treasurer | On-going |  |
| Oct-01 |  | Provide Committee Chairs financial support: approval of budgets, YTD summaries upon request, assistance in closing budgets. | Treasurer | On-going |  |
| Oct-01 |  | Provide membership lists, forms, reserve requests, corporate relations funding, and general information upon request. | Treasurer | On-going |  |
| Oct-01 |  | September Financial Statements | Treasurer |  |  |
| Oct-01 |  | Advertise WTI Award |  |  | WTI |
| Oct-08 |  | Prepare for Fall Exec Meeting (reports from chairs, follow up items from previous meeting, etc.) | All |  |  |
| Oct-08 |  | Annual Conference and Exposition budget DUE to Exec for review | President |  |  |
| Oct-08 |  | Renew Insurance Policy. (Expires Dec) | Treasurer |  |  |
| Oct-08 |  | File Federal Tax form 990 and State Tax form 199 for previous year fiscal activities | Treasurer |  |  |
| Oct-08 |  | Prepare for Fall Executive Meeting. Include previous year final financial statement, latest YTD financial statements, list of institutional member, list of gold plan members, and committee liaison information. | Treasurer |  |  |
| Oct-08 |  | Prepare for audit of previous year\’s activities. | Treasurer |  |  |
| Oct-10 |  | SLD Committee meeting | MALs |  |  |
| Oct-12 |  | Contact schools who have not paid dues (use SLD registration as reason for calling) | MALs |  |  |
| Oct-15 |  | Send updated WACUHO committee rosters to chairs & Exec (review at Fall Exec meeting as needed) after checking to verify that all chairs and committee members belong to member institutions. | Vice President |  |  |
| Oct-24 | Nov-18 | SLDs (tend to occur from last week of Oct - first weeks of Nov) | All |  |  |
| Oct-24 | Nov-18 | SLD committee appreciation meal ($10/committee member up to $200) | MALs |  |  |
| Oct-30 |  | All receipts due within 30 days of event/mtg | All |  | All |
| Nov-01 |  | Make checks/deposits on daily basis. | Treasurer | On-going |  |
| Nov-01 |  | Transfer monies between checking and value advantage accounts to maximize dividend income. | Treasurer | On-going |  |
| Nov-01 |  | Provide Committee Chairs financial support: approval of budgets, YTD summaries upon request, assistance in closing budgets. | Treasurer | On-going |  |
| Nov-01 |  | Provide membership lists, forms, reserve requests, corporate relations funding, and general information upon request. | Treasurer | On-going |  |
| Nov-01 |  | November Financial Statements | Treasurer |  |  |
| Nov-01 |  | Select WTI award recipient |  |  | New Pros |
| Nov-08 |  | Reminder notices to SHOs who have not yet re-affiliated. | Treasurer |  |  |
| Nov-08 |  | Conduct audit of previous fiscal year activities with Finance Advisory Committee | Treasurer |  |  |
| Nov-08 |  | Renew Bond. (Expires 12/12/06) | Treasurer |  |  |
| Nov-10 |  | Begin preparing for Annual Conference and Exposition online registration | Technology Coord |  |  |
| Nov-13 |  | Exec mtg host for Winter meeting should send e-mail with logistics (travel, accommodations, etc.) |  | 3 day meeting |  |
| Nov-15 |  | Confirm with CRC chair(s) that corporate relations information has been sent to all committee chairs and executive committee members. | Treasurer |  |  |
| Nov-15 |  | Confirm with CRC chair(s) that corporate relations renewal information has been sent. | Treasurer |  |  |
| Nov-15 |  | Send Time & Place teaser postcard to all eligible host institutions | Vice President |  |  |
| Nov-28 |  | Send Time & Place letter with bid instructions to all eligible host institutions | Vice President |  |  |
| Nov-30 |  | All receipts due within 30 days of event/mtg | All |  | All |
| Dec-01 | Feb-28 | Attend SLD Wrap-up Meeting; assist chair with finding next chair & soliciting host schools | MALs |  | SLDs |
| Dec-01 |  | Make checks/deposits on daily basis. | Treasurer | On-going |  |
| Dec-01 |  | Transfer monies between checking and value advantage accounts to maximize dividend income. | Treasurer | On-going |  |
| Dec-01 |  | Provide Committee Chairs financial support: approval of budgets, YTD summaries upon request, assistance in closing budgets. | Treasurer | On-going |  |
| Dec-01 |  | Provide membership lists, forms, reserve requests, corporate relations funding, and general information upon request. | Treasurer | On-going |  |
| Dec-01 |  | November Financial Statements | Treasurer |  |  |
| Dec-01 |  | Final call to SHOs who have not yet re-affiliated. | Treasurer |  |  |
| Dec-01 |  | Request proposed budget allocations for the next fiscal year from all committee chairs and executive committee members. Requests due by January. | Treasurer |  |  |
| Dec-01 |  | Work with Finance Advisory Committee to ensure completion of the audit report. | Treasurer |  |  |
| Dec-08 |  | Prepare article for newsletter (Bylaw changes, Charles L. Miller/RW Gang awards, SLD reviews, committee membership for next year, Time & Place, Nominations, etc.) | All |  | Awards & RecTime & Place Nominations SLDs By-Laws Corp Relations |
| Dec-15 |  | Early Bird Deadline for WTI registration |  |  | WTI |
| Dec-30 |  | All receipts due within 30 days of event/mtg | All |  | All |

## Section VII: By-Laws

# **By-Laws**

### ARTICLE I: NAME

The name of this organization shall be the Western Association of College and University Housing Officers, herein referred to as the Association.

### ARTICLE II: PURPOSE

The purpose of the Association shall be:
**Section 1**
To contribute to the improvement and coordination of college/university housing and food service operations for students and professional staff of member institutions in the region served by this Association.

**Section 2**
To sponsor those activities and services which will assist its members and provide for them a means of changing and distributing professional information and ideas relating to the administration of the physical, financial, social, and educational phases of college/university housing and food services programs.

**Section 3**
To cooperate with other organizations in the fields of college/university housing, food service, and related areas within institutions of higher education.

**Section 4**
To support and encourage the professional development of college/university Housing Officers of member institutions.

### ARTICLE III: MEMBERSHIP

**Section 1**
Membership in the Association shall be open to institutions of higher education or organizations, in the western region of the United States, which have Housing Officers involved in coordination of administration, facilities, fiscal/service management, educational programming, conferences and/or food service operations for students and staff members on or off the college/university campus. Membership year for institutions, affiliates, and individuals will be July 1 through June 30.

**Section 2**
Affiliate institutional membership may be granted annually by the Executive Committee in the cases of governmental nonprofit or commercial organizations engaged in activities directly related to the purposes of the Association.

**Section 3**
Individual membership in the Association shall be open to: a. a person in a current graduate program; status: Graduate Student Member b. a Housing Officer who has retired from a current, member institution; status: Emeritus Member c. a Housing Officer who is currently unemployed. A one-year membership may be granted by the Executive Committee. The Executive Committee may renew those memberships on an annual basis.

**Section 4**
Corporate Partnership may be granted annually by the Executive Committee in consultation with the Corporate Relations chair to corporations that engage in activities directly related to the purposes of the Association. The membership year for corporations will be January 1 through December 31.

### ARTICLE IV: DUES AND FUNDS

**Section 1**
Changes to annual dues will be proposed by the Executive Committee and must be ratified by the membership at the Annual Business Meeting. Rights of membership shall be limited to those qualified institutions, organizations, or graduate students who have paid their current annual dues.

**Section 2**
Association funds shall be used to defray the normal operating expenses of the Association. The provision of funds including advances shall be made available to committees who submit justification which clearly implements the general objectives of the Association and with approval of the Executive Committee of the Association.

**Section 3**
Representatives to Association programs will be charged registration and other appropriate fees. A surcharge will be levied against non-association members wishing to attend Association functions.

### ARTICLE V: ANNUAL CONFERENCE

**Section 1**
The Association shall hold one conference (the Annual Conference) each year. Consideration for the location of the Annual Conference should be based on factors that could positively correlate with member attendance and engagement. The strongest consideration should be given to the physical and financial accessibility of the conference location. Attention should also be given to rotation of the location throughout the regions and overall appeal of the area surrounding the conference site.

**Section 2**
Prior to each Annual Conference the Time and Place Committee shall recommend to the Executive Committee the location and approximate dates of the Annual Conference two years in advance. The Executive Committee shall select a bid for hosting the Annual Conference and inform the membership of its decision at the Annual Business Meeting.

**Section 3**
Annual Conference policy includes:

1. to register for a conference, a registrant must be a Housing Officer as defined by these By-Laws, or
2. a registrant must be an official guest, affiliate, or individual member, or
3. a registrant must be on staff or faculty of a college, university, or organization which is a member of the Association or eligible for membership.

**Section 4**
Conference guests may be invited by the Program Committee or by the invitation of the Executive Committee when they are part of the program.

### ARTICLE VI: OFFICERS

**Section 1**
The Executive Committee shall consist of nine (9) elected officers (President, President-Elect, Vice-President, Secretary, Treasurer, Member-at-large-North, Member-at-large-South, and Member-at-large-Central and the Officer for Equity, Diversity, and Inclusion) and two (2) appointed non-voting members, the two (2) Communications and Technology Coordinators. The two (2) appointed non-voting members are selected by the Executive Committee.

**Section 2**
The Nominations Committee appointed annually by the Executive Committee shall present to the membership one or more candidates for each elected office. Elections shall occur at the Annual Business Meeting when feasible or at a time otherwise determined by the Executive Committee. Prior to voting at the Annual Business Meeting or prior to the voting process (if not occurring at the Annual Business Meeting), representatives of member institutions may nominate other member institutions’ Housing Officers for Executive Committee offices open for election.

**Section 3**
Nominations and candidate qualifications shall be distributed to all member institutions at a time not later than the day prior to the beginning of the annual voting period, except for nominations on the floor.

**Section 4**
Officers shall be elected before or during the Annual Conference and shall serve for one year, except for the Treasurer, Officer for Equity, Diversity, and Inclusion and two (2) Communications and Technology Coordinators (appointed, non-voting) who shall serve for two years, beginning July following the Annual Conference. The officer in the President-Elect position shall assume the Presidency in the following term. Officers shall be eligible for re-election.

**Section 5**
To be elected, a candidate must receive a simple majority of votes cast for the position. In the event that no candidate receives a simple majority, then the two candidates receiving the most votes shall compete in a runoff election.

**Section 6**
Only Housing Officers of member institutions shall be eligible for nomination and election as Association officers and appointment to chair committee assignments.

**Section 7**
A Housing Officer is any person on the staff or faculty of an institution or organization whose duties relate to the administration, facilities, fiscal/service management, educational, programming, and/or food service activities within college/university housing regardless of their particular title.

**Section 8**
In the event that an Officer of the Executive Committee is not fulfilling their position responsibilities, or for another just cause, the President or President-Elect shall recommend that Officer’s dismissal to the Executive Committee. That Officer shall receive the full explanation of cause and shall have five business days to respond in writing prior to the Executive Committee making a final determination with a majority vote.

### ARTICLE VII: DUTIES OF OFFICERS AND EXECUTIVE COMMITTEE

**Section 1**
The President shall:

1. Act as liaison to the Annual Conference Committees and Past Presidents Committee.
2. Preside over all meetings of the Association.
3. Call and conduct meetings of the Executive Committee and special meetings of the Association.
4. Represent the Association before other organizations and entities as appropriate.
5. Act as liaison to the Pacific Association of College and University Residence Halls (PACURH) and the Association of College and University Housing Officers-International (ACUHO-I).

**Section 2**
The President-Elect shall:

1. In the absence of the President, assume the duties of that office
2. Act as liaison to Time and Place Committee and Nominations Committee.
3. Update and publish the annual Leadership Manual.
4. Represent the Association at selected regional meetings, conferences, and workshops.
5. Act as organizer and leader at orientation meetings for new committee chairs at the Annual Conference.
6. Assume office of President beginning July 1, following the year served as President-Elect.

**Section 3**
The Vice-President shall:

1. Coordinate the Call for Committee Volunteers procedures.
2. Appoint persons to all standing committees and task forces, with the concurrence of the Executive Committee.
3. Chair the By-Laws Committee.
4. Maintain an active committee member database.
5. Represent the Association at selected regional meetings, conferences, and workshops.
6. Solicit committee annual reports upon the conclusion of committee activities or by the end of their term for distribution to the Historian(s) and future committee chair(s).
7. Assume the duties of the President-Elect in the President-Elect’s absence. If the President-Elect position becomes vacant, assume these duties until such time that the Nominations Committee can coordinate an election for the membership to vote in a new President-Elect.

**Section 4**
The Secretary shall:

1. Carry on the required official correspondence and record keeping of the Association in conformity with the stipulations of these By-Laws.
2. Record and present Association Action Items of the current year at the June Executive Committee transition meeting.
3. Act as liaison to the Historian(s).

**Section 5**
The Treasurer shall:

1. Act as liaison to the Corporate Relations Committee and the Financial Advisory Committee.
2. Open, maintain, track, and trade all financial accounts for checking, savings, and financial security investments on behalf of the Association.
3. Be responsible for the receipt and disbursement of all Association funds.
4. Render an accounting to the Association at the Annual Business Meeting.
5. Solicit and collect institutional, individual, affiliate memberships and request directory information be forwarded to the Communications and Technology Coordinators or appropriate individual.
6. Prior to any transactions involving an amount greater than $10,000, a consultation with the President of the Association must be completed and documented.
7. Maintain Association liability insurance policy on an annual basis.

**Section 6**
The three (3) Members-at Large shall:

1. Act as liaisons to each respective Student Leadership Drive-In Committee.
2. Perform public relations functions with member institutions within their region.
3. Be responsible for the solicitation of new member institutions within their region.
4. Welcome and orient new Housing Officers at each member institution within their region regarding activities and services of the Association.

**Section 7**
The Communications & Technology Coordinators shall:

1. Manage the WACUHO online presence, including social media, and ensure that WACUHO’s website is properly maintained and that all websites developed are in accordance with the WACUHO Website Development Policy.
2. Be responsible for the creation and publication of a newsletter that is distributed to all members of the WACUHO region at least quarterly.
3. Coordinate Association e-mail addresses and e-mail correspondence approved in accordance with the Communication Policy.
4. Update the WACUHO Communications and Website Development policies as needed.
5. Maintain secure and accessible Association online data and storage platforms

**Section 8**
The Officer of Equity, Diversity, and Inclusion shall:

1. Be responsible for encouraging, creating, and promoting opportunities that address issues of diversity, equity, and inclusion in the Association.
2. Work with the appropriate committee leadership to review WACUHO practices and sponsored events (such as WACE, Student Leadership Drive-ins, etc.) to address issues of diversity, equity, and inclusion and make recommendations.
3. Work with the Assessment Committee to conduct a biannual climate survey, analyze findings, and present recommendations.
4. In consultation with the Executive Committee, address equity, diversity, and inclusion concerns brought up through the WACUHO Feedback Form.
5. Work as the Executive Committee liaison to marginalized identity-based committees.

**Section 9**
The Executive Committee shall:

1. Convene for quarterly and other necessary meetings.
2. Appoint standing committees, ad-hoc committees, and task groups as necessary.
3. Review and approve committee budget proposals.
4. Make appointments to fill unexpired terms of office.
5. Have full responsibility for conducting the affairs of the Association and carrying out its directives.
6. Be bonded as fiduciary agents in an amount not less than the Association’s prior year ending fund balance.
7. Serve as liaisons to Association committees as assigned.
8. Fulfill other duties as outlined in these By-Laws and the Association Leadership Manual.

### ARTICLE VIII: IMPLEMENTATION OF BUSINESS

**Section 1**
The Association shall conduct a business meeting during each Annual Conference (the Annual Business Meeting). Each member institution may designate one of its Housing Officers attending the Annual Conference to serve as that institution’s voting delegate at the Annual Business Meeting. For quorum to be established, a majority of the member institutions with registrants at the Annual Conference must have a voting delegate present.

**Section 2**
Each member institution sending a representative(s) to the Annual Business Meeting shall have one vote regardless of the number of representatives in attendance. Graduate student members, emeritus members, and affiliate members are non-voting members.

**Section 3**
Agenda items for the Annual Business Meeting will be solicited by the Executive Committee. The agenda will be published prior to the Annual Conference and distributed to all voting delegates at the Annual Business Meeting.

**Section 4**
A summary report in the form of minutes of the information submitted and actions taken at the Annual Business Meeting shall be summarized in the next edition of the newsletter and complete text of the minutes will be distributed to all voting delegates attending the Annual Business Meeting the following year. Each member institution which is not represented may request the summary report.

**Section 5**
Any matters which the President or the Executive Committee may wish to refer to the membership at times when the Annual Conference is not in session may be submitted to the membership by correspondence. If the Executive Committee determines that voting is needed outside of the Annual Business Meeting, each member institution will be allowed one vote through that institution’s Chief Housing Officer or designee, and voting will be considered official if a simple majority of member institutions vote. A minimum of five business days shall be provided for institutions to vote.

**Section 6**
The Annual Business Meeting and other general meetings of the Association shall be run according to the procedures outlined in Robert’s Rules of Order.

**Section 7**
The Association shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of specific purposes of the Association.

**Section 8**
The Finance Advisory Committee (FAC) of the Association shall convene once yearly to conduct an audit of the financial business of the Association from the previous fiscal year.

### ARTICLE IX: AMENDMENTS

**Section 1**
These By-Laws may be amended by a two-thirds vote, a quorum being present, at the Annual Business Meeting (refer to Article VIII, Section 1 for quorum definition). Changes regarding grammar, spelling, and punctuation errors may be made without an Annual Business Meeting vote. These changes would be made by the By-Laws Committee with approval by the Executive Committee and would be distributed to the membership within a reasonable time.

**Section 2**
Amendments to the By-Laws may be proposed by any Housing Officer at a member institution. Such proposals shall be submitted in writing at least one month prior to the Annual Business Meeting to the Vice-President of the Association. The Vice-President shall publish all proposed amendments, available to the Association membership, at a time no later than one week prior to the Annual Conference. The Vice-President at the next Annual Business Meeting shall submit for a vote all proposed amendments to these By-Laws.