



ASSOCIATION OF INTERMOUNTAIN
HOUSING OFFICERS

AIMHO

new member
handbook
2018

The Association of Intermountain Housing Officers (AIMHO) held their first annual conference in 1956 at the University of Wyoming (Laramie).

The association's purpose is to work for continual improvement and

coordination of housing and food service operations for students and staff members in institutions of higher learning. Membership within the association is open to all housing officers of higher education institutions. An annual conference is held (November) at which time Association members meet to exchange and distribute professional information and ideas relating to the administration of physical, financial, social, and educational phases of housing and food service programs in colleges and universities.

AIMHO at a glance...

- Founded in 1956
- Encompasses 8 states and a Canadian province
- Hosts an amazing regional conference in November

that relate to student housing.

Members are invited to receive training and foster the exchange of information and ideas. The Association recognizes the advantages of participation by a diverse population and urges the involvement of all people whose culture, ethnic background, philosophy, perspectives, and insight reflect the richness that is part of this region.



host hatchet In 1979 Eastern Montana College (now Montana State University – Billings) hosted the annual AIMHO conference. This event marked the birth of the “Host Hatchet” tradition. The AIMHO Hatchet is passed from the host chair of the college/ university where the conference is being held to the host chair for the upcoming conference. This hatchet is an original piece of art. A Montana Native American from the Crow Indian Tribe crafted it.

The legend of the hatchet is deeply engrained in Indian tradition. As a weapon used in battle to protect oneself, it is a prized possession that was held in high regard. When the hatchet is lain down and offered to another, it is a gesture of peace, friendship and welcome. It is with that gesture and intent that the Host Hatchet is passed from one leader to another in the Association of Intermountain Housing Officers.



“stoney” the rubber chicken Stoney the friendly rubber chicken is passed from the incoming president to the incoming president-elect at the end of each AIMHO conference. Not unlike other mascots the current Stoney was not the original bird that changed hands. It appears we are likely on our third or fourth bird.



traditions of AIMHO

aimho sage

The Sage recognition is the highest honor attained in the association. Beginning in 1999 with Lamon Oviat from Brigham Young University, the incoming President has the option to select a Sage to support the Association; throughout the year.

The Sage often serves as a guide and a valuable resource to not only the President of the Association but to the entire Executive Board. The culmination of the Sage's term comes at the annual conference with the Sage's address to the entire Association.

aimho case study

A portion of the annual conference, the annual Case Study competition allows new professionals to work with other new professionals in the region on a pressing current issue in housing. Participants have just a few short hours to put together their presentation which is judged by a variety of guests at the annual conference. This is also a great opportunity to connect with other new folks in the region and start building connections with one another.

top 6 programs

AIMHO is all about recognition, and during the annual conference that is no exception. The AIMHO programming committee takes on the task of calculating which programs, based on the feedback of the region via evaluation become one of the "Top 6" awarded at the closing banquet.

president's plaque

Hand crafted by a master carpenter from the University of Arizona, the President's Plaque is a map of the intermountain region with each state represented by a unique piece of wood: Alberta-tulip wood; Arizona-Indonesian rosewood; Colorado-black bean; Idaho-Pal Dao; Montana-Alder; New Mexico-Cherry; Saskatchewan-red oak; Utah-ash; and Wyoming-purple heart. In recent years the plaque was recreated to more accurately reflect the member states in the Association.

(4)



resources in AIMHO

Being part of AIMHO can help increase not only your organization's effectiveness, but also skills and abilities of your employees. Many resources are available that help members interact with other professionals, increase knowledge, and share

concerns and issues with others throughout the region. One of the greatest things about AIMHO is the wealth of knowledge that comes with all its members.

aimho listserv

AIMHO's email listserv provides members with instant connection to a multitude of schools around the region. If you're looking for best practices, working through a trying issue, or re-strategizing, the listserv gives you the ability to reach out across the region to gather a range

of perspectives and potential solutions, all with the click of your send button. Make sure you speak to your Director of Housing at your institution if you need assistance in getting on this list.

aimho angle

The AIMHO Angle is a quarterly publication produced by the marketing committee. While the AIMHO Angle is published by the marketing committee, the authors are your regional colleges; a publication by the region for the region. The Angle is a great way to stay connected to AIMHO throughout the year, while also giving you a chance to share projects you are doing on your campus.

position postings

Whether you're on the search team or you're the one applying, AIMHO can give you a place to start. AIMHO offers the opportunity to reach out and solicit candidates for everything from entry level to senior housing positions. As you are the one searching, AIMHO is a great place to start looking for where you would like to go next.

aimho website

AIMHO is online! The AIMHO website has a variety of information and resources for members. From scholarship applications for the annual conference, position postings, annual business meeting minutes (so you don't miss a minute of the action), or award nomination and recipient information, the website is the place to go. Visit us at www.aimho.org.

social media

AIMHO is also connected via social media. Like the AIMHO facebook page (facebook.com/aimho.international) or the twitter @AIMHO.

AIMHO is made of those persons who decide to join the housing field, and a great number of those

undergrads in AIMHO

persons are the undergraduates at our schools who learn and develop a passion for the work done in housing operation on campus. AIMHO recognizes and values the relationship between the professional organization and the students of its member institutions.

RAppin' ra conference

RAppin' is an annual conference held in the fall where Resident Assistants (or similar positions) from institutions in the Inter-mountain West join together to network and share ideas through informal discussions and programs. Each year the Top Program from RAppin' is saved a programming slot at the AIMHO conference to come and share their program with the region's professionals.

iacurh

IACURH, (Intermountain Affiliate of College and University Residence Halls) the regional student affiliate of NACURH (National Association of College and University Residence Halls) is dedicated to the growth and development of the Residence Hall Associations (or similar organization) and National Residence Hall Honorary chapters on our individual home campuses. IACURH and AIMHO are similar in regional distribution, but AIMHO does include a couple states that are not part of the IACURH region.

undergrad awards

AIMHO offers several awards to outstanding undergrad students within our region. For more information about these awards, look to the awards & recognition committee at www.aimho.org.



involved in AIMHO

Getting involved in AIMHO is as easy as filling out an online form. AIMHO is made up of the hard working individuals who give their time to the organization, so we thank everyone who volunteers their time to a committee.

AIMHO has a variety of committees that anyone can join, even if you can't make it to the annual conference. The committees meet via phone conference, e-mail or any other creative methods throughout the year.

programming

The Program Committee is a unique opportunity to serve the region through creating platforms for learning, collaborating, and networking. The core of the work takes place in preparation for the annual conference in November with some committees beginning their work as early as January the year of the conference. The different sub-committees within the program committee are: Call for Programs, Newcomers Orientation, AIMHO Connections, Case Study, Liaisons, Evaluations, and Awards and Certificates.

aimho college

AIMHO College takes place annually prior to the AIMHO conference. AIMHO college provides new professionals within the region an opportunity to improve functional skills, gain self-awareness network and gain a greater understanding of the University Housing profession. AIMHO college is a mix between a formal and informal environment designed to foster connections among participants as well as nationally and regionally acclaimed professionals and faculty. It is highly recommended that folks who are new to the region attend this prior to their first AIMHO conference.

diversity & social justice

The Diversity & Social Justice Committee works to provide AIMHO with continuous education and resources in the pursuit of equity and equality for all. We do this through a "Diversity Tip of the Month", contributions to the AIMHO Angle, and compiling a list of useful resources. In addition, our committee also selects the annual AIMHO Diversity and Social Justice award (undergraduate student & graduate/professional staff) and scholarship winners.

awards & recognition

The Awards and Recognition Committee is always looking for members who enjoy creating opportunities to recognize others. Being a part of this committee is a chance to help coordinate regional award nominations, conference recognition opportunities, and recognition for the AIMHO Region all year round.

assessment & information

The Assessment and Information Committee serves our Association through information collection, analysis, and data reporting for all of AIMHO. The two largest projects for this committee are the AIMHO Regional Survey and the AIMHO Member Survey. Additionally, this committee may be called upon to survey AIMHO membership for the good of the Association. Joining this committee provides experience in survey design, analysis, and reporting, including real and usable knowledge about what is going on in the AIMHO Region. For those with an interest in Assessment Practices, this is the a wonderful opportunity to serve the region and hone your professional skills.

marketing

The AIMHO Marketing Committee's primary responsibility is to create and disseminate the AIMHO Angle, the region's quarterly electronic newsletter. The Angle consists of updates from around the region, hot topic articles and important information from each committee. The Marketing Committee also gathers content from other committees and shares it through social media, the region's website and more. The Marketing Committee is always looking for creative, enthusiastic and imaginative members to join its team.

sho institute

The SHO Institute is an exciting pre-conference opportunity for both aspiring and current Senior Housing Officers within the AIMHO region. The SHO Institute will provide opportunities for participants to further their professional development in a supportive environment that encourages both networking and skill enhancement. The content focuses on critical issues that are faced by Senior Housing Officers on all campuses, and the structure provides for both large-group presentations by several outstanding faculty members, and informal small group discussions. Participants will return to their home campuses with tangible resources and enhanced connections with other professionals across the region.

state & provincial reps

State and Provincial Representatives (SPRs) act as liaisons to members in their respective state or province. They represent the concerns and voice of the Association's members. Representatives also work closely with the Past President and Senior-Level Member at Large throughout the year sharing information regarding their state or province through ongoing reports and in preparation for their role during the annual conference.

To see a list of AIMHO SPRs you can visit the AIMHO.org website and click on State and Provincial Representatives under the committees tab.

for those new to the region

Being the new kid on the block can be intimidating, even if you're a senior housing officer! Let this handbook offer

as the first of many welcomes you will get to our region. AIMHO provides those who are new to the region, we hope you'll find something beneficial for you or your institution.

newcomer's orientation The Newcomer Orientation is held on Sunday prior to the Opening Dinner of the AIMHO annual conference. This hour long session provides new AIMHO participants a space to learn about the region, meet the Executive team, hear about current developments within the region, such as the AIMHO Strategic Plan, and start making connections with other colleagues. We highly encourage all new members within the region to attend the Newcomers Orientation at the annual conference to kick it off right!



for everyone For all our colleagues at member institutions, AIMHO provides a variety of ways to not only get involved, but grow and develop as a professional. As a professional organization, AIMHO is dependent on its members for its continued success, so getting involved on any level is a great way to assure the continued greatness of our organization.



webinar series AIMHO 365 offers a monthly webinar that takes place over a lunch hour once a month, and are offered around a variety of topics. The webinars are a free opportunity for anyone a member institutions, and you can participate on your own or with colleagues on your own campus.

committee membership All the committees are outlined on previous pages, but getting involved on any of the committees provides members an opportunity to work and engage with colleagues from across the region. The opportunity to get involved takes place at AIMHO conference, with a Call for Volunteers form that goes out during the conference. Commitment time per week varies, depending on the committee you want to volunteer on, but most committees ramp up towards September of each year.

aimho angle submission The AIMHO Angle is our a quarterly newsletter that offers members of the region multiple opportunities for development, from being a contributor or a consumer, the Angle is a great way for everyone to get involved.

for SHOs & middle level managers

The middle and senior level members of AIMHO

are some of our regions greatest assets, and involvement from upper level managers adds significant breadth and depth to our organization.

pre-conference: sho insitute For those who are new to the SHO position or interested in moving into a SHO level position, the SHO Institute, a pre-conference component, provides an opportunity to learn and grow within expected knowledge sets for SHO positions. Gaining both skills and making regional connections are only a few of the great reasons to attend the SHO Institute!

conference presentations Knowledge is power, and middle and senior level members of our region, have a great amount of knowledge power. Presenting at the annual conference is a great opportunity to share the vast amount of knowledge our middle and senior level professionals hold. Submissions are usually due early summer, but it's never too late to start thinking of presentation topics!

for those new to the profession

New professionals are abundant within our region, and the

opportunities for development strive to match!

pre-conference: aimho college AIMHO College is an opportunity for new entry level professionals to gain knowledge and skills for a variety of topics important to new professionals. There are scholarship opportunities available for AIMHO College. AIMHO College is also highly recommended to attend for the purpose of connecting with other folks who are new to the region as well, with the cohort-based model allowing for continued connection and support post-AIMHO conference.

aimho connections AIMHO Connections is an opportunity for new members to the AIMHO region to get connected with other professionals in the region. At AIMHO Connections during the annual AIMHO conference, new members can look forward to learning more about the region, discover opportunities to get involved, and network with other housing professionals. AIMHO Connections is on Sunday night of the conference and is intended to connect first time attendees and others, such as individuals attending the conference by themselves, to professionals who have been to AIMHO a couple of times and know the ropes. During AIMHO Connections there will be small group conversations centered on select professional development topics. In order to expand the number of connection points, there will be 2-3 small group shifts during the AIMHO Connections event. Anyone interested in participating in AIMHO Connections can sign up during registration.

welcome to
AIMHO

We look forward to meeting you!