



***LEADERSHIP
MANUAL***

Updated March 2, 2024

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GOVERNING STRUCTURE

Executive Board Responsibilities

PRESIDENT

The President shall serve as the chief executive officer of the Association and chair of the Governing Council; preside over all meetings of the Association and the Governing Council; serve as liaison to the Association of College and University Housing Officers-International (ACUHO-I); perform all other duties as designated by the Governing Council and/or Association membership; and perform all other duties customary to such office which are not inconsistent with the Association's Constitution and Bylaws. Shall serve on the SEAHO Budget Review Committee and Reserve Fund Committee.

February

- Host GC Meeting on the last morning of the conference.
- Send out congratulatory letters or emails to newly elected and appointed Governing Council Officers, State Representatives, State Editors, Committee/Task Force Chairs, liaisons, appointments, etc.
- Review Ten-Year Planning Calendar and make plans and adjustments as needed.
- Conduct monthly Executive Board conference call

March

- Start developing GC Team by welcoming new members.
- Set up a communications plan for topics and reminders for GC.
- Set up email distribution lists of various Governing Council groups
- Remind the Director of Committees to contact Committee/Task Force Chairs and liaisons about setting up and finalizing Committee/Task Force rosters, setting annual goals and objectives, and submission of reports (April 1, October 1, and February 1)
- Write SEAHO Report Presidential Letter to meet the March deadline
- Send articles and photos highlighting Award winners to the SEAHO Report and the Talking Stick.
- Send an email to Governing Council members reminding them to review the Monthly Calendar of Responsibilities.
- Schedule and coordinate Summer Executive Board Meeting
- Conduct monthly Executive Board conference call

April

- Touch base with the Director of Committees about finalizing Committee/Task Force membership and confirm submission of Reports due April 1
- Send an email to Governing Council members reminding them to review the Monthly Calendar of Responsibilities.
- Participate in ACUHO-I regional Presidents' phone calls as scheduled

- Work with the Conference Coordinator and Chair of the Program Committee to search for major speakers for the next annual conference (many may require early commitment due to their schedules)
- Review conference comps (which attendees will receive a comp for either registration and/or hotel) with the conference coordinator. Finalize at mid-year meeting.
- Arrange and coordinate Summer Exec Board Meeting
- Start a discussion with the President-Elect about ACUHO-I and the planning of the Regional Reception
- Conduct monthly Executive Board conference call

May

- Continue preparation for the ACUHO-I ACE conference
- Review ACUHO-I comps for President and President-Elect and ensure travel is booked appropriately.
- Write the SEAHO Report article for June 1 deadline
- Work with President-Elect to plan SEAHO reception for ACE - reserve room, order food, invite SEAHO members and guests, and prepare brief welcome remarks.
- Conduct monthly Executive Board conference call

June

- Finalize plans for ACUHO-I:
 - Attendance at the Regional Presidents meeting
 - ACUHO-I Regional Reception- note special guests, plan brief remarks, confirm catering order
 - Other SEAHO business to be conducted at ACE

July

- Attend ACUHO-I ACE (may be in late June)
- Participate in ACUHO-I Regional President's meeting at ACE
- On-going communication with Governing Council about SEAHO business
- Host reception at ACUHO-I with SEAHO President-Elect
- Conduct monthly Executive Board conference call

August

- Send out an email to remind Governing Council members about the upcoming Mid-Year meeting (begin work on details such as agenda, proposals, copies, etc.)
- Conduct monthly Executive Board conference call

September

- Begin to develop agenda for Mid-Year Meeting
- Write the SEAHO Report article for the mid-September deadline

- Participate in ACUHO-I regional Presidents' phone calls as scheduled
- Appoint individuals to the Nominations and Elections Committee
- Conduct monthly Executive Board conference call

October / November (Mid-Year Meeting)

- Pull together Constitutional amendment proposals; if time permits send them to Governing Council through email for review before the Mid-Year meeting
- Run Mid-Year meeting at the host site
- Conduct monthly Executive Board conference call
- Discuss with Program Chair the need for a committed slot to cover upcoming Business Meeting items for consideration by the membership (e.g. constitutional changes, budgetary changes, etc.)

December

- Invite the ACUHO-I Exec Representative, ACUHO-I Foundation Representative, and other guests to the annual conference. Outline speaking needs and options to address members.
- Submit the list of Special Guests attending the annual conference to the Conference Coordinator. Arrange hotel and registration as appropriate (ACUHO-I representatives, SAACURH Director reference the Regional Hosting Manual)
- According to the Host Committee deadline, prepare written items to be included in conference materials (welcome letter, meal agendas, etc.)
- Conduct monthly Executive Board conference call

January

- According to the stated deadline from the Conference Coordinator, submit agendas for each meal and the business meeting
- Ensure that the business meeting agenda and supporting materials are sent to SHOs at least 3 weeks before the conference. Encourage non-attending SHOs to name a delegate to represent their campus at the Business Meeting.
- Participate in ACUHO-I regional President's phone calls as scheduled
- Ensure that Past-President has uploaded the candidate slate to the website no less than 3 weeks before pre-conference.
- Write the SEAHO Report article for the January deadline
- Conduct monthly Executive Board conference call

February

- Email Governing Council Members about the GC Meeting scheduled just before the conference
- Finalize meal agendas to include speakers
- Conduct the Governing Council meeting before the conference start.
- Appoint a parliamentarian to preside at the business meeting
- Preparation and coordination of program sessions to discuss business meeting agenda items, as needed.
- Prepare for and conduct the annual SEAHO business meeting
- Prepare to Chair Nominations and Elections Committee meeting as Past President
- Conduct monthly Executive Board conference call
- Forward the following to the Archivist for historical purposes and preservation:
 - ✓ Resolutions of Appreciation
 - ✓ Signed copy of the ACUHO-I Affiliation Statement
 - ✓ Any items of historical significance (proposals, changes made during your term, photographs of note)
- Organize seaho.org e-mail and Google Drive documents and complete the transitional checklist.

PRESIDENT-ELECT

The President-Elect shall preside at all Association functions in the absence of the President; serve as the chairperson of the Awards and Recognition Committee; and perform other duties and responsibilities as assigned by either the President or the Governing Council. The President-Elect shall be elected at the annual conference for a three-year commitment of service, which includes one year in each of the offices of the President-Elect, President, and Past President. Shall serve on the SEAHO Budget Review Committee.

February

- Familiarize self with upcoming duties and responsibilities
- Read the online Leadership Manual including a review of the Ten-Year Planning Calendar and make plans and adjustments as needed.

March

- Familiarize self with upcoming duties and responsibilities
- Read the online Leadership Manual
- ACUHO-I provides SEAHO with the STARS College financial needs list.
- Begin to identify members of the Awards and Recognition Committee
- ACUHO-I provides an NHTI scholarship needs list for prioritization.
- Participate in ACUHO-I regional Presidents' phone calls as scheduled

April

- Submit Awards and Recognition Committee report to the Director of Committees
- Participate in ACUHO-I regional Presidents' phone calls as scheduled
- Assist President in planning SEAHO Summer Executive Board Meeting
- Plan Regional Reception for ACE with ACUHO-I Central Office Representative

May

- Plan to attend the ACUHO-I Regional Presidents meeting at ACE
- Plan to attend SEAHO Summer Executive Board Meeting
- Participate in ACUHO-I regional Presidents' phone calls as scheduled

June/July

- Attend the ACUHO-I Regional President's meeting at ACE
- Submit a request for payment for ACE Regional Reception
- Submit a request for payment for the NHTI scholarship to ACUHO-I Central Office
- Process reimbursements for STARS Scholarships

August

- Update Award nomination forms and Conference Fee Waiver Scholarship application and distribute information to Governing Council members and for the upcoming *SEAHO Report*; ask State Representatives to share this information in their respective states
- Work with Marketing and Organizational Promotions Committee Chair to update Involvement form; submit to *SEAHO Report* (for mid-September deadline) and to Web Manager to post on SEAHO Website
- Compile a list of potential Committee/Task Force chairs and liaisons; discuss the list with President, Past President, the two Directors, and current chairs (if outgoing). Make sure the chair select is in place for the mid-year meeting.
- Forward the following items to the Archivist for historical purposes and preservations: STARS College Scholarship recipients and NHTI Scholarship recipients
- Participate in ACUHO-I regional Presidents' phone calls as scheduled

September

- Work with the Web Manager to update online SEAHO awards nomination forms and Scholarship applications
- Encourage members of Governing Council, State Reps, and Committee/Task Force Chairs and liaisons to nominate and publicize awards.
- Participate in ACUHO-I regional Presidents' phone calls as scheduled

- Select the deadline for Award Nominations for early December
- Participate in ACUHO-I regional Presidents' phone calls as scheduled

October / November (Mid-Year Meeting)

- Submit the Awards and Recognition Committee report to the Director of Committees before Mid Year meeting
- Continue to publicize and solicit SEAHO Awards nominations and scholarship applications
- Begin working with the outgoing Director position to plan Governing Council training to occur at the annual conference
- Work with the Director of Committees to finalize committee structures for the upcoming year by appointing or reappointing Chairs
- Solicit resolutions of appreciation from Governing Council during mid-year meeting
- Participate in ACUHO-I regional Presidents' phone calls as scheduled

December

- Continue to publicize SEAHO Awards and Scholarship processes and encourage nominations and applications; use State Reps to help with publicity
- Work with Director of State Reps to email SHOs to solicit names of SEAHO Service Awards
- Continue working with the outgoing Director of Committees to plan Governing Council training at the annual conference.
- Ask State Representatives to publicize SEAHO (non-conference) involvement possibilities for the coming year and publicize the Involvement form posted on the website
- The deadline for award nominations is set for early December
- Work with designees to draft language for resolutions of appreciation
- Participate in ACUHO-I regional Presidents' phone calls as scheduled

January

- Continue to email SHOs to solicit names of SEAHO Service Awards
- Make final selections for award recipients with the Awards and Recognitions Committee; make arrangements for plaques or certificates as specified in the Awards and Recognition section of this manual
- Notify Conference Fee waiver recipients and communicate with the conference registration chair so that recipients are registered at no cost.
- Continue urging publicity and support for SEAHO volunteers through the online involvement form and encourage attendance at the involvement fair.

- Begin finalizing Committee/Task Force Chairs for the upcoming year (new and returning); make contact to confirm interest and ability to serve
- Participate in ACUHO-I regional Presidents' phone calls as scheduled
- Add STARS scholarship information to SEAHO Website and update the online application
- Finalize Awards Presentation information for Annual Conference Event, and ensure that all winners receive copies of their nomination letters.
- Ensure resolutions of appreciation are included on the agenda to be voted on at Governing Council meeting
- Have resolutions of appreciation pre-printed and framed
- Participate in ACUHO-I regional Presidents' phone calls as scheduled

February

- Finalize Committee/Task Force Chair and liaison appointments; email them to inform them of the need to
- Attend Involvement Fair
- Conduct Committee meetings during Committee meeting time slots
- Attend the Committee Chair training scheduled for the day before the conference begins
- Attend the incoming Governing Council meeting scheduled for the last morning of the conference
- Lead meeting of incoming Governing Council at the conference
- Ensure that all award plaques and presenters are ready for presentation
- Prepare SEAHO Service Awards certificates for the State Representatives to present at state meetings
- At the annual conference inform the newly elected President-Elect and Director to attend Involvement Fair and incoming Governing Council meeting; inform the newly elected President-Elect to run the Awards & Recognition Committee meeting
- Following the annual conference, work with Past President to ensure that Constitutional amendments and changes to the Leadership Manual are sent to Web Manager; inform Governing Council members that the updated version is now posted
- Publicize STARS scholarships via SEAHO Report, e-mail, and social media
- Forward the following items to the Archivist for historical purposes and preservation:
 - ✓ Conference Fee Waiver Recipients
 - ✓ SEAHO Service Award Winners
 - ✓ Full list of Annual conference award winners

- Begin making plans for Summer Executive Board Meeting (usually in May or June, before ACUHO-I ACE).
- Organize seaho.org e-mail and Google Drive documents and complete the transitional checklist.
- Participate in ACUHO-I regional Presidents' phone calls as scheduled.

PAST PRESIDENT

The immediate Past President shall serve as an advisor to the Governing Council and the President; serve as chairperson of the Nominations and Election Committee; manage changes to the constitution, by-laws, and Leadership Manual; and perform other duties and responsibilities as assigned by either the President or the Governing Council. Shall serve on the SEAHO Budget Review Committee and Reserve Fund Committee. Following their Presidency role, they will serve the position of Past-President and Nominations and Elections Committee chair.

February

- Send thank you letters to past year's Governing Council
- When necessary, work with the Web Manager to make changes to Constitution based on amendments passed at the annual Business meeting
- Review Ten-Year Planning Calendar and make plans and adjustments as needed.

March

- Send thank you letters to past year's Governing Council
- When necessary, work with the Web Manager to make changes to Constitution based on amendments passed at the annual Business meeting
- Communicate James C. Grimm New Professional Award Winner to ACUHO-I
- Re-connect with "Strategic Cohort" and "New/Advancing Professional" recipients to review the "package" to the winner to confirm that they can attend the ACUHO-I Conference.
- Communicate "Strategic Cohort" and "New/Advancing Professional" recipients to ACUHO-I
- Begin to identify members of the Nominations and Elections Committee
- Begin updating the Leadership Manual – this will take all year with the expectation that a revised version is posted on the web before the annual conference in February; coordinate plans with the Director of Communications. Add the following year to the ten-year planning document to ensure that does not occur annually are accounted for.

April

- Continue updating Leadership Manual
- Submit Nominations and Elections Committee report to the Director of Committees

May

- Set a deadline for officer nominations for early October
- With the Nominations and Elections Committee, begin soliciting nominations by contacting Governing Council, State Representatives, Committee/Task Force Chairs, and SHOs
- Contact Nominations and Elections Committee members to review duties and timeline

Summer

- Continue to solicit nominees for all officer positions open for election (early October due date)
- Continue updates to Leadership Manual
- Complete annual editing tasks for ten-year planning document in Leadership Manual --
 - Double-check projections moving forward. On rare occasions, a position will vacate early and the election/appointment schedule must be adjusted.
 - Assess for necessary additions to keep the business of the association proceeding smoothly.
 - Add on the next year, ensuring that the document is always a ten-year snapshot.

September

- Continue to solicit nominees for all officer positions open for election (early October due date)
- Continue updating Constitution and Leadership Manual. In preparation for the Mid-Year meeting, identify any items that require Exec or full GC discussion to resolve.
- Send names of Nominations and Elections Committee to President for the formal appointment process.
- Prepare a submission for the *SEAHO Report* publicizing the upcoming elections along with positions to be selected, the nomination process, form, and deadline

October / November (Mid-Year Meeting)

- Submit Nominations and Elections Committee report to the Director of Committees before the Mid-Year meeting
- Maintain the goal of having all names that are suggested for the slate to be received by 11/15.
- Arrange a call or calls(s) for the committee. Have members of the Nominations and Elections Committee rank order the nominees; contact nominees in rank order to identify 3 candidates for each open position
- Have candidates who agree to run submit candidate statements and electronic digital photographs to be published in the *SEAHO Report* and website before the annual conference. Candidates must also submit a note of support from their Senior Housing Officer – for file, not for publication.
- Continue updating Leadership Manual

January

- Finalize updates to Leadership Manual
- Plan voting process for elections
- Share the slate with candidates before publication to the membership
- Ensure that nomination slates are uploaded to the SEAHO website no fewer than 3 weeks before the start of the annual conference
- Send candidate statements and photos to the conference team and SEAHO Report Editor for marketing, publications, and Guidebook.

February

- Prepare voting process for constitution and elections in coordination with the Director of Communications, ex-officio voting member (if applicable), and Secretary.
- Ensure that a revised copy of the Leadership Manual is posted on the website before the annual conference
- Ensure that a revised copy of the Constitution is posted to the website after approval at the Business Meeting.
- Forward the following items to the Archivist for historical purposes and preservation:
 - ✓ Updated Constitution after Business Meeting
 - ✓ Updated Leadership Manual
 - ✓ Elections Slate and candidate statements

SECRETARY

The Secretary shall serve as the official correspondent and record-keeper for the Association; shall record and distribute minutes from all official Executive Board and Governing Council meetings, including conference calls, and perform other duties and responsibilities as assigned by either the President or the Governing Council. The Secretary is elected for a two-year term.

March

- Complete Governing Council and annual business meeting minutes; forward to Governing Council members when completed
- Collaboration between the Secretary, Director of Communications, and Web Manager to ensure that:
 - All GC members have been successful in connecting to seaho.org e-mail addresses and documents.
 - The correct GC roster is up on seaho.org (and continually update throughout the year based on any changes)
 - Prepare abridged minutes from the annual conference business meeting and submit them for publication in SEAHQ Report and for posting on the website

April

- Take notes at the monthly executive board meeting and submit them to the President, President-Elect, and Past President for review

May

- Take notes at the monthly executive board meeting and submit them to the President, President-Elect, and Past President for review

June

- Attend Summer Executive Board Meeting, creating minutes as needed.

July

- Take notes at the monthly executive board meeting and submit them to the President, President-Elect, and Past President for review

August

- Take notes at the monthly executive board meeting and submit them to the President, President-Elect, and Past President for review

September

- Take notes at the monthly executive board meeting and submit them to the President, President-Elect, and Past President for review

October

- Attend meetings and compile minutes from Mid-Year meeting
- Send out minutes of the Mid-Year meeting and submit an article for *SEAHO Report* summarizing the meeting

November

- Take notes at the monthly executive board meeting and submit them to the President, President-Elect, and Past President for review

December

- Take notes at the monthly executive board meeting and submit them to the President, President-Elect, and Past President for review

January

- Take notes at the monthly executive board meeting and submit them to the President, President-Elect, and Past President for review
- Prepare voting delegate sign-in sheets for the annual business meeting

February

- Prepare roster for the Governing Council Meeting at the annual conference
- Take minutes at the Governing Council meeting before the conference
- Take minutes at the business meeting and incoming Governing Council meeting
- The Secretary should work in tandem with the archivist to ensure that appropriate documents are preserved and SEAHO's historical artifacts are maintained
- Forward the following items to the Archivist for historical purposes and preservation:
 - ✓ Mid-Year Meeting Minutes
 - ✓ Minutes from GC meeting at Conference
 - ✓ Minutes from New GC Meeting at Conference
 - ✓ Minutes from Annual Business Meeting at Conference
 - ✓ Executive Summary of Summer Exec Board Meeting (not for the public, for historical tracking)
 - ✓ Leadership Roster at Mid-Year
 - ✓ Leadership Roster at Conference
- Organize seaho.org e-mail and Google Drive documents and complete the transitional checklist.

TREASURER

The Treasurer shall serve as the custodian of all association funds and disbursements; maintain all association funds in U.S. Government-insured accounts; maintain a fidelity bond at least equal to the highest balance of association funds during the previous year; maintain careful and sufficient records to account for all association funds and make such records available to any member or officer of the Association upon request; serve as an ex-officio member of the Reserve Fund Committee; serve as official SEAHO signatory on all contracts; and perform other duties and responsibilities as assigned by either the President or the Governing Council. The Treasurer is elected for a three-year term. The first year of the term will be as Treasurer-Elect shadowing the current treasurer. Shall serve on the SEAHO Budget Review Committee.

March

- Review annual SEAHO annual conference budget for the upcoming year
- Secure conference site insurance

May

- Fidelity Bond due
- Ensure all RELI registrations have been paid.
- File IRS forms by June 15th

June

- Close out SEAHO annual conference budget
- Provide President with the paperwork required by ACUHO-I per the Affiliation Agreement (see External Relationship section of this manual).
- Taxes are due no later than the 15th

Summer

- Attend Summer Executive Board Meeting
- Send out budget requests to Exec Board and Committee chairs

September

- Review SEAHO Report expenses
- Close out the RELI budget for the year
- Budget requests due
- Work with the Director of Committees to begin review of budget proposals from Committee/Task Force Chairs and liaisons
- Prepare for Budget Review Committee at Mid-Year Meeting

October / November (Mid-Year Meeting)

- Prepare Treasurer's Report to date for Mid-Year Meeting
- Give Treasurer's report at Mid-Year meeting
- Facilitate the creation of an administrative fund budget for the next fiscal year

- Consult with the conference coordinator (for the conference 2 years out) to review potential budget
- The final report of the SEAHO annual conference must be submitted by Conference Coordinator along with the financial report (to be filed in March for taxes)

December

January

- File taxes with the accountant (if applicable)
- Prepare Annual Treasurer's Report for the annual business meeting
- Provide a report for distribution before the business meeting
- Close fiscal year January 31
- Prepare end-of-fiscal-year financial report for tax filing and to be distributed at annual conference Business Meeting

February

- Provide SEAHO Financial Report at the annual business meeting
- Meet with next year's conference host chair(s) to review developing the budget
- Forward the following items to the Archivist for historical purposes and preservation:
 - ✓ Budget as approved at Annual Business Meeting
 - ✓ Tax and Audit documents
- Organize seaho.org e-mail and Google Drive documents and complete the transitional checklist.
- Open a new fiscal year, transfer funds appropriately
- Begin work on taxes to be filed by June 15th.

DIRECTOR OF COMMITTEES

As noted in the SEAHO Constitution, the Director of Committees is elected for a two-year term and will work with those committees, which are not overseen by another member of the Executive Board. The Director of Committees shall perform duties and responsibilities as assigned by either the President or the Governing Council. Shall serve on the SEAHO Budget Review Committee.

RESPONSIBILITIES

The Director of the Committee serves as the liaison between the Governing Council and the assigned committees.

- Assigned committees that report to the Director of Committees include: Career Support Services; Corporate Partners; Diversity, Equity, and Inclusion; Educational Programs; Engagement and Outreach; and Conference Program Committee.

- Other Committees with which the Director of Committees may communicate for a certain business, e.g. reports, membership, and budget, are the Awards and Recognition and Nominations Committee.
- Assist Committee Chairs with composing committees whose memberships reflect the diversity of SEAHO. All Committees should aim to have representatives from each of the ten SEAHO states.
- Ensure receipt of Committee Reports from each Committee Chair at appropriate times throughout the year. Committee reports are due before and shortly after SEAHO's annual conference, the Executive Board meeting in late-spring/early-summer, and before the Midyear meeting.
- Inform Committee Chairs of the expectation that they assist the SEAHO Governing Council in communicating and publicizing the values, strategic plan, and events of SEAHO. Monthly one-on-one calls with each committee chair and quarterly conference calls or video meetings are recommended to keep the Committee Chairs engaged and informed.
- Works with the Past President to plan training for the new Governing Council at or just after the Annual Conference.
- Organize the Chair-Select process each Fall (October - December timeline) to ensure each committee has a new chairperson identified to shadow the current chair for a year before taking on the role of Chair at the annual conference the following year. Work with the Director of Communications to ensure the Chair-Select process occurs with committees that fall under the Director of Committees and Director of Communications.
- Maintains and organizes the shared drive for the Director of Committees for perpetuity. This includes using the established email to communicate on official SEAHO business, as much as possible. Ensuring a transition of the Director of Committee identity and resources when a new member is elected into the position.
- Send the information of members, submitted via SEAHO Involvement forms, to the appropriate Committee Chairs and encourage the chairs to reach out to interested members about potential involvement in the committee.

March

- Make contact with Committee Chairs to finalize committee membership, set goals, and discuss the monthly/yearly expectations for the upcoming year.
- Provide dates for submission of committee reports (about SEAHO meetings), using the form posted on the website/shared on the Director of Committees web identity.
- Forward any documents to the Archivist, as requested, for historical purposes and preservation.
- Communicate the dates for submission of committee updates and articles to the spring issue of the SEAHO Report.
- Communicate the date of submission for the post-conference committee report.

- Work with the Corporate Partners committee and Program committee to identify Chair-Selects for the year.

April

- Contact Committee Chairs to follow-up on post-conference business, e.g. transition from the previous chair, questions about committee report, questions about budget for the year, committee membership, committee goals, etc.
- Obtain committee reports from Chairs and disseminate relevant information to the applicable member of the Executive Board or Governing Council. Submit forms to Archivist for historical purposes.
- Communicate the date of submission for the Executive Board Meeting committee report.

Summer

- Maintain contact with Committee Chairs; assist as needed to keep them on track. Encourage the work towards goals during the summer months to establish leadership in the committee and familiarity with committee members. It is encouraged that the Director of Committees speaks personally with each Chair before the summer Executive Board Meeting.
- Attend Summer Executive Board Meeting. Disseminate relevant information from the most recent round of committee reports, and share committee reports with Archivist.
- Communicate the date for submission of committee updates and articles to the summer issue of the SEAHO Report.
- Continue work with President to identify and discuss potential Chair-Select for each Committee (other than Corporate Partners and Program committees) for the upcoming year.

September

- Reach out to Committee Chairs to share the information necessary to get the Chair, committees, Governing Council, Executive Board, and Host Committee prepared to conduct business at the Mid-Year Meeting. This can include:
 - Sending the Mid-Year committee report template with a submission date.
 - Sending the Annual Budget request form with a submission date and contact information for the SEAHO Treasurer (and potentially Conference Coordinator).
 - Sending the Chair-Select form along with a submission date.
 - Communicating the date of submission of committee updates and articles to the fall issue of the SEAHO Report.

- Arranging a time for the Director of Committees and each Committee Chair to communicate individually about the business each is responsible for during the month.
- Ensure receipt of committee reports submitted by the Chairs before the Mid-Year meeting. Disseminate any relevant information to the appropriate Executive Board or Governing Council member(s). Share committee reports with Archivist.
- Ensure receipt of Budget Proposals from all Committee Chairs, review budgets, and follow up with Chairs on any questions.
- Work with Treasurer before the Mid-Year meeting to begin the review of budget proposals from Committee Chairs.

October / November (Mid-Year Meeting)

- Work with Treasurer to prepare Budget Proposals for the Budget Review Committee at Mid-Year Meeting.
- Prepare business and agenda items for discussion at Executive Board and Governing Council gatherings at the Mid-Year meeting.
- Communicate with the Host Committee/Conference Coordinator about any needs for the annual conference, e.g. Committee meeting space, involvement fair needs, etc.
- If rotating out of position, begin working with President to plan Governing Council training to occur at the annual conference.
- Open the committee chair-select applications in October with mid-late November deadline.

December

- Continue work with President-Elect to identify and discuss potential Chair-Selects for each Committee (other than Corporate Partners and Program committees) for the upcoming year.
- Submit proposed names for committee chair-select positions to Executive Board for review.
- Notify new chair-selects of appointment by mid-December.

January

- Communicate to Committee Chairs the submission date of the pre-conference committee reports and winter issue of the SEAHO Report.
- Continue working with President-Elect to identify Committee Chairs for the upcoming year, and update the Director of Committees and resources with information on Chair-Selects.

February

- Collect reports from Committee Chairs and prepare a report for Governing Council. Share committee reports with Archivist.
- Work with the Past President to conduct training of Committee/Task Force Chairs
- Organize seaho.org e-mail and Google Drive documents and complete the transitional checklist.

Annual Chair-Select Timeline

- October: Application Opens
- Mid-End of November: Application Deadline
- Early December: Names to Executive Board for review
- Mid-December: Notifications sent

	Functional Areas				Communication Function		Conference Function				
	Assessment & Research	Engagement & Involvement	Diversity, Equity, & Inclusion	Professional Development	SEAHO Report	Marketing	Career Support Services	Corporate Partners	Program	Awards	Nominations & Elections
Chair Select	Committee Participant	Committee Participant	Committee Participant	Committee Participant	Committee Participant	Committee Participant	Host Team Rep	Governing Council	Governing Council		
Chair	Governing Council	Governing Council	Governing Council	Governing Council	Governing Council	Governing Council	Governing Council	Host Team Rep	Host Team Rep	President-Elect	Past President
Past Chair						Host Team Rep					

SEAHO Annual Conference Responsibilities

- Supports Committee Chairs with Host Committee responsibilities.
 - Program Chair—program slating, program acceptances, program placement
 - Career Support Chair—placement

- Corporate Partner Chair—sponsorships, booth placements, corporate partner check-in
- Work with DEI Chair to propose a SEAHO Serves opportunity for the Presidential Trio to approve. Once approved, send this information to the Host Committee to put into Guidebook
- Work with DEI Chair on “spirit” days and get information to the Host Committee
- Work with DEI Committee on the DEI Social
- Work with Engagement and Outreach Committee chair on the Newcomers Meeting and Newcomers Social
- Work with Host Committee on Interest Fair
- Create Onboarding for Chair Selects

DIRECTOR OF COMMUNICATIONS

The Director of Communications is an elected position for a two-year term. The Director of Communications shall perform duties and responsibilities as assigned by either the President or the Governing Council. Shall serve on the SEAHO Budget Review Committee.

General Responsibilities:

- Committee Oversight and Support
 - Provide oversight of assigned committees, including the Marketing and Organizational Promotions, SEAHO Report, Assessment & Research Committee, and the Website Management Committee.
 - Oversight includes communicating business, reporting, membership, and budgeting.
 - Assist committee chairs with composing and sustaining members reflecting the association's diversity, including all states within the SEAHO region.
 - Ensure committee reports are submitted by the required deadlines throughout the year.
 - Establish and communicate expectations to the committee chairs, including the association’s mission, vision, values, and strategic plan.
 - Facilitate monthly one-on-one meetings with committee chairs to promote ongoing engagement.
 - Organize the Chair-Select process each Fall (October - December timeline) to ensure each committee has a new chairperson identified to shadow the current chair for a year before taking on the role of Chair at

the annual conference the following year. Work with the Director of Committees to ensure the Chair-Select process occurs with committees that fall under the Director of Committees and Director of Communications.

- Support other association committees to promote a standard and central association voice and standard use of the association's technology.
 - Support includes collaboration with the annual conference host committee, the RELI host committee, and other association business to sustain a centralized and standard association voice.
 - Work with Conference registration chairs to create the registration and application links on the backend of the website for RELI, SEAHO Mid-Year, and SEAHO Annual Conference
- Communications
 - Lead the creation and management of a robust communications plan.
 - Manage association communications including email, social media, and other communications mediums the association identifies.
 - Promote and manage association communication as identified by the SEAHO executive board.
 - Actualize the association's communications plan with assigned committees and association stakeholders. This includes promoting content creation, coaching content creators, copyediting, and managing the stakeholders to sustain a standard voice for the association.
 - Respond to association inquiries and respond with information including connecting inquiries with the correct association resources.
- Onboarding and Training
 - Collaborate with the past president and the executive board to train incoming Governing Council members on using SEAHO's assets including the website and Google Suite.
 - Share technology expectations with the incoming Governing Council related to the use of association resources to support committee work.
 - Support the transition of the incoming director of committees to promote association continuity.
 - Share onboarding guide for new Governing Council members with instructions for accessing the SEAHO website, updating their contact information, uploading reports, using association-based technology, and engaging with association communication mediums.

- Send basic information to each new Governing Council member with instructions for using the site, add his/her contact information, post reports, and vote on Governing Council activities and other related items.
- Asset and Information Management
 - Develop, sustain, and revise data management policies and systems for the association including collaboration with the archivist and safe to sustain official association record-keeping.
 - Serve as the liaison to the vendor maintaining the SEAHO website.
 - In collaboration with the State Representatives, maintain the SHO list.
 - In collaboration with the SEAHO executive board, develop and execute all technical contracts related to technology and communication with third-party vendors.
 - Identify and implement technical solutions for the operational benefit of SEAHO.
 - Work with association leadership ensures the website content is updated and featured appropriately. Including up-to-date and accurate association leadership information.
 - Provide regular updates to the SEAHO President and Executive Board on the status of all technology projects.
 - Participate in regular third-party vendor training to maximize the use of assets and information management.
 - Complete regular audits of the association's assets and information management.
 - Work with the secretary to manage contracts and payments of all association assets.
- Membership Engagement
 - Work to solicit SEAHO members to assist with the technology needs of SEAHO and identify members that assist with technical support.
- Association Governance
 - Attend Governing Council meetings as a voting member.
 - Submit annual budget requests in collaboration with the web manager to ensure all technology and training needs are planned for.
 - Assist with the annual online election process for SEAHO Executive Board members.

Action Items By Month

- **March**
 - After the election for this position:
 - Meet with the outgoing director of communications to transition administrative access to association assets.
 - Update vendor contact information with the new Director of Communications information.

- Review current contracts and determine any necessary actions associated with contracts.
 - Communicate any vendor price changes with the secretary and determine if anticipated charges are budgeted.
- Begin creating a communications plan by collaborating with the assigned committee chairs and the association's executive board.
- Schedule a meeting with the upcoming annual conference's conference coordinator to discuss the use of communication and technology.
- Make updates to the website as needed in collaboration with the web manager.
- Collaborate with the secretary and web manager to ensure:
 - Governing Council members are connected to their association email addresses, technology, and other association-related resources.
 - Verify association listservs are up-to-date and operational.
- Instruct the Governing Council to review the SEAHO website with their areas of responsibility and communicate errors, issues, challenges, and requested amendments.
- Identify the newsletter dates until this can be drafted into a communications plan.
- **April**
 - Schedule a meeting with the conference coordinator to discuss the use of communication and technology.
 - Provide training to the annual conference host committee's registration chairs to promote the creation of the SEAHO registration pages.
 - Continue editing the communications plan, and create a timeline for the Governing Council and Executive Board to create content for the communications plan.
- **Summer**
 - Attend Summer Executive Board Meeting.
 - Meet with the archivist and develop a plan to deliver and share association materials especially virtual and digital communication initiatives.
 - Schedule and attend check-in meetings with the RELI chairs and annual conference coordinator to support the use of technology.
 - Create a timeline and plan to confirm an up-to-date conference website with the necessary conference resources, including
 - Registration links for delegates and corporate partners
 - Programming access for program proposals
 - Updates to the SEAHO website, conference-related pages, and customer forms for registration.
 - Review technology assets (email suite) to determine upcoming needs, inactive accounts, and overall usage to meet association needs.
- **September**

- Confirm conference website and resources are prepared and ready for launch, including:
 - Registration links for delegates and corporate partners
 - Programming access for program proposals
 - Updates to the SEAHO website, conference-related pages, and customer forms for registration.
- Meet with RELI chairs to update the RELI website with the faculty application, attendee application, and institute information for attendees. Additionally, begin creating the RELI event registration page for participants.
- **October / November (Mid-Year Meeting)**
 - Attend the mid-year meeting and create updates to association assets in collaboration with committee chairs as necessary.
 - Work with the president-elect to post the awards nomination form, update the website, train the president-elect to access awards nomination information, and distribute information to the awards committee.
 - Open the committee chair-select applications in October with mid-late November deadline.
- **December/January**
 - Continue working with Conference Coordinator and Program Committee to address needs.
 - Submit proposed names for committee chair-select positions to Executive Board for review.
 - Notify new chair-selects of appointment by mid-December.
 - Send notes to those who have seaho.org accounts to encourage them to start early to organize seaho.org e-mail and Google Drive documents and complete a transitional checklist.
 - Work with the Past President to update the website with the upcoming election's slate information and share the website in the newsletter, annual conference website, and other necessary locations.
- **February**
 - Attend the annual conference.
 - Work with the Executive Board and Governing Council to determine the website's future needs.
 - Forward any documents, digital assets, etc. to the archivist for historical purposes and preservation.
 - Organize seaho.org e-mail and Google Drive documents and complete the transitional checklist.

DIRECTOR OF STATE REPRESENTATIVES

As noted in the SEAHO Constitution, the Director of State Representatives is elected for a two-year term and will work with all State Representatives. The Director of State Representatives shall perform duties and responsibilities as assigned by either the President or the Governing Council. Shall serve on the SEAHO Budget Review Committee.

RESPONSIBILITIES

The Director of State Representatives serves as the liaison between the Governing Council and the ten SEAHO State Representatives.

- Inform State Reps of SEAHO Report deadlines and expectations that they submit updates about their respective states.
- Ensure submission of Reports from each State Rep through the on-line form by October 1 and February 1 for Governing Council meetings held at the Mid-Year meeting and annual conference.
- Inform State Reps of the expectation that they assist the SEAHO Governing Council in communicating and publicizing events and activities of SEAHO.
- Inform State Reps of the expectation that they assist with the maintenance of SHO contact lists and updated listservs for their respective states.
- Inform State Reps of expectations related to their service on the Annual Conference Program Committee.
- Inform State Reps of the expectation that they encourage housing professionals in their respective states to get involved in SEAHO Committees and Task Forces. They should direct members to the Involvement Form posted on the website, the SEAHO President, or the Chair of the Membership Services Committee.
- Coordinate and facilitate the State Presidents' & State Representative Meetings at the Annual Conference.
- Hold monthly one-on-one Zoom calls/Conference Calls with State Representatives with each State Representative and monthly or bi-monthly conference calls or video meetings are recommended to keep the State Representatives engaged and informed.
- Take part in and complete any ongoing projects as part of the Executive Board.

March

- Make contact with State Representatives; develop goals for the upcoming year
- Provide dates for submission (before Mid-Year Meeting and annual Conference) of State Rep reports using the form posted on the website
- Forward any documents/jump drive materials/etc. to the archivist for historical purposes and preservation.
- Provide dates for submission of articles to the SEAHO Report
- Schedule Zoom calls/conference calls to be held monthly/bi-monthly or 1:1's as needed

April

- Contact State Representatives to offer assistance

Summer

- Maintain contact with State Reps and help as needed to keep them on track
- Attend Summer Executive Board Meeting

September

- Remind State Reps that reports are due October

October / November (Mid-Year Meeting)

- Ensure reports are submitted by all State Reps before the Mid-Year meeting
- If rotating out of position, to begin working with Past President to plan Governing Council training to occur at the annual conference
- Plan the State Rep meeting that will be held at the Mid-year meeting

December

- Work with State Reps to identify transition out of positions

January

- Remind State Reps to submit final reports before the upcoming GC meeting

February

- Review reports from State Reps and prepare a report for Governing Council
- Work with the Past President to conduct training of State Representatives and the Committee/Task Force Chairs
- Organize seaho.org e-mail, Google Drive documents and complete the transitional checklist.

SAGE

The Sage will be appointed jointly by the President and President-Elect for a two-year term. The Sage will provide support, guidance, organizational memory, historical perspective, and continuity to the Governing Council. The Sage will also oversee the work of the SEAHO Archivist; maintain the supply of SEAHO journals and pins to include annual recognition of both new members receiving a journal and departing members of the Governing Council receiving a service pin; and work with the Program Committee Chair to coordinate scheduling of SHO meetings during the annual conference. Attend Governing Council and Executive Board meetings as a non-voting member and serve in an ex-officio role on the SEAHO Budget Review Committee.

March

- Communicate with SEAHO Archivist to discuss materials that need to be archived from Annual Conference
- Forward any documents/jump drive materials/etc. to the archivist for historical purposes and preservation.

Summer

- Attend Summer Executive Board Meeting.

September

- Work with Archivist to collect names and contact information for all Past Presidents and send an email to them inquiring about their interest in attending the upcoming annual conference. Past Presidents who are retired and are no longer working actively in Housing & Residence Life, will have their conference registration waived. As a courtesy, they may also bring one guest under their waived registration.

October / November (Mid-Year Meeting)

- Liaison to Program Committee for SHO Program Planning
- Communicate with SEAHO Archivist to discuss materials that need to be archived from Mid-Year Meeting.
- Determine names of new and departing Governing Council members and present recognition for those individuals at the Mid-Year Meeting
- Coordinate past president event(s) with Conference Coordinator for the annual conference

January

- Determine names of new and departing Governing Council members and arrange for recognition at the Annual Conference.

February

- Attend the Annual SEAHO Conference
- Present recognition to new departing Governing Council members
- Forward the following items to the Archivist for historical purposes and preservation:
 - ✓ Names of individuals receiving their SEAHO Service Pin
- Will coordinate all recognition of outgoing committee chairs, state representatives, liaisons, volunteers, and officers.
- Organize seaho.org e-mail and Google Drive documents and complete the transitional checklist.

CONFERENCE COORDINATOR

The Conference Coordinator is appointed by the President and President-Elect. The Conference Coordinator is a non-voting member of the Governing Council. The position is appointed for a three-year term. As outlined in SEAHO's Regional Hosting Model, the Conference Coordinator is responsible for all functions of conference planning, except for conference location selection, for the year after they are appointed.

- The Conference Coordinator selection process is outlined in the Conference Hosting Manual. Criteria for selection will be based on years of service in Housing, conference hosting experience, and support from their Senior Housing Officer or Senior Student Affairs Officer.
- The Conference Coordinator will serve on the GC for a three-year term, serving the first year as Conference Coordinator-select, the second as Conference Coordinator, and the third year as Past Conference Coordinator.
- The Conference Coordinator will report to the President.
- The Conference Coordinator will give updates to the Executive Board in their monthly meetings.
- The Conference Coordinator will serve as a non-voting member of the Governing Council.
- Financial travel support will be provided to the Conference Coordinator, as needed.
- The Conference budget will be managed directly by the Conference Coordinator.

Conference Coordinators

- Select and coordinate all aspects of the Host Committee (i.e., Local Arrangements, Food & Beverage, Registration, Budget)
 - Note: Host Committee members cannot be concurrently serving on the SEAHO Governing Council.
- Incorporate Chairs of the following standing SEAHO committees into the Conference Host Committee: Marketing & Promotions, Corporate Partners, Program Committee
- Develop conference budget and manage conference account established by Treasurer
- Communicate with the Event Management Company about hotel site(s) & contract
- Coordinate Mid-Year Meeting
- Oversee the development of the Conference Schedule
- Work with SEAHO Treasurer to obtain conference insurance
- Liaison to SEAHO Executive Board and Governing Council, participating in monthly Exec Conference call
- Serve as primary contact for the conference to the site and hotel personnel from the planning stage through the conference itself

- Forward the following items to the Archivist for historical purposes and preservation:
 - ✓ Digital copy of the logo
 - ✓ 10 photos of your choice, with names noted where possible
 - ✓ Final Conference report
 - ✓ Documents containing materials uploaded to Guidebook
 - ✓ Conference Mug or another traditional give-away

Conference Coordinator-Select

- Observe the process of hosting a conference
- Begin preparations for the next year's conference
- Begin selecting Host Committee members, in coordination with the President & Executive Board
- Work with Executive Board and Event Management Company to select future sites

Past Conference Coordinator

- Prepare final report for the conference, including budget detail
- Provide guidance, support, and advice to Conference Coordinator
- Attend the Mid-Year Meeting and Governing Council meetings to present the final report
- Review and update the Conference Hosting Manual by the annual conference following your year as Conference Coordinator.

STATE REPRESENTATIVES

The SEAHO State Representative is a position of critical importance to the success of SEAHO. State Representatives report to the Director of State Representatives. Serving as both members of the Governing Council, SEAHO State Representatives are the core of the governing and services functions of the Association. Each state may require additional responsibilities or expectations for this position as long as the roles and responsibilities below are fulfilled. State Representatives have voting rights on the Governing Council.

RESPONSIBILITIES

- Serve as the primary liaison between SEAHO and the state housing officers. Communicate and publicize SEAHO events and activities to state membership with regularity over the course of the year, ideally every 4-6 weeks or more often as necessary.

- State Representatives will serve a two-year term. In the event that a State Rep is unable to fulfill their two-year term please contact the Director of State Representatives via email to advise.
- Attend all meetings, training and events that are requested of the Governing Council.
- Utilize a gmail account provided by SEAHO for all communication and document storage during the two-year term.
- Serve as a member of the SEAHO Governing Council in all its deliberation and decisions; with voting rights.
- Introduce yourself to the state membership via email within 30 days of election or appointment. Re-introduce in the month of March, following the annual SEAHO Conference.
- Take an active role in ensuring that each school has a current SHO contact and that information is correct.
- Write and submit semi-annual state transition reports for the Governing Council meeting due at the Mid-year Meeting and the Annual Conference.
- Attend annual conferences and Mid-year meetings.
 - As a member of the Governing Council, you are a voting member on constitutional amendments, SEAHO business and the direction of the organization.
 - Attend the Governing Council meeting prior to the start of the annual conference and the last day of the conference.
 - Attend business meetings and check in SHOs to the business meeting.
- Provide updates from SEAHO at your annual state conference.
- Solicit feedback from state constituents on issues, and cast a state vote in accordance with that feedback. Serve as the voice of state membership on all SEAHO-related business and services.
- Encourage volunteerism from state membership in SEAHO Committees and task forces.
- Solicit and/or promote the following:
 - Submissions for SEAHO Report
 - Ensure State Association Page on SEAHO Website is kept up-to-date, working with the webmaster/web team on any changes/edits.
 - Ensure that state conference “Best of” sessions are provided to the Program Chair on their request.
 - Recruit colleagues from state institutions previously inactive in SEAHO.
 - Conference State Meetings: Depending on the state, the SEAHO representative either plans and facilitates the State Meeting OR assists the State President in doing so.
 - Present SEAHO service awards at state meetings held during the annual conference. This may include mailing award certificates for award recipients that are not attending the conference.

- Participate in monthly/bi-monthly Zoom/Conference calls with the Director of State Representatives and other State Reps.

March

- Attend onboarding at the annual conference.
- Contact colleagues in state. Introduce (or re-introduce) self and advise colleagues of SEAHO's services and updates from the annual conference.
- Encourage members to begin considering submitting program proposals for the next SEAHO conference.
- Mail Service Award certificates to recipients who were unable to attend the annual conference, with a letter of congratulations.
- Forward any documents/jump drive materials/etc. to the archivist for historical purposes and preservation.

April

- Update state rosters and listserv; ensure web postings are current.
- Attend onboarding training meetings for State Reps.

May

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

June

- Call for Programs continues. Encourage proposals for Interest Sessions.

July

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

August

- "Invite" proposals on facilities, administration, technology, construction, and other underrepresented topics.

September

- Encourage program proposals.
- If it is an election year, explain the selection and tasks of SEAHO State Representative. Recruit candidates to run, especially candidates from HBCUs, small colleges, and other underrepresented institutions.
- Send a letter of invitation and encouragement to institutions in the state to get involved in SEAHO.
- Make preparations to attend the Mid-Year Meeting in October/November.
- Advise state colleagues of SEAHO nominations and elections procedures and positions coming open.

October / November (Mid-Year Meeting)

- Update the state SHO contact list and listserv.
- Attend SEAHO Mid-Year Meeting.
- Publicize SEAHO Awards and SEAHO Conference Fee Waiver Scholarship nomination and application process; encourage nominations and applications.
- Continue to encourage applications for SEAHO Awards and Conference Fee Waiver Scholarship by early December due date.

December

- Continue to encourage applications for SEAHO Awards and Conference Fee Waiver Scholarship by early December due date.
- Verify Best-of-State programs from state and provide information to Program Chair

January

- Begin to prepare a report of states' activities for submission to the Director of State Reps by February 1.

February

- Serve as program liaison during the conference.
- Attend Governing Council meetings. If your term is ending, ensure that the new State Rep knows about the incoming Governing Council meeting and expectation to attend it.
- Attend onboarding training, provided by the Director of State Representatives/Executive Board, at the start of new term.
- Distribute SEAHO Service Award certificates to those in attendance at State Meeting; mail certificates to recipients who were unable to attend conference and include letter of congratulation and explanation of award and SEAHO. If being replaced, ensure that this information is passed to the new State Rep and get them connected to the Director of State Reps
- Encourage housing professionals in respective states to get involved in SEAHO by completing the Involvement Form (available on the web or at the conference) or by contacting the SEAHO President or Chair of the Marketing and Organizational Promotions Committee.
- Organize seaho.org e-mail and Google Drive documents and complete transitional checklist.

COMMITTEES & TASK FORCES

The SEAHO Committee Chairs, Task Force Chairs, and liaisons are in a position of critical importance to the success of SEAHO. Serving as non-voting members of the Governing Council, these individuals serve in vital roles and perform important services for the Association. Each

has unique responsibilities and expectations. Application for open positions is communicated through the Forms section of the www.SEAHO.org website and/or emailed out to SEAHO members.

- Committee chairs generally serve a one-year term as Chair-select and a one-year term as Chair. On rare occasions, where a compelling reason exists to do so, a second year as Chair may be approved by the President.
- The President-Elect serves as Chair of the Awards and Recognition Committee and the Past President serves as Chair of the Nominations and Elections Committee. All other Committees are appointed by the President in consultation with the President-Elect.
- Committee/Task Force Chairs and liaisons report to their assigned Executive Board member and/or Host Committee.
- Committee/Task Force Chairs and liaisons are expected to recruit committee members reflecting the diversity of SEAHO institutions and membership (small, large, public, private, HBCUs, gender identity, SHOs, mid-managers, entry-level, graduate students, etc.). The Committee membership roster must be submitted to the Director for his or her approval and must be included in the reports.
- Committee/Task Force Chairs and liaisons are responsible for developing, with Committee members, goals, and objectives for the upcoming year.
- Committee/Task Force Chairs and liaisons are responsible for knowing the Committee charge as stated in the SEAHO Constitution and as described in this Leadership Manual.
- Committee/Task Force Chairs and liaisons are responsible for submitting reports to the Director. Submission dates for the reports will be provided by the Director and correspond with the major meetings of SEAHO and are as follows: before and after the annual SEAHO conference, before the Executive Board summer meeting, and before the Mid-Year meeting.
- Committee/Task Force Chairs and liaisons are responsible for attending Governing Council meetings.
- Committee/Task Force Chairs and liaisons are responsible for submitting updates, news, etc. for publication in the SEAHO Report and/or for posting on the SEAHO website. Attention should be paid to publication due dates.
- Committee/Task Force Chairs and liaisons are responsible for preparing and submitting budget proposals to their Director or the President and the Treasurer by October 1.
- Committee Chairs will help facilitate the identification and recommendation of Chair-Selects for their respective committee.
 - After the due date for the Chair-Select application, the Chair should help make a recommendation to the Director of Committees and President. The appointment of Chair-Select is made by the President.
 - The President should reach out by mid-December to the new Chair-Selects to offer the positions.

- Chair-Selects should work alongside the Committee Chair throughout the committee's annual business, to help ensure continuity and consistency of committee work and business.
- For committees whose Chairs serve as members of the Host Committee (e.g., Program and Corporate Partners) those applying for Chair-Select should explicitly understand the two-year commitment of the position.
- Committee/Task Force Chairs and liaisons are responsible for submitting to the Director any proposals or recommendations requiring decisions at Governing Council meetings.
- Committee/Task Force Chairs and liaisons should familiarize themselves with the SEAHO Monthly Calendar as noted in this Leadership Manual.
- Committee/Task Force Chairs and liaisons are expected to ensure their committee's page(s) on the SEAHO Website is kept up to date, working with the Web Manager /web team on any changes/edits.
- Committee/Task Force Chairs and liaisons are responsible for submitting reports as scheduled.
- In February of each year, Committee/Task Force Chairs and liaisons are responsible for forwarding any documents/jump drive materials/etc. to the archivist for historical purposes and preservation.
- Organize seaho.org e-mail and Google Drive documents and complete the transitional checklist.

Annual Chair-Select Timeline

- October: Application Opens
- Mid-End of November: Application Deadline
- Early December: Names to Executive Board for review
- Mid-December: Notifications sent

	Functional Areas				Communication Function		Conference Function				
	Assessment & Research	Engagement & Involvement	Diversity, Equity, & Inclusion	Professional Development	SEAHO Report	Marketing	Career Support Services	Corporate Partners	Program	Awards	Nominations & Elections
Chair Select	Committee Participant	Committee Participant	Committee Participant	Committee Participant	Committee Participant	Committee Participant	Host Team Rep	Governing Council	Governing Council		
Chair	Governing Council	Governing Council	Governing Council	Governing Council	Governing Council	Governing Council	Governing Council	Host Team Rep	Host Team Rep	President-Elect	Past President
Past Chair						Host Team Rep					

Committee tasks and responsibilities are detailed below:

ASSESSMENT AND RESEARCH COMMITTEE

The Assessment and Research Committee serves as a key stakeholder in gathering and disseminating the data collected to support the advancement and improvement of all SEAHO stakeholders. Committee members will work with the Chair and Co-Chair to maintain and standardize research. Some committee tasks include administering annual conference reports and disseminating results, assisting member institutions with specialized research projects, reviewing research grant proposals, and other needed assessment requests and projects. We will have "Project Leads" for the following projects: SEAHO Conference Report, RELI Conference Report, SEAHO Conference Planning (sessions and poster presentations), and Collaborative Assessment Projects.

The Chair and co-chair will lead and delegate responsibilities for article publications opportunities, SEAHO Institution research projects, and research grants

Committee Responsibilities

- Comprised of members and a chairperson appointed by the President.
- Chair attends Governing Council meetings as a non-voting member.
- Responsible for maintaining standardized research and information data related to the advancement and improvement of SEAHO and its members, including the annual conference evaluation, RELI evaluation, and other information.
- Provide a clearinghouse of current information/data.
- Administer the SEAHO Research Program (see Funding and Finance section).
- Assist member institutions with specialized research projects.
- Responsible for administering the annual conference evaluation, disseminating results, and maintaining collected data.
- Assess the need for research within the Association and recommend an appropriate mechanism for responding to these needs.
- Submit Committee Reports and budget proposals to the Director of Communications according to stated deadlines.
- Meet as a committee monthly

Timelines:

- Annual SEAHO Conference Report (Mid-February-April 7th)
- RELI Conference Report (Mid April-June 12th)
- Annual SEAHO Conference Planning (Mid-September)
- Collaborative Assessment Projects (Fall)
- Publish Assessment Articles (Fall/Spring)
- Special Projects (Year around)

AWARDS AND RECOGNITION COMMITTEE

- Will be composed of members appointed by the President and representing diversity as valued and outlined by the SEAHO values.
- Will be chaired by the President-Elect.
- Will conduct the nomination and selection process for association awards and recognition programs.
- Develop appropriate avenues for recognition based on service to SEAHO and the housing profession. Recommend new awards to the Governing Council for approval.
- Publicize and coordinate awards nomination and application processes.
- Publicize and coordinate the SEAHO Conference Fee Waiver Scholarship application, selection, and award process. Except for the SEAHO Report Feature Article of the Year Award, Corporate Partner of the Year, and the PEACE Award, select recipients of awards are to be given. Will coordinate with Corporate Partners to select the Corporate Partner of the Year Award.
- Chairperson will coordinate the preparation of award plaques to be presented at the annual conference.
- Chairperson will prepare SEAHO Service Award Certificates.
- Chairperson will notify SEAHO Conference Fee Waiver Scholarship recipients and will coordinate the reimbursement process with the SEAHO Treasurer.
- Chairperson will coordinate the SEAHO RELI, NHTI, and STARS Scholarship process, select recipients, notify recipients and coordinate the reimbursement/payment process with the SEAHO Treasurer.
- Chairperson will coordinate the Resolution of Appreciation process.
- Chairperson will assign specific individuals to present awards at the annual conference. The exact order and schedule will be determined by the SEAHO President.
- Submit Committee Report and budget proposal to the Treasurer according to the stated deadlines.

CAREER SUPPORT SERVICES COMMITTEE

The Career Support Service Committee is responsible for creating programs for SEAHO members to enhance career development. The committee provides year-round support through virtual mock interviews, resume reviews, and maintaining the SEAHO job board. The committee also works with the Conference Host Committee to provide resources at the SEAHO conference including: SEAHO Placement, professional headshots, in-person mock interviews, and resume reviews.

The Committee is made up of the following subcommittees:

- Placement: Plans placement for the next annual conference, communicates with employers and candidates participating in placement, and runs the logistics for placement at the conference.

- Mock Interview and Resume Review: provides opportunities and organizes volunteers to complete mock interviews and resume reviews both at the SEAHO conference and throughout the year.
- Social Media: Works in conjunction with the Marketing and Organizational Committee to promote the work of the Career Support Services Committee.
- Website: Works to operate the SEAHO website backend to set up systems for Placement, ongoing job postings, and maintaining the webpages that the Career Services committee oversees.
- Headshots: Plans and organizes

Committee Responsibilities

- Organize, plan, and run placement at the annual conference
- Facilitate mock interviews and resume reviews virtually throughout the year and in person at the annual conference
- Select a photographer for the annual conference and ensure that attendees have a way to receive their headshots.
 - Will be composed of Past Chair, Chair, and Chair Select and members appointed by the President.
 - Chair attends Governing Council meetings as a non-voting member.
 - Major program initiatives include annual placement, mock interviews and resume review services, and professional headshots.
 - In collaboration with the Marketing and Organizational Promotions Committee, maintain an active social media presence throughout the year.
 - Identify or develop programs to be offered at the Annual Conference and throughout the entire year on topics related to career advancement for housing professionals.

March - April

- Committee Chair
 - Develop relationships with new members of the committee and establish sub-committee chairs.
- Sub-committee chairs
 - Have the first meeting with your sub-committees. Develop plans for the year within your sub-committee.

May - July

- Committee Chair
 - Build committee buy-in, attend Governing Council meetings, communicate relevant information to sub-committee chairs, reach out to new member inquiries, and connect them with the appropriate sub-committee
- Sub-committee chairs

- Placement - begin planning with the host committee and attends the summer site visit. Create a timeline for communication, candidate and employer due dates, and the conference schedule.
- Mock Interviews and Resume review - create a plan for providing virtual mock interviews and resume review, develop a plan for virtual resources all year
- Website - work with placement to begin building placement site, updating dates, and monitoring job position postings
- Social media - work with the sub-committee chairs to develop a plan for the content they will need. Communicate with the Marketing and Organizational Promotions committee about the content timeline and needs.
- Headshots - submit a budget request with the host committee for a photographer

August - October

- Committee Chair
 - Attend Governing Council meetings, communicate relevant information to sub-committee chairs, reach out to new member inquiries, and connect them with the appropriate sub-committee
- Sub-committee chairs
 - Placement - build and schedule employer and candidate registrations, work with the host committee to plan the annual conference, work with MOP and social media chair to develop a communication plan for placement
 - Mock Interviews and Resume Review - provide ongoing support and professional development options for members of SEAHO through virtual resume review and mock interviews
 - Website - Update relevant information on the placement site, employer information page, and candidate information page, and assist in building candidate and employer registrations
 - Social media - work in collaboration with Marketing and Organizational Promotions committee and placement chair to develop a communication plan for placement
 - Headshots - select a photographer

November - December

- Committee Chair
 - Serve as a member of the Governing Council at midyear, attend Governing Council meetings, communicate relevant information to sub-committee chairs, reach out to new member inquiries, and connect them with the appropriate sub-committee
- Sub-committee chairs

- Placement- Attend midyear as a member of the host committee, open employer and candidate registration, support placement attendees, communicate with candidates and employers about deadlines
- Mock Interviews and Resume Review - provide ongoing support and professional development options for members of SEAHO through virtual resume review and mock interviews
- Website - monitor job postings, assist with the launch of placement registration
- Social media- implement a communication plan
- Headshot - Line up payment for a photographer with SEAHO treasurer

January - February

- **Committee Chair**
 - Attend Governing Council meetings, communicate relevant information to sub-committee chairs, reach out to new member inquiries and connect them with the appropriate sub-committee, support sub-committees as they prepare for the annual conference, schedule committee members for involvement fair, provide committee information for involvement fair
- **Sub-committee chairs**
 - Placement - Communicate with employers, candidates, and potential candidates, create placement layout, set schedules for employers, close employer placement registration and open employer waitlist, if necessary, create and manage interview scheduling platform, schedule committee volunteers
 - Mock Interviews and Resume Review - schedule committee support for in-person mock interviews and resume review at the annual conference
 - Website - assist in updating the placement pages on the SEAHO website, monitor job postings
 - Social media - implement a communication plan
 - Headshot - schedule committee support for professional headshots at the annual conference

Annual Conference

- **Committee Chair**
 - Attend Governing Council Meetings, assist with involvement fair, support each event run by the committee including placement, mock interview and resume reviews, and professional headshots
- **Subcommittee chairs**
 - Placement - work with committee members and volunteers to complete registration for all candidates and employers, oversee employer set-up, facilitate the event, and support attendees
 - Mock Interviews and Resume Review- provide in-person mock interviews and resume reviews at the annual conference

- Social Media - Collect content from placement, mock interview and resume review, and professional headshots
- Headshots - Ensure the photographer locates their assigned room and gets set up, organize volunteers to assist in taking attendees' information as they get a headshot, and ensure headshots are provided back to conference attendees

CONFERENCE PROGRAM COMMITTEE

The program committee has roughly 40 members that work annually to select the programs for the SEAHO conference. The committee is made up of a chair, chair-select, subcommittee leads, and general members. Typically, two people lead the smaller subcommittees. The program committee is also responsible for selecting a keynote and SEAHO-U theme, training presenters and moderators, and assessing the programs at the conference.

There is the larger program committee and then there are the select few (roughly 10) that are asked to attend the mid-year conference to assist in slating the programs and create the plan for the programmatic pieces of the SEAHO conference. Some of the smaller subcommittees change, but typically there are the following subcommittees:

- Keynote and faculty in residence
- Program evaluation
- Moderator and presenter development
- SEAHO-U
- Program slating.

The chair of the committee can change the subcommittees as they deem necessary.

The program committee is responsible for selecting and slating the approximately 70 programs for the annual SEAHO Conference. The committee is also responsible for orchestrating the SEAHO-U pre-conference, training the presenters and the moderators, and creating the overall program evaluation. The committee also selects the keynote speaker that delivers the keynote during the opening lunch. The committee assesses the program evaluation data and gives that feedback to the presenters. This data is also used to name a presentation “The Best of SEAHO” Award.

Committee Responsibilities

- Will consist of the committee chairperson, chairperson select, past chairperson, and other committee members; the Sage will serve as a liaison to the programming committee to ensure SHO participation/interest
- The chair will serve as a member of the Host Committee.
- Ideally, each state should be represented on the Program Committee.
- Will plan the annual conference program activities and coordinate their efforts with the annual conference host committee.

- Solicit, select, and evaluate the programs for the Annual Conference including major speakers, and interest sessions utilizing members of the Program Committee and State Representatives.
- Oversee the selection of Scholar-In-Residence selection process for the annual conference.
- Inform those who submit program proposals whether the program was accepted; provide submission feedback; confirm audio-visual needs.
- Consider ways to evaluate and enhance the program format of the conference.
- Coordinate program sessions with the Host Committee with attention given to room setups, A/V needs, major speakers, hospitality, evaluations, time slots, and other related issues.
- Chair attends Governing Council meetings, as a non-voting member. The President should share the meeting agendas with the Program Chair identifying times when the Chair's presence is needed in Governing Council.
- Submit Committee Reports and budget proposals according to stated deadlines.
- Submit the program proposal form to be posted on the SEAHO website.
- Forward a copy of program sessions as uploaded to Guidebook to the Archivist for historical purposes and preservation.
- Coordinate with other SEAHO Committees to ensure marketing efforts, educational programming efforts, and all initiatives best met the needs of the association.

March (after SEAHO Conference):

- The PC chair is responsible for leading the transition between one year and the next
- The PC chair distributes the program feedback to the presenters for that year
- The PC chair-select meets with the upcoming program committee
- The Committee is divided up into smaller subcommittees

April

- Help the chair select an appointment

May-August

- The Program Committee meets monthly to create a plan on how to increase program submissions.
- The PC and SEAHO-U create the theme and select speakers/presenters for SEAHO-U.
- Microsoft CMT is updated to accept programs for the upcoming year.
- Information is sent out to SEAHO, via social media and email, on how to submit program proposals and other important deadlines.
- The PC will host a session on how to submit a program proposal to increase interest and program submissions.
- The PC chair will work with MOP to create various marketing pieces about program submission for social media and the newsletter.

September

- The program committee meets monthly and the smaller subcommittees meet monthly to complete the majority of the work.
- The PC is divided up into program subject area review groups with content leads to organize the group.
- The PC reviews the program submissions with a rubric and the program submissions receive a score.
- The content leads will meet with their review groups to select the best programs from that subject area group.
- The chair and chair select will ask the PC who is interested in traveling to Mid-Year and make travel committee selections.
- The keynote speaker is selected and submits their contract. The program committee chair works with the treasurer for contract review and to get the check cut.

October & November (depending on the date of Mid-Year):

- At mid-year, the PC travel committee will review all of the program submission data and create a slate for the SEAHO conference.
- Those who submitted program proposals will be notified and asked to reconfirm that they will present. Programs that are selected as alternates and rejected are notified as well. Submission feedback is given to those that submitted presentations.

December:

- The PC evaluation subcommittee will create the evaluation for programs.
- The PC chair will reach out to alternates as presenters realize that they can no longer attend SEAHO.
- The PC chair will work with MOP to create marketing pieces about SEAHO-U and the keynote speaker.

January:

- The PC will meet and continue working to ensure that everything is set for the SEAHO Conference.

February/March:

- The PC chair will meet with the keynote speaker to ensure that they are prepared for the conference and all of their logistics are set.
- The PC will arrive on the Monday of the conference to get SEAHO-U set.
- The PC will prepare the moderators and encourage people to fill out the program evaluation.
- The chair will review the program evaluations to award the “Best of SEAHO” Award at SEAHO.

- The chair will complete a transition report for the upcoming program chair-select.

CORPORATE PARTNERS COMMITTEE

The corporate partners committee builds relationships with Corporate Partners, who support the mission of SEAHO. Through these partnerships, we help ensure the annual conference continues to be affordable. We also encourage SEAHO members to continue to grow these relationships with Corporate Partners outside of the annual conference.

Corporate Partners is led by a Chair and Chair Select. We have several subcommittees as well:

- Registration-focuses on the work at the annual conference with CP check-in and the exhibit hall
- Recruitment- works on outreach to CPs concerning the conference
- Presentation-develops the presentation we give at the annual conference and helps to orientate new attendees to the exhibit hall
- Sponsorships-each out to our attending CPs to gain extra support for the annual conference
- Assessment-collects feedback from CPs so we can continue to improve each year

Committee Responsibilities

- Will be composed of members, a chair-select, and a chairperson appointed by the President. Chair-select attends Governing Council meetings as a non-voting member.
- The chair will be responsible for assisting the Host Committee with the recruitment of Corporate Partners and sponsorships for the annual conference.
- Will be responsible for serving as a liaison between SEAHO and the Corporate Partners who support the Association's activities.
- Will be responsible for recognizing Corporate Partners at the annual conference.
- Will select the Corporate Partner of the Year award before the Annual Conference, in conjunction with the Awards and Recognition Committee.
- Will be responsible for coordinating the Corporate Partners conference evaluation form and compiling the information.
- Will be responsible for educating conference attendees and Corporate Partners concerning the use of the Corporate Partners Area.
- Will ensure committee members serve as active liaisons with the Corporate Partners at the conference and handle any concerns/complaints in an unbiased fashion.
- Will be responsible for communicating with Corporate Partners throughout the year.
- Will be responsible for keeping an overall listing of Corporate Partners about past, current, and prospective Corporate Partners.
- Will be responsible for working with the Executive Board, Governing Council, and the Host Committee, incorporating feedback from SEAHO Delegates and Corporate Partners to identify ways to enhance the engagement experience with Corporate Partners.

- Submit Committee Report and budget proposal to the Director of Committees or Conference Coordinator according to the stated deadlines.

DIVERSITY, EQUITY, AND INCLUSION COMMITTEE

The Diversity, Equity, and Inclusion committee is a network of professionals that are committed to creating an environment that supports and values the collective identity-based experiences of Housing professionals in the Southeastern region. The committee is charged with developing resources, providing advocacy, and supporting professionals and students to enhance the live-on residential experience. The committee consists of sub-committee work and some project-based initiatives for conference attendees. Sub-committees are created based on the needs and interests of membership each year. Chair-elect and Sub-committee chairs are identified in the Spring. The leadership team will be composed of the Chair, Chair-elect, and sub-committee chairs.

Committee Responsibilities

- Provide an inclusive and welcoming environment for conference attendees.
- For appreciating and celebrating the diversity of the members in our organization.
- Ensuring our organization provides opportunities to develop our collective DEI competencies
- Advocating for equitable practices in our infrastructure, programming, policies, and procedures.
- Will be composed of members and a chairperson appointed by the President.
- Chair attends Governing Council meetings as a non-voting member.
- Will be responsible for encouraging, creating, and promoting programs, which address issues of diversity, equity, and inclusion in the workforce, in residence halls, and college communities.
- Will review and make recommendations related to Association practices and the Annual Conference to address issues of diversity, equity, and inclusion.
- Assist the Elections and Nominations Committee in the identification of a diverse group of nominees for election; must be aware of the nominations deadline.
- Will review and select the recipient of the PEACE Award, in partnership with the Awards and Recognition Committee.
- Submit a conference program proposal addressing current issues related to the charge of the committee.
- Develop resources for housing professionals to address the needs of college campuses.
- Create specific programmatic and Maritzial opportunities for housing professionals to enhance their knowledge of diversity/multiculturalism/inclusion through the vehicles of programs, technology, and personal interactions.

- Submit Committee Reports and budget proposals to the Director of Committees according to stated deadlines.

March

- Meet with the leadership team including all your sub-committee chairs and chair-elect. Invite the Chair of Committees if their schedule permits.
- Chair-Elect will send out a Welcome email to new members and get them onboarded to any committees, projects, or initiatives they prefer in the membership engagement survey.
- Open committee meeting with the entire membership.
- Submit the next three months of Social Media posts to MOP Chair (May, June, July)

April

- The leadership team will meet with Chair-elect to get them up to speed, if possible.
- Chair-Elect will send out a Welcome email to new members and get them onboarded to any committees, projects, or initiatives they prefer in the membership engagement survey.

May

- The leadership team will meet to discuss updates on sub-committee work.
- Submit the next three months of social media posts to MOP Chair (August, September, October)
- Chair-Elect will send out a Welcome email to new members and get them onboarded to any committees, projects, or initiatives they prefer in the membership engagement survey.

June

- The leadership team will meet to discuss updates on sub-committee work.
- Work with Host Committee- Local Arrangements to identify a SEAHO Serves Project
- Chair-Elect will send out a Welcome email to new members and get them onboarded to any committees, projects, or initiatives they prefer in the membership engagement survey.
- Open committee meeting with the entire membership

July

- The leadership team will meet to discuss updates on sub-committee work.
- Assess the needs of your members to see how you can support their projects moving into the academic year and gauge continued involvement.
- Chair-Elect will send out a Welcome email to new members and get them onboarded to any committees, projects, or initiatives they prefer in the membership engagement survey.

August

- The leadership team will meet to discuss updates on sub-committee work.
- Submit the next three months of Social Media posts to MOP Chair (November, December, January)
- Chair-Elect will send out a Welcome email to new members and get them onboarded to any committees, projects, or initiatives they prefer in the membership engagement survey.

September

- Work with the leadership team to develop a Conference Plan which includes the DEI Mixer, Dine Out, HBCU/HSI Day, and finalized SEAHO Serves project
- Chair-Elect will send out a Welcome email to new members and get them onboarded to any committees, projects, or initiatives they prefer in the membership engagement survey.
- The committee will host a State of DEI Townhall

October

- The leadership team will meet to discuss updates on sub-committee work.
- Open committee meeting with the entire membership.
- Chair-Elect will send out a Welcome email to new members and get them onboarded to any committees, projects, or initiatives they prefer in the membership engagement survey.

November

- Submit the next three months of social media posts to the MOP Chair (February, March, April)
- Chair-Elect will send out a Welcome email to new members and get them onboarded to any committees, projects, or initiatives they prefer in the membership engagement survey.
- The leadership team will make modifications to the Membership Engagement survey.

December

- The leadership team will meet to discuss updates on sub-committee work.
- Create a yearly report of all events, projects, resources, and engagement opportunities.
- Send out a Membership Engagement survey to current members.
- Chair-Elect will send out a Welcome email to new members and get them onboarded to any committees, projects, or initiatives they prefer in the membership engagement survey.

January

- Send out a survey to the members of the committee to identify what the committee will need to focus on for that year.
- Chair-Elect will send out a Welcome email to new members and get them onboarded to any committees, projects, or initiatives they prefer in the membership engagement survey.
- The leadership team will identify 2-3 goals for the committee based on member feedback.
- A call to apply for sub-committee chairs will be sent to the current membership.

February

- The leadership team will review the sub-committee applications and reach out to folks who have been identified at the start of the conference.
- Chair-Elect will send out a Welcome email to new members and get them onboarded to any committees, projects, or initiatives they prefer in the membership engagement survey.
- Begin search/recruitment for DEI Chair-Elect for the following year.
- Connect your sub-committee chairs to SEAHO Committee chairs if there is an overlap in some of the work.

ENGAGEMENT AND OUTREACH COMMITTEE

This Committee supports Graduate Students, Entry Level Professionals, SEAHO Newcomers, Small Colleges & Universities, and Minority Serving Institutions through continued initiatives and outreach. The committee is also responsible for facilitating the SEAHO Next Mentoring Program, Newcomer Meeting, and Newcomer Social. In conjunction with the Awards and Recognition Chair, the Chair will also assist in the selection of the Graduate Student of the Year Award. The Chair also attends Governing Council meetings as a non-voting member.

The Engagement and Outreach Committee is broken down into the following subcommittees:

- Graduate Student Support
- Entry-Level Support
- SEAHO Next
- Small Colleges & Universities
- Minority Serving Institutions

Our committee is responsible for helping members find their place in the SEAHO region. The committee has multiple leadership opportunities over the 5 subcommittees. This committee also offers a large networking opportunity since we engage year-round with members of varying years of experience within the organization. The main focus of this committee has been to create outreach and support initiatives for specialized groups, as well as revamp the SEAHO Next mentorship program to be a year-round free-standing program open to both Graduate

Students and New Professionals to seek mentors within the region. This committee is also responsible for hosting multiple pieces at the SEAHO Annual conference including the Newcomer Meeting & Graduate Student Welcome, Newcomer Social, and the Newcomer Lounge.

Committee Responsibilities

- Will be composed of members and a chairperson appointed by the President. Chair attends Governing Council meetings as a non-voting member.
- Will be responsible for addressing graduate student issues and needs and facilitating graduate student involvement in the Association.
- Coordinate both formal and informal mentoring programs in which members can participate.
- In conjunction with the Awards and Recognition Chair, assist in the selection of the Graduate Student of the Year Award.
- Submit Committee/Task Force Reports and budget proposals to the Director of Committees according to stated deadlines.

March

- Have a Transition Meeting with all outgoing and incoming chairs and subcommittee chairs to ensure the proper hand off of information
- Host a Committee Meeting to welcome new membership after the Annual Conference
- Introduce the role of Chair Select and begin the selection process per the SEAHO timeline

April

- Conduct a SEAHO Next Check-in on Mentors and Mentees to ensure they are still following through with their expectations
- Host a Committee Meeting and set summer goals for the Sub Committees

Summer

- Continue to meet monthly with Committee to ensure Subcommittees are meeting their goals
- Work to obtain new rosters of Graduate Students in the region to begin communication once the School Year Begins
- Create a schedule of events for the year that is sent to the MOP Committee to be included on social media
- Host a SEAHO Next Social for all participants in the program to get to share their experiences

September

- Begin monthly 1-on-1s between the Chair and the Chair Select, and between the Chair and the Subcommittee Chairs.

- Meet monthly as a committee
- Begin advertising the SEAHO Next Program
- Host Socials for Grads and New Professionals in the SEAHO Region

October/November

- Meet Monthly as a Committee
- SEAHO Next Applications should be Due The first week of November
- SEAHO Next Pairings should go out before the end of November
- The chair will attend the SEAHO Mid-Year Meeting and set the needs for the Newcomer Meeting & Graduate Student Welcome, Newcomer Social, and the Newcomer Lounge

January

- Meet Monthly as a Committee
- Gather names of all Committee members who will be present at the Annual Conference to split up responsibilities
- Send out a list of SEAHO Next Mentor/Mentees along with expectations and timeline of the program

February

- Meet Monthly as a Committee
- Edit Presentation for the Newcomer Meeting & Graduate Student Welcome
- Prepare Chair Select to transition into the Chair role at the Annual Conference

MARKETING AND ORGANIZATIONAL PROMOTIONS (MOP) COMMITTEE

The MOP committee works to promote and market all of the great things occurring within SEAHO. This includes managing SEAHO social media accounts to promote engagement opportunities in our association, sharing the great work of other committees, engaging folx during conference season, and much more!

MOP works as a collective team to accomplish the various SEAHO tasks during the year. Committee members can take the lead on multiple projects (i.e., promoting RELI, marketing professional development opportunities, and so much more!). A chair-elect is selected in the fall semester and works with the Awards and Recognition committee to support the marketing needs for award nominations. Each committee chair may create subcommittees as necessary. The committee is responsible for the marketing and promotional needs of SEAHO. This ranges from promoting RELI, professional development opportunities, marketing awards, and branding SEAHO. The committee works in collaboration with the Director of Committees and the Director of Communication to support all communication SEAHO needs. MOP is not responsible for any annual conference marketing unless the host committee requests support.

Committee Responsibilities

- Will be composed of members, a Chair, and a Chair-select appointed by the President.
- The current Chair attends Governing Council meetings as a non-voting member.
- Responsible for new and non-active member outreach throughout the year.
- Maintain an active online presence for SEAHO through social media platforms throughout the year.
- Submit Committee Reports and budget proposal to the Director of Committees by the deadline.
- Support SEAHO Committees and State Reps by maintaining frequent contact and supporting individual Committee and state needs through updates and announcements to members on social media.
- Work collaboratively with the SEAHO Host Committee Marketing Chair to market the annual conference.

March

- Work with the Director of Committees to create updated committee goals.
- Because the committee will not have a meeting at SEAHO, you'll want to send out a doodle form to schedule a committee meeting based on who still wants to be on the committee and the new interest from potential members.
- Meet with your committee to discuss goals and ask for input

April - July

- Work with the committee to create:
- Content to post during the summer months (ideas could be about move-in, training, etc.)
- Use the photos and videos that we receive from the most recent SEAHO conference to put together posts that we can post throughout the summer months
- Reach out to the coming conference host team marketing chair to work on the timeline for the next annual conference (this is to help ensure that there are no conflicting posts)
- I recommend meeting once a month for 30 minutes (do not recommend a July or August meeting due to training/move-in)
- Work with the Director of Committees to select a chair-elect

August

- Meet with your chair-elect to discuss ways that they can support you and learn more about being chair

September - October

- Meet once a month with the committee
- Work with your committee:

- Determine any changes to the swag store
- You'll want to send any proposed changes to the Director of Committees
- Select an item that you want to use at SEAHO to promote the brand
- You'll want to send the quote and proof to the Director of Committees before purchasing (you can use a local vendor or reach out to the previous MOP chair for suggestions)
- Ask your chair-elect to reach out to the SEAHO President to see what needs they have around marketing awards for the upcoming conference
- You'll want to know what date they open, what date they close, where people can nominate, and what awards will be helpful to post about.
- The chair-elect will want to finish these in late October to send to the SEAHO President for any feedback
- You'll want to meet with your chair-elect and the next annual conference chair to discuss the next annual conference marketing and posting timeline

November

- Post about awards
- Attend Mid-Year
- Work with the next annual conference host team on what posts need to be made during mid-year
- Determine what swag item the committees want for the upcoming annual conference (to be used during tabling)

December-January

- After deciding on a swag item for committees, work to get a quote and proof to send to the Director of Committees before purchasing
- Connect with Treasurer to pay for Hootsuite and Canva account (the credit card information will need to be updated and they will need to know the cost)
- You'll want to mention this in a 1-1 with the Director of Committees in November as an FYI
- Work with the committee to finalize the posting and content-gathering schedule for the next annual conference
- Ask the committee to sign up to help table at SEAHO

February

- Create a new roster form (or edit the current one) and email current members to see if they are still interested in being on the committee
- As committee interest forms come in, email those potential members with more information about MOP and the roster form
- Meet with the current chair to transition pending items

NOMINATIONS AND ELECTIONS COMMITTEE

- Will be composed of a minimum of four members appointed by the President.
- Will be chaired by the Past President.
- Will be responsible for soliciting candidates for all available offices and for conducting the selection process by procedures established in the Association's Constitution and by-laws.
- Solicit candidates for all available elected offices. The slate of candidates should reflect the diverse membership in SEAHO to include the type and size of the institution, gender, ethnic background, and lifestyles.
- Set November 15th as the deadline for nominations to allow sufficient time to contact nominees to determine their interest in running. Once candidates are confirmed, obtain candidate statements and photos for inclusion in the SEAHO Report and for conference publications (due dates are usually in November and December).
- Conduct the election process per the Voting procedures outlined in the SEAHO Constitution and by-laws.
- Submit Committee Reports and budget proposals to the Director of Committees according to stated deadlines.

PROFESSIONAL DEVELOPMENT COMMITTEE

The professional development committee focuses on connecting with SEAHO membership around topics of professional development throughout the year outside of the annual conference. We focus on timely topics, case study, and other ways to engage. The purpose of this committee will be to provide development opportunities for different levels of staff (graduate students, entry-level, mid-level, senior housing officers, corporate partners, etc.) to increase efforts to engage SEAHO membership year-round. SEAHO All Year subcommittee will provide webinars or virtual roundtable discussions regarding various aspects as they relate to the housing profession with a special focus on emerging trends. The case study subcommittee will facilitate case study competition outside of the annual conference with winners being highlighted at the conference. The professional development committee has two subcommittees: SEAHO All Year and Case Study. SEAHO All-Year sessions should be quarterly, but the mode of delivery is up to the committee.

Committee Responsibilities

- Will be composed of members and led by a chairperson who was appointed by the President. Chairperson will serve as the Committee's representative on the Governing Council, as a non-voting member.
- The purpose of this committee will be to provide development opportunities for different levels of staff (graduate students, entry-level, mid-level, senior housing

officers, corporate partners, etc.) to increase efforts to engage SEAHO membership year-round.

- The committee will include three subcommittees: FreeForm Sessions, Association Resources, and Forecasting Team.
- FreeForm Sessions will provide webinars or virtual roundtable discussions regarding various aspects as they relate to the housing profession.
- Association Resources will work to provide direct connections to ACUHO-I resources and provide other professional development opportunities throughout the southeast, national, and global within and related to the housing profession.
- Forecasting Team will work collaboratively with the Research and Information Committee to highlight relevant events and emerging trends that could affect the SEAHO membership and publish that work within the SEAHO Report quarterly.

March

- Execute webinars planned by the previous committee. Highly recommend a SEAHO involvement webinar to introduce members to committees and other involvement opportunities.
- Receive sessions not selected for the annual conference from Program Chair to be considered for SEAHO All-Year Sessions.

April

- Execute SEAHO All-Year Sessions

May

- Execute SEAHO All-Year Sessions

June

- Summer hiatus

July

- Summer hiatus

August

- Create Fall SEAHO All Year schedule.

September

- Execute SEAHO All-Year Sessions

October

- Case study prompts completed and shared with the SEAHO Executive Board by mid-year. Execute SEAHO All-Year Sessions

November

- Advertise Case Study for participants and judges. Execute SEAHO All-Year Sessions

December

- Case study prompts were given to participants. Create SEAHO All Year Spring schedule through March.

January

- Case study judges score submissions; finalists are identified. Execute SEAHO All-Year Sessions

February

- Case study finalists present to judge panel; Winners announced at Annual Conference. Execute SEAHO All Year Sessions - Highly recommend a session about Annual Conference.

REGIONAL ENTRY LEVEL INSTITUTE (RELI)

SEAHO's RELI began in 2004 the institute has been integral in retaining and developing new professionals in the field of Student Housing. Similarly, to the Annual Conference, the planning, and operations for RELI require a collaborative approach. A planned and clear communications chain maintains a connection to and synergy with the larger Association's mission, vision, and values.

RELI Leadership Team (Regional Entry Level Institute)

- Will consist of two co-chairs, appointed by the President in alternating years.
- Attend Governing Council meetings as a non-voting member.
- Create an annual premiere professional development institute designed for housing professionals within their first three years of service.
- Design applicant recruitment and selection process with the goal of representation from all SEAHO states, as well as all individual and institution demographics.
- Coordinate recruitment & selection of faculty with the goal of representation across SEAHO states, as well as all individual and institution demographics. Faculty are expected to have at least 8 years of full-time post-graduate school experience and be currently employed at a SEAHO member school.
- Create a curriculum designed to support participants in their current positions, as well as to prepare and educate them on future skills/positions within Housing.
- Act as primary liaisons to the host campus
- Communicate with the SEAHO treasurer on the program budget
- RELI Co-chairs report to the President or the President-Elect, at the President's discretion.
- Annually select a new Co-chair to submit to the President as part of the chair-select approval process. Co-chairs are expected to have served as faculty for at least one year, though not necessarily the immediately previous RELI. Co-chairs are selected in October and serve a three-year total term wherein they attend RELI as an observer for the 1st year and then as a Co-chair for the following two institutes.
- Submit Committee Reports to SEAHO Leadership according to stated deadlines.
- Submit the full institute budget plan and rate proposal to the Treasurer by October 1st, allowing for funding conversation at the Mid-Year meeting.
- Maintain a RELI manual outlining all institute functions including, but not limited to: the history of RELI, proposal process/timeline to host RELI, host documents, sample schedules, task lists, budget material, faculty and participant information, and publicity.

- Annual submission of faculty and participant list, schedule, and curriculum, as well as the annual report to the Archivist for historical preservation.

RELI Host

- Appointed by the President for a three-year host term
- Coordinate and collaborate with RELI Co-Chairs to create a premier professional development institute
- Prepare and submit an annual budget proposal to the RELI Co-chairs, who will compile their information and forward it to the SEAHO Treasurer
- Provide appropriate transportation, housing, meals, and classroom facilities to support the institute
- Maintain constant on-site presence to assist with logistics and trouble-shooting during the institute.

RELI Steering Committee

- A collaborative annual touch-base, designed with the goals of
 - Providing support to the co-chairs
 - Educating key SEAHO leadership positions on RELI curriculum and operations
 - Connecting the RELI curriculum to the work of the Professional Development Committee
 - Review of funding needs
 - Meets once a year, at the Annual Conference
- Comprised of:
 - RELI Co-chairs
 - RELI Host
 - President
 - President-Elect
 - Past President
 - Treasurer
 - Director of Committees

SEAHO REPORT EDITORIAL BOARD

- Will be chaired by the *SEAHO Report* Editor.
- Will be responsible for publishing at least four on-line editions of the *SEAHO Report* each year.
- Selected by the *SEAHO Report* Editor(s) to assist with the publication of online versions of the *SEAHO Report*. Members of the Editorial Board may be selected from individuals at the same institution as the *SEAHO Report* Editor or from any member institution within the SEAHO Region at the discretion of the *SEAHO Report* Editor. The size and

responsibilities of the *SEAHO Report* Editorial Board are to be determined by the *SEAHO Report* Editor.

- Assist in the production of the *SEAHO Report* by the *SEAHO Report* Editorial Board.
- In coordination with the Awards and Recognition Committee Chair, will conduct the selection process for the *SEAHO Report* Feature Article of the Year Award presented at the annual conference (see Awards and Recognition section)
- Provide a digital copy of each issue to the Archivist for historical preservation
- *SEAHO Report* Editorial Policy
 - All members of SEAHO institutions are encouraged to submit articles for publication. Articles should be submitted using the seaho.org website in an editable format (Microsoft Word, etc.). Photographs or other graphics are welcomed and can be sent to the seahoreport@seaho.org email account if not included in the website-submitted article. Any questions should be referred to the *SEAHO Report* Editor or the Director of Communications. Material not received on time or not used due to space limitations will be considered for the next issue if still timely. Necessary editorial revisions will be made to ensure publication quality and to meet space requirements. Permission is granted to reproduce portions of the contents, but credit to the *SEAHO Report* is requested.
 - In general, *SEAHO Reports* should be published at least four times per year:
 - Fall semester
 - Winter term
 - Spring semester
 - Summer semester

WEBSITE MANAGEMENT COMMITTEE

- Composed of the Director of Communications, the SEAHO Website, the Web Manager, and several volunteer committee members.
- Manage the overall operation of the SEAHO Website. Train Website Management Committee members on how to perform tasks on the back end of the website.
- Hold regular (monthly) meetings to discuss the web site and the upcoming tasks on the annual calendar.
- Collaborate with the Director of Communications to submit an annual budget that includes the cost of YourMembership.com (or another website provider(s), the cost of the domain SEAHO.org, and any other costs the committee incurs.
- Communicate with YourMembership.com (or other website management company/companies).
- Provide annual website training session(s) for the Executive Board, State Representatives, and Committee Chairs.

- Coordinate with Host Committee Chairs and the following committees for annual conference needs:
 - Corporate Partners
 - Career Support Services
 - Programming
 - Marketing and Organizational Promotions
 - Professional Development
 - Approve all membership requests to the website daily.
 - Respond to all contact forms submitted to the website weekly.
 - Assist all committees with their goals and how the achievement of those goals may be eased with the use of website-based tools and functionality.

OTHER TASK FORCES, LIAISONS, OR SPECIALLY APPOINTED COMMITTEE CHAIRS

- Report directly to the SEAHO President or Executive Board member as directed.
- Submit Committee/Task Force Reports to President or Executive Board member as directed.
- Attend Governing Council meetings as a non-voting member.
- Submit Committee/Task Force Reports and budget proposal to the President or Executive Board member according to stated deadlines.

ARCHIVIST

The Archivist is an appointed position for no more than 10 years. The Archivist reports to the SEAHO Sage and acts as the official Historian for the Association.

- Provide appropriate care and maintenance for SEAHO's physical and digital historical artifacts.
- Ensure that the appropriate SEAHO documents are collected on an annual basis to add to the archives. These documents include, but are not limited to:

Category	What	Who's responsible for submitting
Conference		
	Digital copy of the logo	Conference Coordinator
	Program Book Materials as uploaded to Guidebook	Program Chair
	Mug	Conference Coordinator

	Final Conference Report	Conference Coordinator
	10 Photos (mid-year, conference, groups, your choice!)	Conference Coordinator
Governing Council		
	Mid-Year Minutes	Secretary
	Minutes from GC Meeting @ Conference	Secretary
	Minutes from New GC Meeting @ Conference	Secretary
	Minutes from Annual Business Meeting @ Conference	Secretary
	Executive Summary of Summer Exec Meeting <i>((Not for the public – for historical tracking only))</i>	Secretary
	Leadership Roster at Mid-Year	Secretary
	Leadership Roster at Conference	Secretary
	Budget Update submitted to the membership at the conference	Treasurer
	Resolutions of Appreciation	President
	ACUHO-I Affiliation Statement	President
	Conference Fee Waiver Recipients	President-Elect
	Annual Award Winners	President-Elect
	Educational Program Grant Recipients & Case Study Winners	Ed. Programs Chair
	Research Grant Recipients	A&R Committee Chair
	Updated Constitution after approval	Past President
	Updated Leadership Manual	Past President
	Elections slate and candidate statements	Past President
	Summer	SEAHO Report Editor
	Spring	SEAHO Report Editor
	Winter	SEAHO Report Editor
	Fall	SEAHO Report Editor

- Provide oversight and planning for digital video history collection (see Operations section).
- Act as a resource to the SEAHO leadership and membership on matters related to SEAHO's history.
- Educate membership through presentations and publications on SEAHO's history.
- Submit reports to the Sage on the dates established by the Governing Council.
- Submit annual budget requests to the Sage in preparation for the annual Mid-Year Meeting.
- Attend SEAHO Governing Council and Business Meetings at the Annual Conference.

ACUHO-I FOUNDATION REPRESENTATIVE

A SEAHO Representative to the ACUHO-I Foundation Regional Cabinet is nominated by the SEAHO President and approved by the ACUHO-I Foundation Board Chair. This person serves a two-year term and is not a member of the Governing Council. They report to the SEAHO President and liaison with the Annual Conference Coordinator & SEAHO Legacy Fund Champion on fundraising events. Additional responsibilities will be outlined by the ACUHO-I Foundation Board.

BUDGET REVIEW COMMITTEE

- Will be comprised of the President, Past-President, President-Elect, Treasurer, Secretary, Director of Committees, Director of State Representatives, Director of Communications, and Sage position.
- The Budget Review Committee will review all committee and Task Force budget submissions in advance of the Mid-Year meeting.
- During that meeting they will consider the following duties as part of their overall decision-making --
 - ✓ Review available dollars to be allocated for scholarships from the Legacy Fund Endowment interest earnings.
 - ✓ Ensure that the Reserve Fund is at its required amount. If it is not – is there a clear plan to replenish the account before considering other priorities?
 - ✓ Ensure that the amount of annual allocation from the Operational Fund (not including endowment dollars) does not exceed the total revenues from the prior year (conference add-on fee + ½ conference booth revenue).
 - ✓ Of any remaining dollars – the committee shall:
 - 1) Retain a pool of “Undesignated Administrative Dollars”. This pool of dollars may serve the purpose of addressing immediate contingency needs and defraying unanticipated costs. The amount of Undesignated Administrative Dollars is at the discretion of the group but may not exceed 10% of the overall Operational Fund allocation.
 - 2) Transfer any remaining balance to the SEAHO Legacy Fund Endowment.
 - ✓ Approval of the conference registration rate

RESERVE FUND COMMITTEE

- Will be composed of the three most recent annual conference coordinators and the three most recent Association Presidents.
- Will include SEAHO Treasurer as an ex-officio member.

- Will elect a chairperson from among its members.
- Will control the operation of, and expenditures from, the Reserve Fund.
- Charged with managing the Fund in congruence with the Mission, Vision, Values, and Strategic Plan for the benefit of the Association.
- The intentionality of ensuring a reserve fund at twice (2x) the 3-year average is to maintain a fund that may be utilized without placing the Association at an inordinate risk due to low funds. Examples of needs that the Reserve Fund might meet include but are not limited to:
 - ✓ Fund strategic plan initiatives –
 - One-time costs like expert consultants, web upgrades, or other technology needs.
 - Defraying conference costs to keep registration costs closer in-line with previous years. Most often done when there was a contract issue, or a strategic need to select a specific state/location.
 - ✓ Provide a “safety net” in case of emergency –
 - Lower than projected conference attendance or contract issue that prevents us from attaining our “break-even” point.
 - A conference emergency that does not rise to the level that our conference insurance would kick-in.
- Any proposal for expenditure from the Reserve Fund should include a proposed plan for replenishing the fund to its target range.

SEAHO LEGACY FUND CHAMPION

The SEAHO Legacy Fund Champion is appointed by the President and is not a Governing Council position. This position provides an ongoing connection between the SEAHO Executive Board, the ACUHO-I central office finance staff, and the SEAHO representative to the ACUHO-I Foundation. This position was created at the founding of the SEAHO Legacy Fund in 2016.

- Updates the membership on Fund performance and support levels
- Assists the SEAHO Foundation Regional Representative as needed
- Ensures that the Treasurer understands disbursement schedules within budget cycle timeframes.
- Three-year term



OPERATIONS

MEETINGS – SAMPLE AGENDAS

Sample Governing Council Agenda (End of Conference)

(Initial meeting at the end of the conference)

Welcome and introductions

- Welcome new members with a gift of SEAHO Journal

Review of Governing Council structure and responsibilities

- Constitution
- Leadership Manual
- Organizational Chart
- Website

Training

- Transition to the new office
- Using the web page

Updates / Reports

- Executive Board
- Conference Coordinators
- State Representatives
- Committee Chairs
- Task Forces
- Others?

Goals for the year

Upcoming Meetings / Events

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

Announcements

Recognition of departing GC Members – awarding of SEAHO Service Pins

Sample Mid-Year Business Meeting Schedule & Agenda

Governing Council Agenda

Sunday (depending on the dates scheduled)

Morning - 2:30 pm

Executive Board Meeting

President sets topics

Budget Review Committee meets separately to ensure tasks are completed in advance of full GC.

2:00 – 4:00 pm

Program Committee Meeting

3:00 – 4:00 pm

Host Committee Meeting

3:00 – 4:00 pm

Governing Council Meeting

State Representatives, Committee Chairs, Liaisons, Director of Communications, SEAHO Report Editors, Conference Coordinators & Executive Board

Welcome, Introductions & Updates - President
Overview of Schedule

Welcome new members with a gift of SEAHO Journal

Conference Reports

- Current Host
- Future Host

Conference Program Committee Report

Secretary's Report

Proxy voting

Treasurer's Report

Website Overview, update Leadership Roster

4:00 - 4:15 pm

Break

4:15 - 5:30 pm

State Rep Meeting – w/Director of State Reps

- Common Issues

Committee Chairs Meeting – w/Director of Committees

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

Program Committee Meeting

Host Committee Meeting

Executive Board Meeting

5:30 - 7:30 pm

Dinner (*on your own*)

7:30 - 9:30 pm

Governing Council Meeting

- Continue reports or small group discussions of issues, review Strategic Plan, etc.

Program Committee Meeting

Host Committee Meeting

Monday (depending on the dates scheduled)

8:00- 9:00 am

Breakfast (*all attendees*)

9:00 – 10:00 am

Tour of Hotel and Convention Center (*all attendees*)

10:00 am – 12:00 pm

Governing Council Meeting

- Director Report, State Representatives
State Representatives
 - Alabama
 - Florida
 - Georgia
 - Kentucky
 - Louisiana
 - Mississippi
 - North Carolina
 - South Carolina
 - Tennessee
 - Virginia
- SEAHQ Report Editor
- SAACURH Regional Development Coordinator
Director Report, Committees
 - Assessment and Information
 - Awards and Recognition
 - Career Support Services
 - Corporate Partners
 - Diversity, Equity, and Inclusion
 - Engagement and Outreach
 - Marketing and Promotions
 - Nominations & Elections
 - Professional Development

- RELI

Host Committee Meeting

Program Committee Meeting

12:00 - 1:30 pm **Lunch *for all***

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

- Discussion - Proposals
 - Budget Review
 - Others...

Host Committee Meeting

Program Committee Meeting

3:30 – 4:00 pm **Break**

4:00 – 6:00 pm **Governing Council Meeting**

- Decision - Proposals
 - Budget Review
 - Others...

Host Committee Meeting

Program Committee Meeting

6:00 – 8:00 pm **Dinner *on your own***

8:00 – 10:00 pm **Governing Council Meeting, as needed**

- Constitutional Revisions/Leadership Manual Changes – Past President
- Conference Preparation - February
 - Host Committee
 - Governing Council meeting & schedule preparation – President
- Updates/Announcements
 - Report from ACUHO-I Conference
 - Recognition of departing GC Members – awarding of SEAHO Service Pins

Host Committee Meeting, as needed

Program Committee Meeting, as needed

Tuesday (depending on the dates scheduled)

11:00 am **Check out of Hotel**

Sample Governing Council Agenda (Beginning of Conference)

(Meeting held before the conference)

Welcome and Introductions – President

- Welcome new members with a gift of SEAHO Journal

Conference Update

- Conference Coordinator
- Conference Program Committee

Reports

- Executive Board
 - President
 - Secretary
 - Treasurer
 - Director of Communications
- Future Conference Host
- Director of State Representatives
- SAACURH Regional Director
- Director of Committees
- Task Forces
- Others?

Discussion

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

Proposals

Conference Schedule

- Governing Council Responsibilities
- ACUHO-I Representatives
- Business Meeting Agenda Items
- Governing Council Transition
- Organizational Chart

Announcements, Other Issues?

Recognition of departing GC Members – awarding of SEAHO Service Pins

Adjourn

Sample SEAHO Business Meeting Agenda

(Meeting held during the conference)

Call to order - President

Appointment of Parliamentarian

Action Items

- Approval of minutes from the previous Business Meeting
- Elections – Past President
- Proposals from the Governing Council
- Proposed amendments to the Constitution

Informational Items

- Conference Coordinator Report
- Secretary's Report
- Treasurer's Report
- Directors' Reports including any special committee, task force, or liaison reports
- SEAHO Report Update
- ACUHO-I Updates
 - Foundation Representative
 - ACUHO-I Representative
- SAACURH Update
- Announcement of newly agreed upon host sites (when appropriate)
- Preview and invitation to next year's conference
- Announcements
- Election Results – Past President

Other Business

Adjournment

ANNUAL CONFERENCE

Information regarding hosting the Annual Conference, including applying for the Conference Coordinator position, can be found in the Conference Hosting Manual.

DIGITAL VIDEO HISTORY

The SEAHO Video History began as an effort to capture the highlights of SEAHO through the years, in preparation to celebrate SEAHO's 50th Anniversary. Interviews were taped with a variety of campus housing leaders in the SEAHO region, all of who directly contributed to the growth of the organization. After the success of the 50th Anniversary Video, SEAHO Leadership committed to developing an ongoing and sustainable approach to preserving SEAHO's history.

- Under the direction and planning of the SEAHO Archivist and SEAHO SAGE, will plan for 5-year video history documentation of influential SEAHO leaders (to include all past-presidents and those who have retired). This cycle should begin in 2019 (SEAHO's 55th Anniversary), and every 5 years after (2019, 2024, 2029, etc.).
- Develop a budget and seek approval for contracting a videographer, in consultation with the SEAHO Web Manager and Director of Communications a year in advance (2018, 2023, 2028, etc.).
- In conjunction with SEAHO Leadership, assist with the creation of video content and campaigns highlighting our history and telling SEAHO's story.

WEBSITE

SEAHO's website (www.seaho.org) is overseen by the Website Management committee and the Director of Communications. It is the primary source of organizational-based communication and information.

Submitting Items for Posting

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

- Governing Council members, including Committee Chairs, Liaisons, and Task Force Chairs should ensure that items that remain posted are regularly updated to include revised due dates, contact names, and contact information.
- Governing Council members, including Committee Chairs, Liaisons, and Task Force Chairs should ensure that items that are posted are consistent with printed materials that are distributed on behalf of the Association.
- Items submitted to the Web Manager should be in Word format.
Items submitted to the Web Manager are generally posted to the website within one week. Governing Council members submitting items should plan accordingly to allow time for the Web Manager to post items to the website. Structural changes require more time and should be requested in a planful fashion.

TEN-YEAR PLANNING CALENDAR

The purpose of this section is to act as a supplement to the SEAHO Leadership Manual annual task lists. It is meant to outline, year by year, those items that do not occur on an annual basis and require sequencing among leadership positions and across years. The year listed references items that could be overseen by the President of that year or the President-Elect pending the item and completion date. Years are meant to guide the timeline and rollout of SEAHO business and should be reviewed by the Presidential Trio and Executive Board every quarter.

2024 – 60th Anniversary Year

Elected Officers

- President-elect
- Secretary
- Director of State Reps

Appointed Positions

- Sage Appointed by President and President-Elect for position to begin Friday Governing Council SEAHO 2024 conference.
- SEAHO Legacy Fund Champion appointed by President to begin Friday Governing Council SEAHO 2024 conference.

RELI

- The University of Miami hosts their final year as RELI Host
- New hosts attend RELI to observe hosts and learn logistics (not as faculty).

Conference Site Selection

- At the third conference of 2022-2024, Governing Council again announces host sites for the 2025-27 cycle.

Conference Coordinators

- Conference Coordinator for the 2025 conference hosts Mid-Year in final preparation for the annual conference in February of 2025.
- Conference Coordinator for the 2026 conference joins Governing Council as of Friday morning Governing Council SEAHO 2024 at the annual SEAHO Conference in the first official capacity.

SAACURH

- Year 3 of 2022-24 agreement
- SAACURH MOU process begins – to be signed by SEAHO 2025 Conference time

Strategic Plan

- Year 4 of 2020-25 Strategic Plan (2023-2024)
- Conduct Member Needs assessment during the fall semester, to inform new Strategic Plan process that will occur 2024-2025.
- Conduct Corporate Partner Needs Assessment, to inform new Strategic Plan process that will occur 2024-2025.

Archives

- Video History Proposal calls for interviewing to occur at SEAHO 2024 conference

Anniversary Considerations

- Host event/reception for past presidents

Contracts

- A decision on Conference Mobile App needs to be made to decide if a single-year or three-year mobile app contract is of interest. Other options to explore are the hotel app, Maritz app, or decorator contract app. The goal is to begin aligning the Site Contract, Decorator Contract, and Mobile Conference App Contract for 2025-2027.
- Put out a bid for 2025-2027 Decorator (Pipe & Drape) FERN contract to align with the next rotation of SEAHO sites 2025-2027.

MOU

- Ensure SEAHO/ACUHO-I MOU is signed for the current SEAHO year. Consider expanding MOUs between SEAHO and the various SEAHO state associations.

2025**Elected Officers**

- President-elect
- Treasurer-elect
- Director of Committees
- Director of Communications

Appointed Positions

- ACUHO-I Foundation Board Regional Rep appointed by President through ACUHO-I approval process and will go into place January 2026
- Committee or Work Group to finalize SEAHO 2028-2030 site selection process. The process is to begin in Spring 2024 and wrap up in time to announce at SEAHO 2026 conference.

RELI

- New Host School hosts for the first year.

Conference Site Selection

- Host first year of the 2025-2027 site selection host sites
- Between Mid-Year and the First Conference in a new three-year cycle, SEAHO contracts with Maritz to begin the next three-year cycle (2028-30).
- SEAHO committee/work group reviews meeting space and identifies states/areas of interest for the conference before the Summer Executive Board Meeting.
- Maritz puts out the RFI for the next three years (2028-30) to bid in spring.
- Maritz submits bids to SEAHO to be reviewed at Mid-Year Meeting in October.
- SEAHO reviews bids at Mid-Year Meeting.
- SEAHO committee researches desired sites, identifying specific items such as the location of the hotel to the convention center, rooms large enough for group meals, Exhibit Hall space, etc.
- At Governing Council Meeting before Conference, SEAHO approves the final site for 2028-2030 sites.

- At the 2026 Business Meeting at the annual conference, SEAHO announces the site cycle for 2028-30 and the names of the Conference Coordinators for those years/sites.

Conference Coordinators

- Late Summer/Early Fall and Before the Mid-Year meeting in October 2025, SEAHO announces the 2028-30 submission process to serve as Conference Coordinators for that rotation. The deadline should be set for some time in December as these coordinators will be announced at SEAHO 2026.
- At the Governing Council meeting before the annual conference, SEAHO is presented with the Conference Coordinators for the 2028-30 conferences.
- Conference Coordinators for the 2028-30 rotation are announced at the SEAHO 2026 Business Meeting during the annual conference.
- Conference Coordinator for the 2026 conference hosts the Mid-Year meeting in final preparations for the annual conference in February 2026.
- Conference Coordinator for the 2027 conference joins Governing Council as of Friday morning Governing Council SEAHO 2025 at the annual SEAHO Conference in the first official capacity.

SAACURH

- Year 1 of 2025-27 agreement

Strategic Plan

- The final Year of the 2020-2025 Strategic Plan (2024-2025)
- President and President-Elect to facilitate the process for the new Strategic Plan that begins at SEAHO 2025 to be voted on by the membership. (Strategic Plan 2025-2030)

MOU

- Ensure SEAHO/ACUHO-I MOU is signed for the current SEAHO year. Consider expanding MOUs between SEAHO and the various SEAHO state associations.

2026 – 10th Anniversary of the SEAHO Legacy Fund

Elected Officers

- President-elect
- Secretary
- Director of State Reps

Appointed Positions

- Sage Appointed by President and President-Elect for position to begin Friday Governing Council SEAHO 2026 conference.
- SEAHO Legacy Fund Champion appointed by President to begin Friday Governing Council SEAHO 2026 conference.

RELI

- New Host School hosts their second year.
- Bids are reviewed at mid-year and a new host site is selected (the committee should at least consists of some past RELI host schools, past RELI chairpersons, and SEAHO President, President-Elect, and immediate past president).

- Bid presentations may be requested, if necessary.
- All schools that submitted bids are contacted after Mid-Year and informed of the status.
- New Host School (2028-2030) is officially announced at Annual Regional Conference in February/March 2027.

Conference Site Selection

- Host the second conference of the three-year cycle (2025-27).
- At Governing Council Meeting before Conference, SEAHO approves final sites 2025-2027
- At the Business Meeting at the annual conference SEAHO 2023, SEAHO announces the cycle for 2028-2030 and the names of the Conference Coordinators for those years/sites.

Conference Coordinators

- At the Governing Council meeting before the annual conference, SEAHO is presented with the Conference Coordinators for the 2028-30 conferences.
- Conference Coordinators for the 2028-30 rotation are announced at the Business Meeting during the 2026 annual conference.
- Conference Coordinator for the 2027 conference hosts Mid-Year in preparation for the annual conference in February 2027.
- Conference Coordinator for the 2028 conference joins Governing Council as of Friday morning Governing Council SEAHO 2026 at the annual SEAHO Conference in the first official capacity.

SAACURH

- Year 2 of 2025-27 agreement

Strategic Plan

- Year 1 of 2025-2030 Strategic Plan (2025-2026)

MOU

- Ensure SEAHO/ACUHO-I MOU is signed for the current SEAHO year. Consider expanding MOUs between SEAHO and the various SEAHO state associations.

2027

Elected Officers

- President-Elect
- Treasurer-Elect
- Director of Committees
- Director of Communications

Appointed Positions

- ACUHO-I Foundation Board Regional Rep appointed by President through ACUHO-I approval process and will go into place January 2028

RELI

- Host School hosts their third year.
- New hosts attend RELI to observe hosts and learn logistics (not as faculty).

Conference Site Selection

- At the third conference, Governing Council again announces host sites for the 2028-30 cycle.

Conference Coordinators

- Conference Coordinator for the 2028 conference hosts Mid-Year in final preparation for the annual conference in February of 2028.
- Conference Coordinator for the 2029 conference joins as of Friday morning Governing Council SEAHO 2027 at the annual SEAHO Conference in the first official capacity.

SAACURH

- Year 3 of 2025-27 agreement
- SAACURH MOU process begins – to be signed by SEAHO 2028 Conference time

Strategic Plan

- Year 2 of 2025- 2030 Strategic Plan (2026-2027)

Contracts

- A decision on Conference Mobile App needs to be made to decide if a single-year or three-year mobile app contract is of interest. Other options to explore are the hotel app, Maritz app, or decorator contract app. The goal is to begin aligning the Site Contract, Decorator Contract, and Mobile Conference App Contract for 2028-2030.
- Put out a bid for the 2028-2030 Decorator (Pipe & Drape) FERN contract to align with the next rotation of SEAHO sites 2028-2030.

MOU

- Ensure SEAHO/ACUHO-I MOU is signed for the current SEAHO year. Consider expanding MOUs between SEAHO and the various SEAHO state associations.

2028

Elected Officers

- President-elect
- Secretary
- Director of State Reps

Appointed Positions

- Sage Appointed by President and President-Elect for position to begin Friday Governing Council SEAHO 2028 conference.
- SEAHO Legacy Fund Champion appointed by President to begin Friday Governing Council SEAHO 2028 conference.
- Committee or Work Group to finalize SEAHO 2031-2033 site selection process. The process is to begin in Spring 2028 and wrap up in time to announce at SEAHO 2029 conference.

RELI

- New Host School hosts for the first year

Conference Site Selection

- Host first year of the 2028-2030 site selection host sites
- Between Mid-Year and the First Conference in a new three-year cycle, SEAHO contracts with Maritz to begin the next three-year cycle (2031-33).

- SEAHO committee/work group reviews meeting space and identifies states/areas of interest for the conference before the Summer Executive Board Meeting.
- Maritz puts out the RFI for the next three years (2031-33) to bid in spring.
- Maritz submits bids to SEAHO to be reviewed at Mid-Year Meeting in October.
- SEAHO reviews bids at Mid-Year Meeting.
- SEAHO committee researches desired sites, identifying specific items such as the location of the hotel to the convention center, rooms large enough for group meals, Exhibit Hall space, etc.
- At Governing Council Meeting before Conference, SEAHO approves the final site for 2031-2033 sites.
- At the 2029 Business Meeting at the annual conference, SEAHO announces the site cycle for 2031-2033 and the names of the Conference Coordinators for those years/sites.

Conference Coordinators

- Late Summer/Early Fall and Before the Mid-Year meeting in October 2028, SEAHO announces the 2031-33 submission process to serve as Conference Coordinators for that rotation. The deadline should be set for some time in December as these coordinators will be announced at SEAHO 2029.
- At the Governing Council meeting before the annual conference, SEAHO is presented with the Conference Coordinators for the 2031-33 conferences.
- Conference Coordinators for the 2031-33 rotation are announced at the SEAHO 2029 Business Meeting during the annual conference.
- Conference Coordinator for the 2029 conference hosts the Mid-Year meeting in final preparations for the annual conference in February 2029.
- Conference Coordinator for the 2030 conference joins Governing Council as of Friday morning Governing Council SEAHO 2028 at the annual SEAHO Conference in the first official capacity.

SAACURH

- Year 1 of 2028-30 agreement

Strategic Plan

- Year 3 of 2025- 2030 Strategic Plan (2027-2028)

Archives

- Video History Budget and plan identified for implementation at the 2029 Conference

MOU

- Ensure SEAHO/ACUHO-I MOU is signed for the current SEAHO year. Consider expanding MOUs between SEAHO and the various SEAHO state associations.

2029

Elected Officers

- President-Elect
- Treasurer-Elect
- Director of Committees
- Director of Communications

Appointed Positions

- ACUHO-I Foundation Board Regional Rep appointed by President through ACUHO-I approval process and will go into place January 2030
- The current Archivist appointment ends in 2030 and a new Archivist will need to be appointed to begin Friday Governing Council SEAHO 2030.

RELI

- New Host School hosts their second year.
- Bids are reviewed at mid-year and a new host site is selected (the committee should consist of some past RELI host schools, past RELI chairpersons, and SEAHO President, President-Elect, and immediate past president).
- Bid presentations may be requested, if necessary.
- All schools that submitted bids are contacted after Mid-Year and informed of the status.
- New Host School (2031-2033) is officially announced at Annual Regional Conference in February/March 2030.

Conference Site Selection

- Host the second conference of the three-year cycle (2028-2030).
- At Governing Council Meeting before Conference, SEAHO approves the final sites for 2031-33.
- At the Business Meeting at the annual conference, SEAHO announces the cycle for 2031-33 and the names of the Conference Coordinators for those years/sites.

Conference Coordinators

- At the Governing Council meeting before the annual conference, SEAHO is presented with the Conference Coordinators for the 2031-33 conferences.
- Conference Coordinators for the 2031-33 rotation are announced at the Business Meeting during the annual conference.
- Conference Coordinator for the 2030 conference hosts Mid-Year in preparation for the annual conference in February 2030.
- Conference Coordinator for the 2031 conference joins Governing Council as of Friday morning Governing Council SEAHO 2029 at the annual SEAHO Conference in the first official capacity.

Archives

- Video History Budget and plan identified for implementation at the 2029 Conference
- President-elect and Archivist begin the process to identify new Archivist in advance of 2030 transition.

SAACURH

- Year 2 of 2028-30 agreement

Strategic Plan

- Year 4 of 2025-2030 Strategic Plan (2028-2029)
- Conduct Member Needs assessment during the fall semester, to inform new Strategic Plan process that will occur 2029-2030.

- Conduct Corporate Partner Needs Assessment, to inform new Strategic Plan process that will occur 2029-2030.

MOU

- Ensure SEAHO/ACUHO-I MOU is signed for the current SEAHO year. Consider expanding MOUs between SEAHO and the various SEAHO state associations.

2030

Elected Officers

- President-elect
- Secretary
- Director of State Reps

Appointed Positions

- Sage Appointed by President and President-Elect for position to begin Friday Governing Council SEAHO 2030 conference.
- SEAHO Legacy Fund Champion appointed by President to begin Friday Governing Council SEAHO 2020 conference.
- Archivist will need to be appointed to begin Friday Governing Council SEAHO 2030 for a recommended 10-year term.

RELI

- Host School hosts for the third year.
- New hosts attend RELI to observe hosts and learn logistics (not as faculty).

Conference Site Selection

- At the third conference, Governing Council again announces host sites for the 2031-33 cycle.

Conference Coordinators

- Conference Coordinator for the 2031 conference hosts Mid-Year in final preparation for the annual conference in February of 2031.
- Conference Coordinator for the 2032 conference joins Governing Council as of Friday morning Governing Council SEAHO 2030 at the annual SEAHO Conference in the first official capacity.

SAACURH

- Year 3 of 2028-30 agreement
- SAACURH MOU process begins – to be signed by SEAHO 2031 Conference time

Strategic Plan

- The final Year of the 2025-2030 Strategic Plan (2029-2030)
- President and President-Elect to facilitate the process for the new Strategic Plan that begins in 2030. (Strategic Plan 2030-2035)

Contracts

- A decision on Conference Mobile App needs to be made to decide if a single-year or three-year mobile app contract is of interest. Other options to explore are the hotel app, Maritz app, or decorator contract app. The goal is to begin aligning the Site Contract, Decorator Contract, and Mobile Conference App Contract for 2031-2033.

- Put out a bid for the 2031-2033 Decorator (Pipe & Drape) FERN contract to align with the next rotation of SEAHO sites 2031-2033.

MOU

- Ensure SEAHO/ACUHO-I MOU is signed for the current SEAHO year. Consider expanding MOUs between SEAHO and the various SEAHO state associations.

2031

Elected Officers

- President-elect
- Treasurer-elect
- Director of Committees
- Director of Communications

Appointed Positions

- ACUHO-I Foundation Board Regional Rep appointed by President through ACUHO-I approval process and will go into place January 2032
- Committee or Work Group to finalize SEAHO 2034-2036 site selection process. The process is to begin in Spring 2031 and wrap up in time to announce at SEAHO 2032 conference.

RELI

- New Host School hosts their first year.

Conference Site Selection

- Host first year of the 2031-33 conference site selection host sites.
- Between Mid-Year and the First Conference in a new three-year cycle, SEAHO contracts with Maritz to begin the next three-year cycle (2034-36).
- SEAHO committee/work group reviews meeting space and identifies states/areas of interest for the conference before the Summer Executive Board Meeting.
- Maritz puts out the RFI for the next three years (2034-36) to bid in spring.
- Maritz submits bids to SEAHO to be reviewed at Mid-Year Meeting in October.
- SEAHO reviews bids at Mid-Year Meeting.
- SEAHO committee researches desired sites, identifying specific items such as the location of the hotel to the convention center, rooms large enough for group meals, Exhibit Hall space, etc.
- At Governing Council Meeting before Conference, SEAHO selects and approves the final site for 2034-2036 sites.
- At the 2032 Business Meeting at the annual conference, SEAHO announces the site cycle for 2034-36 and the names of the Conference Coordinators for those years/sites.

Conference Coordinators

- Late Summer/Early Fall and Before the Mid-Year meeting in October 2031, SEAHO announces the 2034-36 submission process to serve as Conference Coordinators for that rotation. The deadline should be set for sometime in December as these coordinators will be announced at SEAHO 2032.

- At the Governing Council meeting before the annual conference, SEAHO is presented with the Conference Coordinators for the 2034-2036 conferences.
- Conference Coordinators for the 2034-36 rotation are announced at the SEAHO 2032 Business Meeting during the annual conference.
- Conference Coordinator for the 2032 conference hosts the Mid-Year meeting in final preparations for the annual conference in February 2032.
- Conference Coordinator for the 2033 conference joins Governing Council as of Friday morning Governing Council SEAHO 2031 at the annual SEAHO Conference in the first official capacity.

SAACURH

- Year 1 of 2031-33 agreement

Strategic Plan

- Year 1 of 2030-2035 Strategic Plan (2030-2031)

MOU

- Ensure SEAHO/ACUHO-I MOU is signed for the current SEAHO year. Consider expanding MOUs between SEAHO and the various SEAHO state associations.

2032

Elected Officers

- President-elect
- Secretary
- Director of State Reps

Appointed Positions

- Begin discussions of 70th Anniversary Celebration events for SEAHO 2034.
- Sage Appointed by President and President-Elect for position to begin Friday Governing Council SEAHO 2032 conference.
- SEAHO Legacy Fund Champion appointed by President to begin Friday Governing Council SEAHO 2032 conference.
- Committee or Work Group to finalize SEAHO 2035-2037 site selection process. The process is to begin in Spring 2032 and wrap up in time to announce at SEAHO 2033 conference.

RELI

- Host school hosts their second year (of 3).
- Begin creating a selection team to oversee the process for the new RELI site to be chosen for 2034-36.

Conference Site Selection

- Because of COVID-19 Pandemic the SEAHO 2021 site has become the SEAHO 2024 site and SEAHO 2035 will be attached to a property owned by the same company.
- Host the first conference of the three-year cycle (2032-34).
- SEAHO contracts with Maritz to begin the next three-year cycle (2035-37).

- SEAHO committee/work group reviews meeting space and identifies states/areas of interest for the conference before the Summer Executive Board Meeting.
- Maritz puts out the RFI for two years (2036-37) to bid in spring. The 2035 site was part of the SEAHO 2031 site moving to a virtual event.
- Maritz submits bids to SEAHO to be reviewed at Mid-Year Meeting in October 2032.
- SEAHO reviews bids at Mid-Year Meeting.
- SEAHO committee researches desired sites, identifying specific items such as the location of the hotel to the convention center, rooms large enough for group meals, Exhibit Hall space, etc.
- At Governing Council Meeting before Conference, SEAHO approves the final site for 2035-37 sites.
- At the 2033 Business Meeting at the annual conference, SEAHO announces the site cycle for 2035-37 and the names of the Conference Coordinators for those years/sites.

Conference Coordinators

- Late Summer/Early Fall and before the Mid-year meeting in October 2032, SEAHO announces the 2035-37 submission process to serve as Conference Coordinators for that rotation. The deadline should be set for sometime in December as these coordinators will be announced at SEAHO 2033.
- At the Governing Council meeting before the 2033 annual conference, SEAHO is presented with the Conference Coordinators for the 2035-37 conferences.
- Conference Coordinators for the 2035-37 rotation are announced at the SEAHO 2033 Business Meeting during the annual conference.
- Conference Coordinator for the 2033 conference hosts the Mid-Year meeting in final preparations for the annual conference in February 2033.
- Conference Coordinator for the 2034 conference joins Governing Council as of Friday morning Governing Council SEAHO 2032 at the annual SEAHO Conference in the first official capacity.

SAACURH

- Year 1 of the 2032-2034 year agreement

Strategic Plan

- Year 2 of 2030-35 Strategic Plan (2031-2032)

Contracts

- Decision on the 2032 Conference Mobile App needs to be made and decide if a single-year or three or four-year mobile app contract is of interest. Other options to explore are the hotel app, Maritz app, or decorator contract app. The goal is to begin aligning the Site Contract, Decorator Contract, and Mobile Conference App Contract

- The decorator (Pipe & Drape) FERN contract was extended to SEAHO 2032 year because SEAHO 2031 in-person event was canceled.
- Put out a bid for Decorator (Pipe & Drape) FERN contract for the 2033 and 2034 conferences.

MOU

- Ensure SEAHO/ACUHO-I MOU is signed for the current SEAHO year until 2034.
- Consider expanding MOUs between SEAHO and the various SEAHO state associations.

2033

Elected Officers

- President-elect
- Treasurer-elect
- Director of Committees
- Director of Communications

Appointed Positions

- Continue discussion if need be about celebration model for upcoming 70th or 75th anniversary years. 70th is 2034, but may be passed over in favor of celebrating the 75th in 2039.
- Sage will be in their second year, new Sage should be appointed for 2034.
- SEAHO Legacy Fund Champion will be in their second year; new Champion should be appointed in 2034.
- The SEAHO 2035-2037 site selection process should wrap up in time to announce at SEAHO 2033 conference.

RELI

- Host school hosts their third and final year.
- Wrap up process for the new RELI site to be chosen for 2034-36, and announce the new location at the annual Business Meeting.

Conference Site Selection

- Because of COVID-19 Pandemic the SEAHO 2021 site has become the SEAHO 2024 site and SEAHO 2035 will be attached to a property owned by the same company.
- Host the second conference of the three-year cycle (2032-34).
- At Governing Council Meeting before Conference, SEAHO approves the final site for 2035-37 sites.
- At the 2033 Business Meeting at the annual conference, SEAHO announces the site cycle for 2035-37 and the names of the Conference Coordinators for those years/sites.

Conference Coordinators

- At the Governing Council meeting before the 2033 annual conference, SEAHO is presented with the Conference Coordinators for the 2035-37 conferences.
- Conference Coordinators for the 2035-37 rotation are announced at the SEAHO 2033 Business Meeting during the annual conference.

- Conference Coordinator for the 2034 conference hosts the Mid-Year meeting in final preparations for the annual conference in February 2033.
- Conference Coordinator for the 2035 conference joins Governing Council as of Friday morning Governing Council SEAHO 2033 at the annual SEAHO Conference in the first official capacity.

SAACURH

- Year 2 of 2032-34 agreement

Strategic Plan

- Year 3 of 2030-35 Strategic Plan

Contracts

- The goal is to begin aligning the Site Contract, Decorator Contract, and Mobile Conference App Contract based on previous year's decisions regarding existing contracts in place.
- First year of bid with Decorator (Pipe & Drape) FERN contract for the 2033 and 2034 conferences.

MOU

- Ensure SEAHO/ACUHO-I MOU is signed for the current SEAHO year until 2034.
- Consider expanding MOUs between SEAHO and the various SEAHO state associations if not completed already.



FUNDING & FINANCES

SEAHO FUNDING

SEAHO maintains a federal tax-exempt number.

Fiscal Values Statement –

Association funds shall be maintained in a manner that will serve to protect and preserve the integrity and financial stability of the Association and shall be used only in cases where expenditures implement the general objective, mission, and purpose of the Association. Additionally, association funds may be used to defray the normal operating expenses of the Association.

ANNUAL OPERATING BUDGET

- The Annual Operating Budget will be prepared and then approved by the Budget Review Committee. The Governing Council will then vote on the proposal as presented by the Treasurer. The Annual Operating Budget is funded by the Administrative Fund to support the operating expenses of the Association each year.
- The budget will be based on past years' actual expenditures and the anticipated needs of members of the Governing Council, committees, and task forces in carrying out their tasks in the coming year.
- Committee/task force chairs and liaisons will submit requests for payment of expenses by the Treasurer to the Director of Committees for approval. Officers will submit requests directly to the Treasurer with the President's knowledge.
- The President may move budgeted funds between sub-categories within the budget as necessary.
- Any requests for additional funding of the Annual Operating Budget during the year must be approved in the same manner as the original budget.

SAMPLE SEAHO BUDGET							
Committee		Previous Year	Current Year	Budget Revisions	Adjusted Budget	Expenses	Remaining Budget
Archivist			0.00		0.00	0.00	0.00
Awards and Recognition		1,100	1,675		1,675	0.00	1,675
Educations Programs		7,000	7,000		7,000	0.00	7,000
Fiscal Affairs		3,000	8,100		8,100	0.00	8,100
Engagement & Outreach		105	150		150	0.00	150
Diversity, Equity, and Inclusion		400	300		300	0.00	300
Marketing and Promotions		820	520		520	0.00	520

ACUHO-I Scholarships		12,200	12,000		12,000	0.00	12,000
Career Support Services		2,130.50	1,750		1,750	0.00	1,750
Conference Support		7,000	8,000		8,000	0.00	8,000
President		14,550	18,000		18,000	0.00	18,000
RELI Support		7,000	5,000		5,000	0.00	5,000
Assessment and Information		2,300	300		300	0.00	300
SEAHO Report		5,520	5,520		5,520	0.00	5,520
Web Manager & Technology		11,358.70	12,200		12,200	0.00	12,200
Undesignated Admin. Fund		1,326.78	0.00		1,326.78	0.00	1,326.78
TOTAL		75,810.98	81,515	0.00	81,841.78	0.00	81,841.78

BUDGETING PROCESS

REVENUE

SEAHO generates income through the following sources:

- Conference Registration: This fee is used to cover the actual cost of the annual conference.
- Conference Add-on Fee: This fee (currently \$35/person) is added to the Conference Registration Fee and is returned to SEAHO when the Host Committee for the Annual Conference closes its books on the annual conference. Additionally, ½ of all booth rentals from the Annual Conference will be returned to SEAHO.
- Conference Return: The revenue (income over expense) is calculated from the Annual Conference after the Host Committee has closed their books on their annual conference.

ESTABLISHING A BUDGET

- Inform committee chairs about the October 1 deadline for submission of budget requests and income projections (from the SEAHO Host Committee), the process and paperwork used, and any related information.
- Direct all SEAHO officers and committee chairpersons to prepare their budgets and income projections for the next fiscal year (February - January).

- The deadline for budget requests and income projections to be submitted to the Treasurer is October 1. The Director of Committees should review these requests before them being submitted to the Treasurer. In all cases, the budget submitted must be approved by the Director of Committees before being submitted for review.
- When all completed forms have been received, the Treasurer will create an Excel document that reflects all of the budget requests for the next fiscal year.
- Three weeks before the scheduled Mid-Year Meeting, the Treasurer will send copies and the projected budget to the Executive Committee and will highlight any concerns.
- Two weeks before the scheduled Mid-Year Meeting the Treasurer will send the excel document to the Governing Council so that they can familiarize themselves with what has been requested and begin thinking of adjustments to balance the projected budget.
- Director of Committees should bring a copy of their committee's requests with them to the Mid-Year Meeting.
- Ensure that all State Representatives (as voting members) have copies of submitted requests.
- If possible have the spreadsheet projected on a screen for the Executive Committee / Governing Council to see adjustments during the discussion. Input changes into the proposed budget format as the group review process happens.
- Have previous years' requests and budgets available for review. Facilitate process. Maintain accurate records throughout discussions. Keep the group informed about the progress toward creating a zero-based balanced budget.
- Distribute finalized copies of the approved budget to the Executive Committee / Governing Council and each committee chair.

NET REVENUE ABOVE EXPENSES

Any unspent funds carried over from the previous fiscal year should be discussed for reallocation by the Budget Review Committee at the annual conference. Generally, the committee requests ideas from committees/chairs about reallocation requests and/or budget adjustments. SEAHO does not distribute net earnings over the expense to elected officers or the general membership. All excess earnings are returned to the administrative budget to further organizational goals.

CONTRACTS

The Treasurer approves (in consultation with the appropriate Executive Committee and the President) and signs all contracts on behalf of the association, including any contracts related to hosting, entertainment, speakers, etc. The Treasurer should be the last person to sign the contract. The contract shell and rider are used for all contracts created by the Association. The rider is used for all contracts in which services being provided are interactive with Association members. Any contracted person should not receive payment until after the contracted services have been provided.

INSURANCE

The SEAHO Treasurer is responsible for securing Conference Insurance and Cancellation Liability. The association's annual liability insurance must be signed and in place by February 1 of the current year. The Host Committee for the upcoming conference must provide an Income/expense projection to the SEAHO Treasurer so that Conference Insurance can be obtained.

The SEAHO Treasurer is also responsible for securing "Officers" insurance per our affiliation agreement with ACUHO-I.

TAXES

The Treasurer files appropriate forms with the Internal Revenue Service and prepares additional forms, as needed. Every year, the following forms must be completed: Form 990 – Return of Organization Exempt from income tax and Form 1099. The 1099 form goes to any person for who SEAHO paid more than \$600 for a service (not reimbursement, not companies). In December, submit names, addresses, SSN, the amount paid, and reason for payment to the Treasurer for preparation of 1099's. These individuals are typically keynote speaker, scholars-in-residence, and possibly entertainment – i.e., a magician. The completed 1099's will be sent directly to the individuals after they have been prepared, with copies to the Treasurer.

Preparation of yearly tax return – Form 990

- Taxes should be completed by Mid-March. Form 990 is due on the 15th day of the 5th month following the end of the organization's taxable year (June 15), but the target for submission is June 30. The Treasurer can file a request for a deadline extension, although this should typically not be necessary.
- The following list outlines what material is needed for tax preparations:
 - Contact information for the year's executive committee
 - Excel file of all financial transactions
 - Treasurer Report
 - Copies of all Bank Statements (including SPE and Annual Conference accounts)
- The Treasurer will submit the completed tax Form 990 to the Internal Revenue Service. The Treasurer will also provide copies of the return for association records (see ARCHIVIST section) and post them online.

INTERNAL CONTROLS

Internal control is generally defined as the policies and procedures established to ensure that an organization's objectives can be achieved. Concerning financial management, this includes the safeguarding of assets; accurate and reliable record keeping; compliance with internal policies and funding requirements; and the separation of duties as listed below:

- The person responsible for making deposits and writing checks does not also perform the bank reconciliation.
- The President performs a formal quarterly audit of all transactions.
- In addition to the Treasurer, the President has online access to review or reconcile at any time all association administrative and reserve accounts.
- Equipment is inventoried with supporting documents (safeguarding of assets).
- SEAHO Officers handling checks are bonded (safeguarding assets).
- The Treasurer or outside service is responsible for recording transactions (record keeping).
- A central filing system for supporting financial documents — deposits, conference contracts, and agreements is used (record keeping).
- Required Internal Revenue Service (IRS) forms or other financial reports are filed on a timely basis (compliance) and posted on the website.

Beyond assuring the accuracy and reliability of record keeping, good financial management ensures that financial records are complete. Whether using manual procedures or automated accounting software, have in place a dependable record-keeping system. The system should consist of clear policies that describe how transactions are handled (authorized and recorded), how information moves through the organization, and where information is stored.

Lastly, producing routine financial statements and their subsequent review by management are critical elements of good financial management. Some examples of these statements include statements of actual expenses against approved budgets, cash flow and current cash position statements, balance sheets, revenue and expense statements, and project accounting statements showing costs to date.

TRAVEL

Individuals traveling on behalf of the Association should endeavor to do so with an eye to the balance of efficiency and cost-effectiveness.

- Hotel accommodations: Sharing a room is encouraged as a cost savings measure.
- Travel reimbursement: It is expected that you utilize the most inexpensive and reasonable travel accommodation available.
- Travel and budget plans must be submitted to the Treasurer before travel to ensure proper planning.

All receipts for travel expenses need to be submitted to the SEAHO Treasurer no later than 14 days after the travel concludes.

RESERVE FUND

The Reserve Fund today has the following characteristics:

- The Reserve Fund Committee will elect a chair from among its members which will be the three most recent Annual Conference Coordinators and the three most recent Association Presidents.
- The Reserve Fund Committee will control the operation of, and expenditures from, the Reserve Fund and shall exercise control, in a manner that will ensure that dollars are utilized in service of the mission, vision, values, and strategic plan of the association.
- Any action of the Reserve Fund Committee must be by a two-thirds majority vote of the total membership of the committee.
- The SEAHO Treasurer will serve as an ex-officio member of the Reserve Fund Committee.
- Each member will serve their full term unless he or she leaves the housing field or moves out of the region. That position will then revert to the most recent retiree from the committee.

OPERATION OF THE RESERVE FUND

- Any expenditure from the Reserve Fund must be approved by the Reserve Fund Committee.
- The Reserve Fund may be used to provide advance seed monies for upcoming annual conferences and be reimbursed after the conference.

ADMINISTRATIVE FUND

In 2003, a Budget Review Committee was formed to oversee the process of setting the fiscal budget, specifically including the Administrative Fund as addressed below. The Budget Review Committee consists of the President, President-Elect, Past President, Treasurer, the Director of Committees, the Director of State Representatives, the Director of Communications, and Sage. The Treasurer provides the format for collecting the budget proposals from the Committee/Task Force Chairs. This process occurs at the Mid-Year meeting and is overseen by the Treasurer and the Director of Committees to whom the Committee/Task Force Chairs and liaisons report.

OPERATION OF THE ADMINISTRATIVE FUND

- The Administrative Fund will be used to fund the annual operating budget and all other activities of the Association (i.e., the SEAHO Report; operational expenses incurred by the Treasurer in the development of the Fidelity Bond, tax preparation, bank charges, etc.; and any activities, services, and/or research which will aid SEAHO members and provide a means of exchanging and distributing professional information and ideas related to the various aspects of student residence halls and apartments, developmental programming, and related operations).
- Income to the Administrative Fund will be the Conference Add-on Fee, ½ of the booth rental from the Annual Conference, any surplus from the Annual Conference, surplus from any annual operating budget, net income from other services provided, and

interest income from all Association monies in interest-bearing accounts except the Reserve Fund account.

- The Treasurer will prepare a request for funding the annual operating budget each year to be presented to the current Governing Council at the Mid-Year meeting.
- Any member of the Governing Council may propose an expenditure of funds from the Administrative Fund.
- All expenditures of monies from the Administrative Fund must be approved by a three-fourths majority vote of members of the Governing Council. Actual expenditures, on the budget as approved, become the responsibility of the custodian of the particular committee, task force, activity, or event

GRANTS

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

SELF-STUDY GRANT

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

Eligibility:

- A department or an individual staff member may request matching funds from SEAHO. A completed Grant Request Form and a letter of institutional support must accompany the request.
- A detailed outline, including the proposed budget, for self-study, must accompany the request.
- Preference will be given to those institutions or organizations that have had a five-year participation record with SEAHO. These five years need not be consecutive. Participation is defined as attendance at SEAHO annual conference.
- The selection of projects to be funded will be the SEAHO Research and Information Committee.
- The deadline for submission of proposals is January each year for funding during the period of March that year through February of the following year.
- Selection will be based on the following criteria: Use of current ACUHO-I standards; quality and thoroughness of the proposal; and soundness of the methods of the proposal.
- Recipients will be announced and funds awarded at the Annual Conference.
- Limitations:
- The maximum amount of funds to be budgeted/expended each year is \$1000.
- Expectations: A summary of the results of the self-study will be forwarded to the SEAHO Research and Information Committee Chair by February 1 of the following year.

A copy of the summary will be submitted to the SEAHO Report to be considered for publication.

- A program, based on the findings of the self-study, will be submitted to the SEAHO Program Committee for the annual conference following the completion of the project.
- A feedback form, supplied by the SEAHO Research and Information Committee, must be completed and returned by February 1 of the following year.

RESEARCH GRANTS

Purpose: Funds will be made available from the SEAHO Administrative Fund to sponsor activities, services, and research which will aid its members and provide a means of exchanging and distributing professional information and ideas relating to the various aspects of student housing.

Eligibility:

- A department or an individual staff member may request funds from SEAHO. A completed Grant Proposal Form and a letter of institutional support must accompany the request.
- A detailed outline of the proposed activity, including a proposed budget, must accompany the request.

Selection:

- The SEAHO Research and Information Committee will complete the selection of projects to be funded.
- The deadline for submission of proposals is January of each year for funding for March of that year through February of the following year.
- Selection will be based on the following criteria:
 - Quality and thoroughness of the proposal
 - Potential for contribution to the profession
 - The soundness of the methods proposed
 - Potential for positive impact on members of the profession, paraprofessionals, and/or students
- Recipients will be announced and funds awarded at the annual conference.
- The maximum amount of funds to be awarded to any one proposal is \$1000.
- The maximum amount of funds available each year is \$2000.

Expectations:

- A summary of the results of the project will be forwarded to the SEAHO Research and Information Committee by February 1st of the following year. Additionally:
 - A copy of the summary must be submitted to the SEAHO Report to be considered for publication, **or**

- A program, based on the project, will be submitted to the SEAHO Program Committee for the annual conference following the completion of the project.

EDUCATIONAL PROGRAMS GRANTS

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

Eligibility:

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

Limitations:

- The maximum amount of funds to be budgeted/expended each year is \$4,000.

Selection:

- The deadline for submission is in December for funding during the period extending from the date of the conference through January 31 of the following year.
- The Research and Information Committee will select projects to be funded based on the following criteria:
 - Quality and thoroughness of the proposal
 - The educational benefit to students and/or staff
 - Potential for positive impact on members of SEAHO.
- Recipients will be announced in the SEAHO Report and at the Annual Conference.

Expectations:

- A summary of the program must be forwarded to the SEAHO Educational Programs Committee Chair by January 31 of the following year. A copy of the summary will be submitted to the SEAHO Report to be considered for publication.

SCHOLARSHIPS

When granting regionally sponsored scholarships to professionally based conferences and workshops such as Annual Conference Fee Waivers, RELI, STARS, and NHTI, SEAHO will remit payments of support directly to the sponsoring organizations. This business policy is based on recommendations from a 2010 IRS Audit reviewer recommendation. For ACUHO-I sponsored events, funding will be allocated directly to ACUHO-I through the disbursement of earnings from the SEAHO Legacy Fund.

The amounts of the scholarships are covered under the following areas of the Annual Operating Budget:

- Conference Fee Waivers – Awards & Recognition
- RELI Scholarships – RELI

- STARS Scholarships – President’s Budgets/SEAHO Legacy Fund
- NHTI Scholarships – President’s Budgets/SEAHO Legacy Fund
- Mid-Level Leadership Institute – SEAHO Legacy Fund
- SAACURH Student of the Year – President’s Budget

CONFERENCE FEE WAIVER SCHOLARSHIP

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

The President-Elect, in conjunction with the Treasurer and Conference Coordinator, will arrange for the fee waiver.

Acknowledgments

The President-Elect will provide the names of the recipients to the Host Committee so that ***Scholarship Winner*** ribbons can be inserted in the recipients’ conference registration packet.

The President-Elect will recognize the recipients at one of the meals during the annual conference. Recipients will be asked to stand.

Letter of Congratulations

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

SEAHO Report

The Awards and Recognition Chair will provide a list of the recipients for publication in the *SEAHO Report*. The recipients will be asked to submit articles to the *SEAHO Report* outlining their experiences at the conference. These articles should be forwarded directly to the *SEAHO Report* Editor(s).

Program Guidelines

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

Eligibility shall be limited to:

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

Related conditions

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

Selection Criteria

Successful candidate(s):

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

REGIONAL ENTRY LEVEL INSTITUTE (RELI) SCHOLARSHIPS

Procedure: The Co-chairs of RELI make an annual budget request for RELI scholarships which requires approval by the Governing Council at the Mid-Year Meeting.

Criteria: The RELI scholarships are need-based. They can cover full or partial registration costs as well as travel costs when applicable. The Co-chairs of RELI will make scholarship allocations based on the accepted participant's official request. All awards flow through the RELI budget and are reconciled at the end of the institute.

STARS COLLEGE (ACUHO-I) SCHOLARSHIPS

Procedure: President-Elect will request a list from ACUHO-I of those individuals who were accepted to the STARS College for that summer. The President-Elect will contact them and encourage them to apply for the Scholarship. The amount for this Scholarship is a lump sum amount to be requested and approved each year during SEAHO's budget review and approval process at Mid-Year Meeting. Scholarships are paid to the participant's home institution, not to the individual participant, and/or directly to ACUHOI through the disbursement of the SEAHO Legacy Fund.

Criteria: The STARS College scholarship(s) is need-based. An award can cover full or partial registration costs as well as travel costs when applicable. Allocations are based on the accepted participant's support from his/her home institution, application, and available amount.

NATIONAL HOUSING TRAINING INSTITUTE (NHTI) SCHOLARSHIPS

Procedure: The amount for NHTI Scholarships is requested during the annual budget process which requires approval by the Governing Council at the Mid-Year Meeting.

Criteria: The amount of the NHTI Scholarship is divided based on the need (as determined by information submitted to NHTI) of the accepted participants who currently work in a housing program in the SEAHO region. The Treasurer will complete a disbursement of SEAHO Legacy funds or cut a check to ACUHO-I as the sponsoring organization of NHTI for participants from the SEAHO region. ACUHO-I is responsible for distributing the money to the individual participants.

BEST OF SEAHO SCHOLARSHIP

Procedure: The program that receives the "Strategic Cohort" and "New/Advancing Professional" recipients will receive financial support from the ACUHO-I Foundation to attend the ACUHO-I annual conference and exposition.

Criteria: The "Strategic Cohort" and "New/Advancing Professional" recipients' presenters must be congruent with ACE program session learning outcomes.

SAACURH STUDENT OF THE YEAR

Procedure: Per the Memo of Understanding between SAACURH and SEAHO, SEAHO will provide \$500 to the recipient of the SAACURH Student of the Year to assist with attendance at the Annual NACURH Conference.

Criteria: The recipient must meet all criteria for the Student of the Year Award determined by SAACURH.



AWARDS & RECOGNITION

AWARDS AND RESOLUTIONS

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

Recommended Timeline

<i>Item</i>	<i>Target Date</i>
Announcement of Awards timeline (SEAHO Report, Web, E-mail to GC, E-mail to SHO's)	October 15 th
Deadline for submissions	December 8 th
Committee considers nominees	December 12 th to 19 th
Fee Waiver Winners notified	January 1ish
Plaques ordered	January 15 th
Speeches written	Late January
Final Conference readiness checklist	Feb 6 th

FOUNDERS AWARD

This award gives special recognition to an individual within the Association who through dedicated service and initiative to SEAHO has epitomized the work and endeavors of the founders of the Southeastern Association of Housing Officers such as Harold Riker, Edith McCollum, John Storey, Donald R. Moore, and Raymond C. King. Nominations may be submitted by any housing/residence life professional who is an active SEAHO member. Each nomination should be supported by two letters of recommendation. Individuals submitting supporting letters of recommendation may not be from the same institution as the person who made the nomination or from the nominee's institution.

Criteria for the award are as follows. A nominee:

- Must have actively served in the SEAHO region as a housing/residence life professional for at least five years.
- Must have served on a minimum of two different SEAHO committees or task forces or have been a member of the Governing Council.
- Must have made contributions to SEAHO and the housing/residence life profession that are judged to have been instrumental in furthering the advancement of the organization and the profession it represents.

CHARLES W. BEENE MEMORIAL SERVICE AWARD

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

GRADUATE STUDENT OF THE YEAR AWARD

This award gives recognition to an individual who, through dedicated service to their home institution, has shown dedication to the profession and the students that they serve. Candidates for the award must be in (at least) their second year of graduate work and be employed by a housing department that is a member institution of the SEAHO region.

Nomination must include:

- Two (2) letters of support, one (1) must be from the nominee's direct supervisor.

JAMES C. GRIMM ENTRY LEVEL PROFESSIONAL OF THE YEAR AWARD

This award is to an entry-level staff member in Housing/Residence Life who oversees student staff (undergraduate and/or graduate) or support staff. The award recipient should have demonstrated outstanding performance to their campus and profession, therefore demonstrating potential for a successful and effective career in housing. The recipient of this award will receive up to \$1,000 to cover registration for the annual ACUHO-I Conference. In order to be eligible for this financial support, the recipient must be currently employed in housing at a SEAHO institution at the time of the ACUHO-I conference.

The nomination must include:

- At least two (2) letters of recommendation that clearly demonstrate outstanding examples of their work as a new professional. One (1) letter of support must be from the nominee's direct supervisor.

MID-LEVEL PROFESSIONAL OF THE YEAR AWARD

This award is presented to a mid-level housing professional who supervises, supports, and mentors entry-level and/or support staff. The award recipient should have demonstrated outstanding performance by recruiting students and/or retaining colleagues in the field and creating new strategies for their experiences in the field. This professional is dedicated to working with students, the department or profession. The nominee should be involved in state, regional, or national organizations. The recipient of this award will receive up to \$1,000 to

cover registration for an ACUHO-I Conference or Institute within the 12-months following the SEAHQ conference at which the award was presented. In order to be eligible for this financial support, the recipient must be currently employed in housing at a SEAHQ institution at the time of the

Nominations must include:

- At least two (2) letters of recommendation that clearly demonstrate outstanding examples of their work as a mid-level professional. One (1) letter of support must be from the nominee's direct supervisor.

UPPER MID-LEVEL PROFESSIONAL OF THE YEAR AWARD

This award is presented to a mid-level housing professional who supervises, support, and mentors mid-level and/or support staff. The award recipient should have demonstrated outstanding performance by recruiting students and/or retaining colleagues in the field and creating new strategies for their experiences in the field. This professional is dedicated to working with students, the department or profession. The nominee should be involved in state, regional, or national organizations. The recipient of this award will receive up to \$1,000 to cover registration for an ACUHO-I Conference or Institute within the 12-months following the SEAHQ conference at which the award was presented. In order to be eligible for this financial support, the recipient must be currently employed in housing at a SEAHQ institution at the time of the ACUHO-I conference.

Nominations must include:

- At least two (2) letters of recommendation that clearly demonstrate outstanding examples of their work as an upper mid-level professional. One (1) letter of support must be from the nominee's direct supervisor.

SENIOR HOUSING OFFICE OF THE YEAR AWARD

This award is presented to an institution's Senior Housing Officer as reported to SEAHQ and defined through ACUHO-I. The award recipient should have displayed outstanding dedication to their home campus by supporting their students and staff. This professional is dedicated to working with/for students, the department, the division(s), home institution, and profession. The award recipient should have implemented strategies for innovative practices on their campus through department, division, or institutional projects; staff recruitment and retention initiatives; and/or impactful leadership. The nominee should be involved in state, regional, national, and/or international organizations.

Nominations must include:

- Two (2) letters of support; one (1) must be from the nominee's direct supervisor.

MENTOR OF THE YEAR AWARD

This award is presented to an individual who provided outstanding mentorship to students and/or other housing professionals. This award is presented to someone who goes above and beyond in their efforts to provide guidance and support to students and/or staff through their role as a housing staff member.

Nomination must include:

- Two (2) letters of support, one (1) must be from the nominee's mentee.

PEACE AWARD

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

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

Nominations must include:

- Two (2) letters of support which speak to demonstrated examples related to aforementioned criteria.

CORPORATE PARTNER OF THE YEAR AWARD

Created in 2014 and first awarded at the 2015 Conference in Mobile, Alabama, this award is presented to an individual who represents a Corporate Partner and who has shown support for SEAHO and its member institutions. The Corporate Partner committee was intentional about ensuring the award goes to a person and not a company to highlight the individual Corporate Partners that give back to SEAHO.

The individual should have created relationships with member institutions. In addition, they would have shared their knowledge and resources by presenting at a state or SEAHO conference or by writing an article for the *SEAHO Report* or the *Talking Stick* showcasing how their products/services are represented on a SEAHO institution campus. The individual should have a connection to SEAHO and our annual conference for a minimum of three consecutive years through attendance at the annual conference and participation in our exhibits. One of those three years may include the year of nomination.

The nomination must include:

- One (1) letter of nomination from at least one SEAHO member institution describing how the individual has shown their support of the organization and/or institution

SEAHO REPORT FEATURE ARTICLE OF THE YEAR AWARD

The *SEAHO Report* Feature Article of the Year Award was established in 2001 and first awarded in 2002. The SEAHO Report Editorial Board will choose an article from each report as a “Best Of” article. These articles will be reviewed to be considered for the SEAHO Report Feature Article of the Year Award.

THE HUMANITARIAN AWARD

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

OUTSTANDING CONTRIBUTIONS TO RESEARCH AWARD

This award is presented to a/an individual(s) who have contributed to and advanced the body of knowledge of the housing profession. The recipient of the award must submit an article detailing their completed research to the SEAHO report. There is no requirement that the study is sanctioned or approved by any Institutional Review Board; however, submissions are

expected to follow any institutional policies guiding the dissemination of research to an external publication. If there is more than one researcher, the plaque will be presented to the first author and all individuals will be recognized when the award is presented. Nominations must include:

- An introduction and/or abstract to the research study
- The background of the study and/or research question
- A description of the involvement of any campus partners
- The methods of the research study
- The findings of the research study

Following receipt of the award, the recipient must submit an article detailing the research to the SEAHO Report within six calendar months.

SEAHO SERVICE AWARDS:

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

RESOLUTIONS OF APPRECIATION

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

Goals:

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

Process:

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

Resolution of Appreciation

WHEREAS, [Name] served as a housing/residence life professional with distinction for [#] years, and

WHEREAS, [Name] supported the goals for the Southeastern Association of Housing Officers through [conference attendance, program presentations, offices held, service on committees, etc.], and

WHEREAS, [Name] also promoted the housing/residence life profession through leadership and involvement at the state and national levels, and

WHEREAS, [Name's] tenure as a housing/residence life professional was characterized by [list appropriate nouns: e.g., creativity, excellence, caring, resourcefulness, enthusiasm, etc.], and

WHEREAS, [add appropriate personalized accolades as desired], BE IT THEREFORE RESOLVED that the Governing Council of the Southeastern Association of Housing Officers, on behalf of its membership, wishes to express its sincerest appreciation and highest esteem to [Name] for [his/her] exemplary contributions to our association and our field.

SEAHO AWARDS & RECOGNITION GUIDELINES

AWARD	RECIPIENT(S)	GIVEN	WHEN PRESENTED **adjusted as needed**	PRESENTER(S)	SELECTED BY	CONTACT PERSON
SEAHO Service Awards		Certificates	GC Meeting (distributed to State Reps)	State Reps (@State Caucus Meetings, via mail if no one from that school is at the conference)	Individual Schools	
Conference Fee Waiver Scholarships (10)		Certificates	Opening Session		Awards & Recognition Committee	
Outstanding Graduate		Plaque (8x10)	Opening Session		Engagement and Outreach Committee	

Student Award						
James C. Grimm New Professional Award		Plaque (8x10)	Opening Session		Awards & Recognition Committee	
Scholar in Residence		Plaque (8x10)	Opening Session		Programming Committee	
STARS Scholarships		Check	At the time of the event		President-Elect	
NHTI Scholarships		Check	At the time of the event		Divided by all participants from SEAHO	
RELI Scholarships		Check	At the time of the event		RELI Co-chairs	
SEAHO Report Award		Plaque (8x10)	Opening Banquet		SEAHO Report Editor	
PEACE Award		Plaque (8x10)	Opening Banquet		Diversity, Equity, & Inclusion Committee	
Humanitarian Award		Plaque (8x10) & certificates for nominees (3)	Opening Banquet		Diversity, Equity, & Inclusion Committee	
Housing & Academic Collaboration Award		Plaque (8x10)	Opening Banquet		Awards & Recognition Committee	

Mid-Level Professional Award		Plaque (8x10)	Opening Banquet		Awards & Recognition Committee	
Charles W. Beene Award		Plaque (9x12)	Opening Banquet		Awards & Recognition Committee	
SEAHO Founder's Award		Plaque (9x12)	Opening Banquet		Awards & Recognition Committee	
Outstanding Corporate Partner (NOTE – for the person , not the company)		Plaque (8x10)	Opening Banquet		Corporate Partners Committee	
Resolutions of Appreciation		Framed Certificate	Business Meeting		Executive Board	
Educational Program Grants		Certificates	Closing Luncheon		Research & Information Committee	
Research & Information Grants		Certificates	Closing Luncheon		Research & Information Committee	
Program Committee		Certificates	Closing Luncheon		Conference Program Committee	
Program Presenters		Certificates	Throughout Conference		Conference Program Committee	

Best of SEAHO		Certificate	Closing Luncheon		Conference Program Committee	
Case Study Winners		Certificates & Prize Money	Closing Luncheon		Educational Programs Committee	
Conference Coordinator		Plaques (8x10)	Closing Luncheon		President	
Presidential Recognition		Plaque (9x12) and Mini Cromag	Closing Luncheon		President-Elect and Past President	



EXTERNAL RELATIONSHIPS

SOUTH ATLANTIC AFFILIATE OF COLLEGE & UNIVERSITY RESIDENCE HALLS (SAACURH)

To formalize the relationship between SEAHO and the South Atlantic Affiliate of College and University Residence Halls (SAACURH) regarding representation at mid-year meetings and annual conferences, as well as the regional Student of the Year Award, SEAHO, and SAACURH have a Memo of Understanding negotiated and renewed every three years (next year to renew is 2018). The MOU should be posted on the SEAHO Website.

ASSOCIATION OF COLLEGE & UNIVERSITY HOUSING OFFICERS - INTERNATIONAL (ACUHO-I)

Annually, ACUHO-I develops a Regional Affiliation Agreement. This document is signed by both the President and President-Elect. The signed Agreement should be posted on the SEAHO Website.

SOUTHERN PLACEMENT EXCHANGE

As the future of the Southern Placement Exchange continues, formal agreements will be included in the appendices.

Appendix A – SAACURH MOU

Appendix B – ACUHO-I Affiliation Agreement

Appendix C – ACUHO-I Foundation Regional Cabinet Representative Position Description