



LEADERSHIP MANUAL

Updated March 11, 2022

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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 last morning of conference.
- Send out congratulatory letters or emails to newly elected and appointed Governing Council Officers, State Representatives, State Editors, Committee/Task Force Chairs, liaison, appointments, etc.
- 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 communications plan for topics and reminders for GC.
- Set up email distribution lists of various Governing Council groups
- Remind 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 March deadline
- Send article and photos highlighting Award winners to the SEAHO Report and the Talking Stick.
- Send 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 Director of Committees about finalizing Committee/Task Force membership and confirm submission of Reports due April 1
- Send email to Governing Council members reminding them to review the Monthly Calendar of Responsibilities.
- 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 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 ACUHO-I ACE conference
- Review ACUHO-I comps for President and President-Elect and ensure travel is booked appropriately.
- Write 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, 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 email to remind Governing Council members about 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 SEAHO Report article for mid-September deadline
- Participate in ACUHO-I regional Presidents' phone calls as schedule

- 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 to Governing Council through email for review before 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 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 stated deadline from the Conference Coordinator, submit agendas for each meal and the business meeting
- Ensure that business meeting agenda and supporting materials are sent to SHO's at least 3 weeks prior to 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 candidate slate to website no less than 3 weeks' pre-conference.
- Write SEAHO Report article for January deadline
- Conduct monthly Executive Board conference call

February

- Email Governing Council Members about the GC Meeting scheduled just prior to the conference
- Finalize meal agendas to include speakers
- Conduct the Governing Council meeting prior to conference start.
- Appoint a parliamentarian to preside at the business meeting

- Preparation and coordination of program session 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 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 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 review of 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 the STARS College financial needs list.
- Begin to identify members of Awards and Recognition Committee
- ACUHO-I provides NHTI scholarship needs list for prioritization.
- Participate in ACUHO-I regional Presidents phone calls as scheduled

April

- Submit Awards and Recognition Committee report to 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 request for payment for ACE Regional Reception
- Submit request for payment for 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 Webmaster to post on SEAHO Website
- Compile a list of potential Committee/Task Force chairs and liaisons; discuss list with President, Past President, the two Directors, and current chairs (if outgoing). Make sure the chair select is in place for 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 Webmaster 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 to publicize awards.
- Participate in ACUHO-I regional Presidents' phone calls as scheduled
- Select deadline for Award Nominations for early December
- Participate in ACUHO-I regional Presidents' phone calls as scheduled

October / November (Mid-Year Meeting)

- Submit Awards and Recognition Committee report to Director of Committees prior to Mid Year meeting
- Continue to publicize and solicit SEAHO Awards nominations and scholarship applications

- Begin working with outgoing Director position to plan Governing Council training to occur at annual conference
- Work with Director of Committees to finalize committee structures for 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 outgoing Director of Committees to plan Governing Council training at annual conference.
- Ask State Representatives to publicize SEAHO (non-conference) involvement possibilities for coming year and publicize the Involvement form posted on website
- Deadline for award nominations 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 Awards and Recognitions Committee; make arrangements for plaques or certificates as specified in Awards and Recognition section of this manual
- Notify Conference Fee waiver recipients and communicate with conference registration chair so that recipients are registered at no cost.
- Continue urging publicity and support for SEAHO volunteers through online involvement form and encourage attendance at involvement fair.
- Begin finalizing Committee/Task Force Chairs for 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 online application
- Finalize Awards Presentation information for Annual Conference Event, ensure that all winners receive copies of their nomination letters.
- Ensure resolutions of appreciation included on 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 need to
- Attend Involvement Fair
- Conduct Committee meeting 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 annual conference inform newly elected President-Elect and Director to attend Involvement Fair and incoming Governing Council meeting; inform newly elected President-Elect to run the Awards & Recognition Committee meeting
- Following the annual conference, work with Past President to ensure that Constitutional amendments and changes to the Leadership Manual are sent to Webmaster; inform Governing Council members that 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, prior to ACUHO-I ACE).
- Organize seaho.org e-mail and Google Drive documents and complete 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.

February

- Send thank you letters to past year's Governing Council
- When necessary, work with the Webmaster to make changes to Constitution based on amendments passed at the annual Business meeting
- 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 Webmaster 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 "Best of SEAHO" winner to review the "package" to the winner to confirm that they can attend the ACUHO-I Conference.
- Communicate "Best of SEAHO" winner to ACUHO-I
- Begin to identify members of the Nominations and Elections Committee
- Begin updating the Leadership Manual – this will take all year with expectation that revised version is posted on the web before the annual conference in February; coordinate plans with Director of Communications. Add following year to the ten-year planning document to ensure that do not occur annually are accounted for.

April

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

May

- Set 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 a rare occasion, a position will vacate early and the election/appointment schedule must be adjusted.

- Assess for necessary additions in order 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 Mid-Year meeting, identify any items that require Exec or full GC discussion in order to resolve.
- Send names of Nominations and Elections Committee to President for 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 Director of Committees prior to Mid-Year meeting
- Maintain goal of having all names that are suggested for the slate to be received by 11/15.
- Arrange call or calls(s) for committee. Have members of Nominations and Elections Committee rank order the nominees; make contact with nominees in rank order with goal of identifying 3 candidates for each open position
- Have candidates who agree to run submit candidate statement and electronic digital photograph to be published in the *SEAHO Report* and website prior to the annual conference. Candidates must also submit 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 slate with candidates before publication to the membership
- Ensure that nomination slates are uploaded to SEAHO website no fewer than 3 weeks prior to the start of the annual conference
- Send candidate statements and photos to 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 and Secretary.
- Ensure that revised copy of Leadership Manual is posted on website prior to the annual conference
- Ensure that revised copy of 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 Secretary, Director of Communications and Webmaster to ensure that:
 - All GC members have been successful in connecting to seaho.org e-mail addresses and documents.
 - New GC and Executive Board listservs are operational
 - Correct GC roster is up on seaho.org.
- Prepare abridged minutes from annual conference business meeting and submit for publication in SEAHO Report and for posting on the website

Summer

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

October / November (Mid-Year Meeting)

- Attend meeting and compile minutes from Mid-Year meeting

- Send out minutes of Mid-Year meeting and submit article for *SEAHO Report* summarizing meeting

January

- Prepare voting delegate sign-in sheets for the annual business meeting

February

- Take minutes at the Governing Council meeting before the conference
- Take minutes at the business meeting and incoming Governing Council meeting
- Oversee the delegate sign-in with the Director of State Representatives the Business Meeting
- Tabulate and record votes associated with elections and voting measures at the Business 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 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 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 paperwork required by ACUHO-I per the Affiliation Agreement (see External Relationship section of this manual).
- Taxes 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 RELI budget for the year
- Budget requests due
- Work with 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 creation of administrative fund budget for the next fiscal year
- Consult with conference coordinator (for conference 2-years out) to review potential budget
- Final report of SEAHO annual conference must be submitted by Conference Coordinator along with financial report (to be filed in March for taxes)

December

January

- File taxes with accountant (if applicable)
- Prepare Annual Treasurer's Report for annual business meeting
- Provide report for distribution prior to 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 annual business meeting
- Meet with next year's conference host chair(s) to review developing 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 transitional checklist.
- Open 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 Committee serves as the liaison between the Governing Council and the assigned committees.

- Assigned committees which report to the Director of Committees include: Career Support Services; Corporate Partners; Diversity, Equity, and Inclusion; Educational Programs; Graduate Issues and Involvement; Conference Program Committee, and Research and Information.
 - Other Committees with which the Director of Committees may communicate for certain business, e.g. reports, membership, budget, are: 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 prior to and shortly after SEAHO's annual conference, the Executive Board meeting in late-spring/early-summer, and prior to the Midyear meeting.
 - Inform Committee Chairs of expectation that they assist 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 new Governing Council at or just after the Annual Conference.
- Organize the Chair-Select process each March 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 Director of Communications to ensure Chair-Select process occurs with committees that fall under 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 (in relation to 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 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 Committee Chairs; provide assistance as needed to keep them on track. Encourage the work towards goals during the summer months so as to establish leadership in the committee and familiarity with committee members. It is encouraged that the Director of Committees speak 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, 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 prior to Mid-Year meeting. Disseminate any relevant information to 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 prior to Mid-Year meeting to begin 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 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 annual conference.

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.

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 upcoming year, update Director of Committees. resources with information of Chair-Selects.

February

- Collect reports from Committee Chairs and prepare report for Governing Council. Share committee reports with Archivist.
- Work with Past President to conduct training of Committee/Task Force Chairs
- Organize seaho.org e-mail and Google Drive documents and complete 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 expectation 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 Mid-Year meeting and annual conference.
- Inform State Reps of expectation that they assist SEAHO Governing Council in communicating and publicizing events and activities of SEAHO.
- Inform State Reps of expectation that they assist with 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 expectation that they encourage housing professionals in their respective states to get involved in SEAHO Committees and Task Forces. They should direct members to the Involvement Form posted on the website, to the SEAHO President, or to the Chair of the Membership Services Committee.
- Coordinate and facilitate the State President's & State Representative Meeting at the Annual Conference.
- Hold monthly one-on-one Zoom calls/Conference Calls with State Representatives with each State Representatives 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 (prior to Mid-Year Meeting and annual Conference) of State Rep reports using 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 provide assistance 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 submitted by all State Reps prior to Mid-Year meeting
- If rotating out of position, to begin working with Past President to plan Governing Council training to occur at annual conference
- Plan the State Rep meeting that will be held at Mid-year meeting

December

- Work with State Reps to identify transition out of positions

January

- Remind State Reps to submit final reports prior to upcoming GC meeting

February

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

DIRECTOR OF COMMUNICATIONS

The Director of Communications is an elected position for 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.

RESPONSIBILITIES

- Assigned committees which report to the Director of Communications include: Marketing and Organizational Promotion; SEAHO Report; and Website Management Committee.
 - Other Committees with which the Director of Committees may communicate for certain business, e.g. reports, membership, budget, are: Annual Host Committee, RELI Host 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 prior to and shortly after SEAHO's annual conference, the Executive Board meeting in late-spring/early-summer, and prior to the Midyear meeting.
- Inform Committee Chairs of expectation that they assist 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 new Governing Council at or just after the Annual Conference.
- Organize the Chair-Select process each March 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 Director of Committees to ensure Chair-Select process occurs with committees that fall under Director of Committees and Director of Communications.
- Maintains and organizes the shared drive for the Director of Communications 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 Communications identity and resources when a new member is elected into the position.
- Serve as the liaison to the vendor maintaining the SEAHO Website
- Under Executive Board Guidance, develop and execute all technical contracts with third party vendors related to technology and communication.
- Identify and implement technical solutions for the operational benefit of SEAHO
- Work to solicit SEAHO members to assist with the technology needs of SEAHO and identify members that assist with technology support.
- Work to solicit SEAHO members to serve on the Website Management Committee.
- Post items as approved by the SEAHO President and Executive Board
- Attend Governing Council meetings as a voting member.
- Submit annual budget request in collaboration with Webmaster to ensure all technology and training needs are planned for.
- Work with SEAHO Leadership to ensure that the website content is up to date and featured appropriately.
- Send basic information to each new Governing Council member with instructions for how to use the site, add his/her contact information, post reports, and vote on Governing Council activities and other related items.
- Ensure that the Leadership pages of the SEAHO Website are always updated with the correct individuals filling each position and the correct contact information

- Submit regular updates to the SEAHO President and Executive Board on the status of all technology projects
- 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
- Send out bulk e-mail communication/updates to SEAHO membership and SEAHO Reports to SEAHO Membership

March

- Communicate with webmaster regarding any changes or updates to the SEAHO website
- Collaboration between Secretary and Webmaster to ensure that:
 - All GC members have been successful in connecting to seaho.org e-mail addresses and documents.
 - New GC and Executive Board listservs are operational
 - Correct GC roster is up on seaho.org
- Communicate with Governing Council on Zoom Login Information
 - Divide up responsibilities for the year for website purposes: Upcoming Events, Front Page, SEAHO Annual Conference, Custom Forms, Bulk E-mails, and etc.

April

- Meet with next year's SEAHO Annual Conference Registration Chairs to begin creating registration page for RELI, set up meeting to discuss the process

Summer

- Attend Summer Executive Board Meeting.
- Update Archives Materials

October / November (Mid-Year Meeting)

- In conjunction with the webmaster and web team, communicate with SEAHO Conference Coordinator and Program Committee regarding registration and other needs. (Registration Links for Delegates & CPs, Web Page, Edit the Custom Forms for Registration)
- Work with RELI Co-Chairs on faculty and/or attendee registration and information.
- Work with Career Support Services to begin creating Placement Registration and edit/ create items on the backend

January

- Continue working with Conference Coordinator and Program Committee to address needs
- Send note to all who have seaho.org accounts to encourage them to start early to organize seaho.org e-mail and Google Drive documents and complete transitional checklist.

February

- Attend Annual SEAHO Conference
- Work with Executive Board and Governing Council to determine future needs of website
- Forward 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 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 on conference planning, with the exception of 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 serve as a non-voting member of the Governing Council.
- Financial support for travel 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)

- 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 Event Management Company about hotel site(s) & contract
- Coordinate Mid-Year Meeting
- Oversee development of 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 logo
 - ✓ 10 photos of your choice, with names noted where possible
 - ✓ Final Conference report
 - ✓ Documents containing materials uploaded to Guidebook
 - ✓ Conference Mug or other traditional give-away

Conference Coordinator-Select

- Observe process of hosting 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 conference, including budget detail
- Provide guidance, support and advice to Conference Coordinator
- Attend Mid-Year Meeting and Governing Council meetings to present 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 and assisting the Conference Program Committee with program

proposal review, 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 e-mail to advise.
- Attend all meetings, training and events that are requested of the Governing Council.
- Serve as a member of the SEAHO Governing Council in all its deliberation and decisions; with voting rights.
- Introduce self to the state membership via e-mail within 30 days of election.
- 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 reports for the Governing Council meeting due at the Mid-year Meeting and the Annual Conference.
- Attend annual conference and Mid-year meeting.
- 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
 - Compile updates from around the state to submit as part of the state updates in the SEAHO Report
- Ensure State Association Page on SEAHO Website is kept up-to-date, working with the webmaster/web team on any changes/edits.
- Serve as reviewer for annual conference program submissions.
- 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 Caucus Meetings: Depending on the state, the SEAHO representative either plans and facilitates the caucus OR assists the State President in doing so.

- Present SEAHO service awards at state caucus 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

- 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.

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 an election year, explain selection and tasks of SEAHO State Representative and SEAHO State Editor (if applicable). Recruit candidates to run, especially candidates from HBCUs, small colleges, and other underrepresented institutions.
- Send letter of invitation and encouragement to institutions in the state to get involved in SEAHO.
- Make preparations to attend Mid-Year Meeting.

- 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 report of states' activities for submission to Director by February 1.

February

- Serve as program liaison during conference.
- Attend Governing Council meetings. If term is ending, ensure that new State Rep knows about the incoming Governing Council meeting and expectation to attend it. Attend onboarding training, provided by Director of State Representatives/Executive Board, at start of new term.
- Distribute SEAHO Service Award certificates to those in attendance at State Caucus Meeting; mail certificates to recipients who were unable to attend conference and include letter of congratulation and explanation of award and SEAHO. If being replaced, ensure that this information is passed to the new State Rep.
- Encourage housing professionals in respective states to get involved in SEAHO by completing the Involvement Form (available on the web or at the conference) or by contacting the SEAHO President or Chair of the 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 are communicated through the Forms section of the www.SEAHO.org website and/or email out to SEAHO membership.

- 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 Committee 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 of 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.
 - During the committee meeting at the annual conference, the Chair should make known the availability of the Chair-Select position, application, and due date of the application.

- After the due date for the Chair-Select application, the Chair should help make a recommendation to Director of Committees and President. The appointment of Chair-Select is made by the President.
- The President should reach out by the end of March to the new Chair-Selects to offer the positions.
- Chair-Selects should work alongside the Committee Chair throughout the committee's annual business, in order 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 webmaster/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 transitional checklist.

Committee tasks and responsibilities are detailed below:

CONFERENCE PROGRAM COMMITTEE

- Will consist of the committee chairperson, chairperson select, past chairperson, other committee members; the Sage will serve as a liaison to the programming committee to ensure SHO participation/interest
- 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 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 marking efforts, educational programming efforts, and all initiatives best met the needs of the association.

CORPORATE PARTNERS COMMITTEE

- 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.
- 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 Corporate Partner of the Year award prior to 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 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 pertaining to 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 stated deadlines.

AWARDS & RECOGNITION COMMITTEE

- Will be composed of members appointed by the President and representing the diversity as valued and outlined by the SEAHO values.
- Will be chaired by the President-Elect.
- Will conduct the nomination and selection process for all 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 SEAHO Conference Fee Waiver Scholarship application, selection, and award process. With the exception of the SEAHO Report Feature Article of the Year Award, the Graduate Student of the Year Award, Corporate Partner of the Year, and the PEACE Award, select recipients of awards 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 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 stated deadlines.

PROFESSIONAL DEVELOPMENT COMMITTEE

- 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 student, 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 webinar 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 regarding 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 in order to highlight relevant events and emerging trends that could affect the SEAHO membership and publish that work within the SEAHO Report on a quarterly basis.

GRADUATE ISSUES AND INVOLVEMENT COMMITTEE

- 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.

DIVERSITY, EQUITY AND INCLUSION COMMITTEE

- 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 in 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 nominations deadline.
- Will review and select 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 needs of college campuses.
- Create specific programmatic and experiential 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 proposal to the Director of Committees according to stated deadlines.

MARKETING & ORGANIZATIONAL PROMOTIONS COMMITTEE

- Will be composed of members, a Chair and a Chair-select appointed by the President.
- 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 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.

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 in accordance with 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 type and size of institution, gender, ethnic background, and lifestyles.
- Set November 15th as deadline for nominations to allow sufficient time to contact nominees to determine their interest in running. Once candidates are confirmed, obtain candidate statements and photos for inclusion in the SEAHO Report and for conference publications (due dates are usually in November and December).
- Conduct the election process in accordance with Voting procedures outlined in the SEAHO Constitution and by-laws.
- Submit Committee Reports and budget proposal to the Director of Committees according to stated deadlines.

CAREER SUPPORT SERVICES COMMITTEE

- 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.

REGIONAL ENTRY LEVEL INSTITUTE (RELI)

SEAHO's RELI began in 2004 the institute has been integral in retaining and developing new professionals to 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 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 non-voting member.
- Create an annual premiere professional development institute designed for housing professionals within their 1st 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 be have at least 8 years full-time post-graduate school experience and be currently employed at a SEAHO member school.
- Create 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 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 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 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: 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 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 with their information and forward 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 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

RESEARCH AND INFORMATION COMMITTEE

- 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 appropriate mechanism for responding to these needs.
- Submit Committee Reports and budget proposal to the Director of Committees according to stated deadlines.

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.

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

WEBSITE MANAGEMENT COMMITTEE

- Composed of the Director of Communications, the SEAHO Website Webmaster, 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 annual budget that includes the cost of YourMembership.com (or other 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 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 web site on a daily basis.
 - Respond to all contact forms submitted to the website on a weekly basis.
 - Assist all committees with their goals and how the achievement of those goals may be eased with use of website based tools and functionality.

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 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 membership at 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	R&I 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.

SEAHO LEGACY FUND CHAMPION

The SEAHO Legacy Fund Champion is appointed by the President and is not a Governing Council position. This position provides 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

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 non-voting member.
- Submit Committee/Task Force Reports and budget proposal to the President or Executive Board member according to stated deadlines.

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 institutions 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.

- Assisted 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 as voted upon by the State Representatives (see Awards and Recognition section)
- Provide 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 web site 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 State Representatives. 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



OPERATIONS

MEETINGS – SAMPLE AGENDAS

Sample Governing Council Agenda (End of Conference)

(Initial meeting at the end of conference)

Welcome and introductions

- Welcome new members with gift of SEAHO Journal

Review of Governing Council structure and responsibilities

- Constitution
- Leadership Manual
- Organizational Chart
- Website

Training

- Transition to 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 dates scheduled)

Morning - 2:30 pm

Executive Board Meeting

President sets topics

Budget Review Committee meets separately to ensure tasks 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 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 discussion of issues, review Strategic Plan, etc.

Program Committee Meeting

Host Committee Meeting

Monday (depending on 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
- SEAHO Report Editor
- SAACURH Regional Development Coordinator
Director Report, Committees
 - Associates
 - Awards and Recognition
 - Professional Development
 - Diversity, Equity, and Inclusion
 - Graduate Involvement
 - Marketing and Promotions
 - Nominations & Elections
 - Career Support Services/Southern Placement Exchange
 - RELI
 - Research and Information

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 dates scheduled)

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

Sample Governing Council Agenda (Beginning of Conference)
(Meeting held prior to the conference)

Welcome and Introductions – President

- Welcome new members with 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 to 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 50th Anniversary. Interviews were taped with a variety of campus housing leaders in the SEAHO region, all who directly contributed to the growth of the organization. After the success of the 50th Anniversary Video, SEAHO Leadership made a commitment to developing an ongoing and sustainable approach to preserving SEAHO 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 budget and seek approval for contracting a videographer, in consultation with SEAHO webmaster and Director of Communications a year in advance (2018, 2023, 2028, etc.).
- In conjunction with SEAHO Leadership, assist with 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 all organization 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 Webmaster should be in Word formats.
Items submitted to the Webmaster are generally posted to the website within one week. Governing Council members submitting items should plan accordingly to allow time for the Webmaster to post items to the website. 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 President of that year or President-Elect pending the item and completion date. Years are meant to provide guidance in the timeline and roll out of SEAHO business and should be reviewed by President Trio and Executive Board on a quarterly basis.

2020

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 2020
- Archivist appointed by President for a 10 year term to run 2020-2030
- SEAHO Legacy Fund Champion appointed by President to begin Friday Governing Council SEAHO 2020 conference.

RELI

- University of Miami Year One Hosting Postponed due to COVID-19 pandemic

Conference Site Selection

- Host second conference of the three-year cycle (2019-21).
- At Governing Council Meeting prior to Conference, SEAHO approves final sites for 2022-24.
- At the Business Meeting at the annual conference, SEAHO announces the cycle for 2022-24 and the names of the Conference Coordinators for those years/sites.

Conference Coordinators

- At the Governing Council meeting prior to the annual conference, SEAHO is presented with the Conference Coordinators for the 2022-24 conferences.
- Conference Coordinators for the 2022-24 rotation are announced at the Business Meeting during the annual conference.
- Conference Coordinator for the 2021 conference hosts Mid-Year in preparation for annual conference in February 2021.
- Conference Coordinator for the 2022 annual conference attends as of Friday morning Governing Council SEAHO 2020 at annual SEAHO Conference in first official capacity.

SAACURH

- Year 2 of 2019-21 agreement

Strategic Plan

- Developed and Approved SEAHO 2020-25 Strategic Plan

MOU

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

2021

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 2022

RELI

- University of Miami Host their first year as virtual host as a result of the COVID-19 pandemic. They agreed to stay on for additional three years of in-person RELI hosting 2022-2024.

Conference Site Selection

- Governing Council again announces host sites for the SEAHO 2022-24 cycle.
- Because of COVID-19 Pandemic the SEAHO 2021 site has now become the SEAHO 2024 site and additional agreement occurred to host with the same company for SEAHO 2025 with conference site for 2025 TBD.

Conference Coordinators

- Conference Coordinator for the 2022 conference hosts Mid-Year in final preparation for annual conference in February of 2022.
- Conference Coordinator for the 2023 conference joins Governing Council as of Friday morning Governing Council SEAHO 2021 at annual SEAHO Conference in first official capacity.

SAACURH

- Year 3 of 2019-21 agreement
- SAACURH MOU process begins – to be signed by SEAHO 2022 Conference time.

Strategic Plan

- Year 1 of 2020-25 Strategic Plan (2020-2021)

MOU

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

2022

Elected Officers

- President-elect
- Secretary
- Director of State Reps

Appointed Positions

- Begin discussions of 60th Anniversary Celebration events for SEAHO 2024.
- Sage Appointed by President and President Elect for position to begin Friday Governing Council SEAHO 2022 conference.
- SEAHO Legacy Fund Champion appointed by President to begin Friday Governing Council SEAHO 2022 conference.
- Committee or Work Group to finalize SEAHO 2025-2027 site selection process. Process to begin Spring 2022 and wrap up in time to announce at SEAHO 2023 conference.

RELI

- University of Miami Host in person for first year of three-year RELI Hosting.

Conference Site Selection

- Because of COVID-19 Pandemic the SEAHO 2021 site has become the SEAHO 2024 site and SEAHO 2025 will be attached to a property owned by the same company.
- Host first conference of the three-year cycle (2022-24).
- SEAHO contracts with Experient to begin the next three-year cycle (2025-27).
- SEAHO committee/work group reviews meeting space and identifies states/areas of interest for the conference prior to the Summer Executive Board Meeting.
- Experient puts out the RFI for two years (2026-27) to bid in spring. The 2025 site was part of SEAHO 2021 site moving to virtual event.
- Experient submits bids to SEAHO to be reviewed at Mid-Year Meeting in October 2022.
- SEAHO reviews bids at Mid-Year Meeting.
- SEAHO committee researches desired sites, identifying specific items such as location of hotel to convention center, rooms large enough for group meals, Exhibit Hall space etc.
- At Governing Council Meeting prior to Conference, SEAHO approves final site for 2025-27 sites.
- At the 2023 Business Meeting at the annual conference, SEAHO announces the site cycle for 2025-27 and the names of the Conference Coordinators for those years/sites.

Conference Coordinators

- Late Summer/Early Fall and Prior to Mid-year meeting in October 2022, SEAHO announces the 2025-27 submission process to serve as Conference Coordinators for that rotation. Deadline should be set for some time in December as these coordinators will be announced at SEAHO 2023.

- At the Governing Council meeting prior to the annual conference, SEAHO is presented with the Conference Coordinators for the 2025-27 conferences.
- Conference Coordinators for the 2025-27 rotation are announced at the SEAHO 2023 Business Meeting during the annual conference.
- Conference Coordinator for the 2023 conference hosts the Mid-Year meeting in final preparations for annual conference in February 2023.
- Conference Coordinator for the 2024 conference joins Governing Council as of Friday morning Governing Council SEAHO 2022 at annual SEAHO Conference in first official capacity.

SAACURH

- Year 1 of 2022-2024 year agreement

Strategic Plan

- Year 2 of 2020-25 Strategic Plan (2021-2022)

Contracts

- Decision on 2022 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 is hotel app, Experient app, or decorator contract app. Goal is to begin aligning the Site Contract, Decorator Contract, and Mobile Conference App Contract
- Decorator (Pipe & Drape) FERN contract was extended to SEAHO 2022 year because SEAHO 2021 in person event was cancelled.
- Put out bid for Decorator (Pipe & Drape) FERN contract for 2023 and 2024 conferences.

MOU

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

2023

Elected Officers

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

Appointed Positions

- Determine model for upcoming 60th Anniversary Celebration events SEAHO 2024, including assessing possible need for a formal short-term Task Force/committee chair. Recommended President Elect be involved as President-Elect 2023 will be President at the 60th Anniversary 2024.
- ACUHO-I Foundation Board Regional Rep appointed by President through ACUHO-I approval process and will go into place January 2024

RELI

- University of Miami host their second year.

- Bids are reviewed at mid-year and a new host site is selected (committee should at least consists of some past RELI host schools, past RELI chair persons and SEAHO President, President elect and immediate past president).
- Bid presentations may be requested, if necessary.
- All schools submitted bids are contacted after Mid-Year and informed of status.
- New Host School (2025-2027) is officially announced at Annual Regional Conference in February/March 2024.

Conference Site Selection

- Host second conference of the three-year cycle (2022-24).
- At Governing Council Meeting prior to Conference, SEAHO approves final sites 2025-2027
- At the Business Meeting at the annual conference SEAHO 2023, SEAHO announces the cycle for 2025-2027 and the names of the Conference Coordinators for those years/sites.

Conference Coordinators

- At the Governing Council meeting prior to the annual conference, SEAHO is presented with the Conference Coordinators for the 2025-27 conferences.
- Conference Coordinators for the 2025-27 rotation are announced at the SEAHO 2023 Business Meeting during the annual conference.
- Conference Coordinator for the 2024 conference hosts Mid-Year in preparation for annual conference in February 2024.
- Conference Coordinator for the 2025 conference joins Governing Council as of Friday morning Governing Council SEAHO 2023 at annual SEAHO Conference in first official capacity.

SAACURH

- Year 2 of 2022-24 agreement

Strategic Plan

- Year 3 of 2020-25 Strategic Plan (2022-2023)

Archives

- Video History Budget and plan identified for implementation at 2024 Conference

MOU

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

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.
- May decide to have appointed position to assist with shepherding the 60th Anniversary Activities.

RELI

- 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 annual conference in February of 2025.
- Conference Coordinator for the 2026 conference joins Governing Council as of Friday morning Governing Council SEAHO 2024 at annual SEAHO Conference in 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 fall semester, with the goal of informing new Strategic Plan process that will occur 2024-2025.
- Conduct Corporate Partner Needs Assessment, with the goal of informing 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

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

MOU

- Ensure SEAHO/ACUHO-I MOU is signed for 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. Process to begin 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 Experient 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 prior to the Summer Executive Board Meeting.
- Experient puts out the RFI for the next three years (2028-30) to bid in spring.
- Experient 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 location of hotel to convention center, rooms large enough for group meals, Exhibit Hall space etc.
- At Governing Council Meeting prior to Conference, SEAHO approves 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 Prior to Mid-Year meeting in October 2025, SEAHO announces the 2028-30 submission process to serve as Conference Coordinators for that rotation. Deadline should be set for some time in December as these coordinators will be announced at SEAHO 2026.
- At the Governing Council meeting prior to 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 annual conference in February 2026.
- Conference Coordinator for the 2027 conference joins Governing Council as of Friday morning Governing Council SEAHO 2025 at annual SEAHO Conference in first official capacity.

SAACURH

- Year 1 of 2025-27 agreement

Strategic Plan

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

MOU

- Ensure SEAHO/ACUHO-I MOU is signed for 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 (committee should at least consists of some past RELI host schools, past RELI chair persons and SEAHO President, President elect and immediate past president).
- Bid presentations may be requested, if necessary.
- All schools submitted bids are contacted after Mid-Year and informed of status.
- New Host School (2028-2030) is officially announced at Annual Regional Conference in February/March 2027.

Conference Site Selection

- Host second conference of the three-year cycle (2025-27).
- At Governing Council Meeting prior to 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 prior to 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 annual conference in February 2027.

- Conference Coordinator for the 2028 conference joins Governing Council as of Friday morning Governing Council SEAHO 2026 at annual SEAHO Conference in 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 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 annual conference in February of 2028.
- Conference Coordinator for the 2029 conference joins as of Friday morning Governing Council SEAHO 2027 at annual SEAHO Conference in 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

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

MOU

- Ensure SEAHO/ACUHO-I MOU is signed for 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. Process to begin 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 Experient 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 prior to the Summer Executive Board Meeting.
- Experient puts out the RFI for the next three years (2031-33) to bid in spring.
- Experient 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 location of hotel to convention center, rooms large enough for group meals, Exhibit Hall space etc.
- At Governing Council Meeting prior to Conference, SEAHO approves 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 Prior to Mid-Year meeting in October 2028, SEAHO announces the 2031-33 submission process to serve as Conference Coordinators for that rotation. Deadline should be set for some time in December as these coordinators will be announced at SEAHO 2029.
- At the Governing Council meeting prior to 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 annual conference in February 2029.
- Conference Coordinator for the 2030 conference joins Governing Council as of Friday morning Governing Council SEAHO 2028 at annual SEAHO Conference in 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 2029 Conference

MOU

- Ensure SEAHO/ACUHO-I MOU is signed for 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
- Current Archivist appointment ends 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 (committee should consist of some past RELI host schools, past RELI chair persons and SEAHO President, President elect and immediate past president).
- Bid presentations may be requested, if necessary.
- All schools submitted bids are contacted after Mid-Year and informed of status.
- New Host School (2031-2033) is officially announced at Annual Regional Conference in February/March 2030.

Conference Site Selection

- Host second conference of the three-year cycle (2028-2030).
- At Governing Council Meeting prior to Conference, SEAHO approves 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 prior to 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 annual conference in February 2030.
- Conference Coordinator for the 2031 conference joins Governing Council as of Friday morning Governing Council SEAHO 2029 at annual SEAHO Conference in first official capacity.

Archives

- Video History Budget and plan identified for implementation at 2029 Conference
- President-elect and Archivist begin 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 fall semester, with the goal of informing new Strategic Plan process that will occur 2029-2030.
- Conduct Corporate Partner Needs Assessment, with the goal of informing new Strategic Plan process that will occur 2029-2030.

MOU

- Ensure SEAHO/ACUHO-I MOU is signed for 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 annual conference in February of 2031.
- Conference Coordinator for the 2032 conference joins Governing Council as of Friday morning Governing Council SEAHO 2030 at annual SEAHO Conference in first official capacity.

SAACURH

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

Strategic Plan

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

Contracts

- Decision on Conference Mobile App needs to be made and to decide if a single year or three year mobile app contract is of interest. Other options to explore is hotel app, Experient app, or decorator contract app. Goal is to begin aligning the Site Contract, Decorator Contract, and Mobile Conference App Contract for 2031-2033.
- Put out bid for 2031-2033 Decorator (Pipe & Drape) FERN contract to align with next rotation of SEAHO sites 2031-2033.

MOU

- Ensure SEAHO/ACUHO-I MOU is signed for 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. Process to begin 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 Experient 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 prior to the Summer Executive Board Meeting.

- Experient puts out the RFI for the next three years (2034-36) to bid in spring.
- Experient 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 location of hotel to convention center, rooms large enough for group meals, Exhibit Hall space etc.
- At Governing Council Meeting prior to Conference, SEAHO selects and approves 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 Prior to Mid-Year meeting in October 2031, SEAHO announces the 2034-36 submission process to serve as Conference Coordinators for that rotation. Deadline should be set for some time in December as these coordinators will be announced at SEAHO 2032.
- At the Governing Council meeting prior to 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 annual conference in February 2032.
- Conference Coordinator for the 2033 conference joins Governing Council as of Friday morning Governing Council SEAHO 2031 at annual SEAHO Conference in 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 current SEAHO year. Consider expanding MOUs between SEAHO and the various SEAHO state associations.



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 clearly 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 from the Administrative Fund to support the operating expenses of the Association each year.
- The budget will be based on past years' actual expenditures and anticipated needs of members of the Governing Council, committees, and task forces in carrying out their tasks in the coming year.
- 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
Graduate Issues		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
Research and Assessment		2,300	300		300	0.00	300
SEAHO Report		5,520	5,520		5,520	0.00	5,520
Web Master & 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 their books on the annual conference. Additionally, ½ of all booth rental 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 prior to 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 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 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 approved budget to the Executive Committee / Governing Council and each committee chair.

NET REVENUE IN EXCESS OF 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 in excess of expense to elected officers or to 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 individual person who SEAHO paid more than \$600 for a service (not reimbursement, not companies). In December, submit names, address, SSN, 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. 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 on line.

INTERNAL CONTROLS

Internal control is generally defined as the policies and procedures established to ensure that an organization's objectives can be achieved. With respect to 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 of 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 providing assurance of 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 prior to travel in order 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 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 back 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, 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 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 from 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 request.
- A detailed outline, including proposed budget, of self-study must accompany 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.
- 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 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 upon the findings of the self-study, will be submitted to the SEAHO Program Committee for the annual conference following the completion of the project.
- 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 request.
- A detailed outline of proposed activity, including a proposed budget, must accompany the request.

Selection:

- The SEAHO Research and Information Committee will complete 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
 - 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 upon 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
 - 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 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 cost incurred for travel and lodging are the responsibility of the recipient. If the recipients are announced prior to the conference, the Association may assist the recipients in networking with other delegates to help offset costs, especially if the recipient’s home institution does not have other professionals attending the conference.

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

Acknowledgements

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

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

SEAHO Report

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

Program Guidelines

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

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 own 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 own understanding of diverse student needs.
- Must submit an application to the Awards and Recognition Chair by the publicized deadline. 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 cost 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 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 cost 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 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 “Best of SEAHO” will receive financial support from the ACUHO-I Foundation to attend the ACUHO-I annual conference and exposition.

Criteria: The “Best of SEAHO” 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 to the Annual NACURH Conference.

Criteria: The recipient must meet all criteria for the Student of the Year Award is 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 CHO'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

CHARLES W. BEENE MEMORIAL SERVICE AWARD

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

<http://www.seaho.org/?page=cbeene>

FOUNDERS AWARD

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

Criteria for the award are as follows. A nominee:

- 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 housing/residence life profession that are judged to have been instrumental in furthering the advancement of the organization and the profession it represents.

<http://www.seaho.org/?page=founders>

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

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

PEACE AWARD

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

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

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

http://www.seaho.org/?page=peace_award

OUTSTANDING CORPORATE PARTNER 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 as 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 represented on a SEAHO institution campus.

Nomination must include:

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

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.

OUTSTANDING MID-LEVEL PROFESSIONAL AWARD

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

http://www.seaho.org/?page=mid_level

GRADUATE STUDENT OF THE YEAR AWARD

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

http://www.seaho.org/?page=grad_student

SEAHO REPORT FEATURE ARTICLE OF THE YEAR AWARD

The *SEAHO Report* Feature Article of the Year Award was established in 2001 and first awarded in 2002. The *SEAHO Report* Editor will coordinate the efforts to identify the *SEAHO Report* Feature Article of the Year. This shall be done by submitting feedback from SEAHO Governing Council and/or membership concerning the exemplary feature article from each of the year's previous issues and an overall "best" feature article from the past year.

THE HUMANITARIAN AWARD

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

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 be 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 significant contribution to residence hall students and the housing organization. All award nomination forms are posted on the SEAHO website.

http://www.seaho.org/?page=service_award

RESOLUTIONS OF APPRECIATION

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

<http://www.seaho.org/?page=resolution>

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 level, and

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

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

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	Individual Schools	

				school is at conference)		
Conference Fee Waiver Scholarships (10)		Certificates	Opening Session		Awards & Recognition Committee	
Outstanding Graduate Student Award		Plaque (8x10)	Opening Session		Graduate Issues & Involvement Committee	
James C. Grimm New Professional Award		Plaque (8x10)	Opening Session		Awards & Recognition Committee	
Scholar in Residence		Plaque (8x10)	Opening Session		Programmin g Committee	
STARS Scholarships		Check	At time of event		President Elect	
NHTI Scholarships		Check	At time of event		Divided by all participants from SEAHO	
RELI Scholarships		Check	At time of 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