

Work Group Expectations

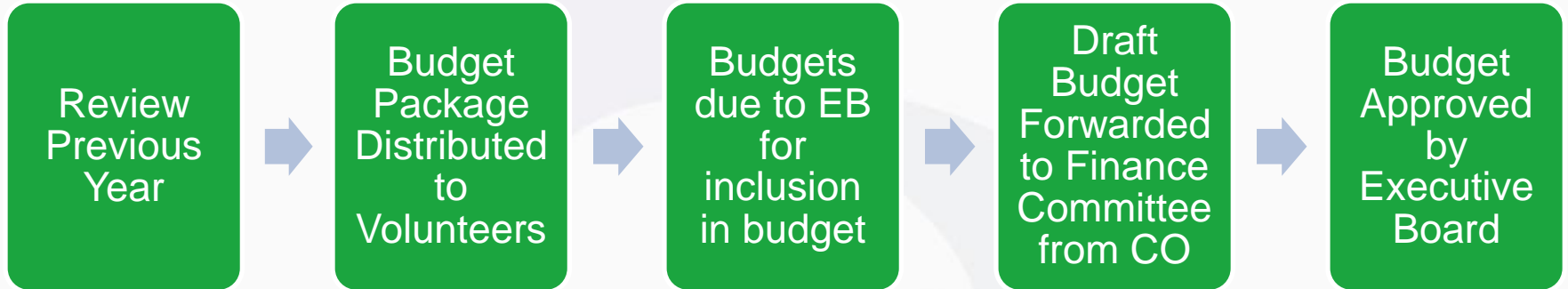


ACUHO-I Budget, Processes, and Time Frames

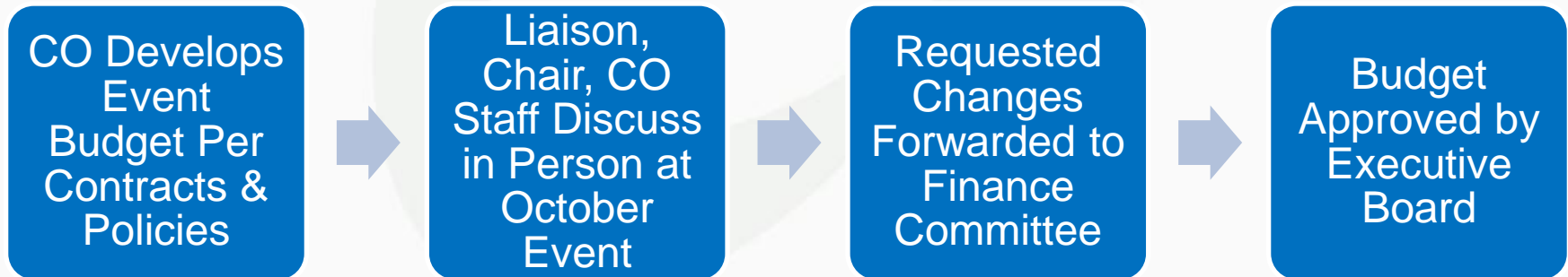
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Budget Process



Event Budget Process



Committee Budget Process Timeline

- For non-event committees, budget packets distributed to committee chairs early August
- Committee/Network/Task Force Budgets planning sheets are due to the Finance & Corporate records officer and Finance in late August
- Copy of Budget Planning Sheet to FCRO, staff liaison and Director of Finance @ same time
- Event budget committee chairs will receive templates and process at end of September

Board and Volunteer Travel Expense Report

- Submitted for approved ACUHO-I reimbursable committee expenses (make sure to include planning for such expenses in budget!)
- All non-mileage reimbursement expenses must have supporting documentation attached (meals cannot include alcohol)
- Submit original, signed to central office staff liaison
- Forms available on website

ACUHO-I Request for Payment form

- Used for budget approved non-travel committee expenses
- Payment made by Association box to be checked at top
- Complete with all information for check issuance
- Original invoices must be attached
- Original requests only (no copies) submitted
- Committee request for payment forms must contain approval signature of committee chair

The Work Group Liaison Relationship

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**ACUHO-I CHAIR, BOARD and STAFF LIAISON
AGREEMENT**

To be discussed, completed, and reviewed annually either during the orientation program for the chair, held each year at the Annual Conference or via Teleconference. This agreement to be updated at such time that any of the parties change.

A strong partnership between volunteer and board leaders as well as staff liaisons is essential to assuring effective leadership, management, and work flow. True partnerships are the result of mutual agreement as to roles, responsibilities, expectations, and commitments. To facilitate this, chairs and board and staff liaisons should start the term with agreement as to who will do what in managing and leading the work throughout the year. This form is intended to assist in this process.

Working Group _____

Chair _____
 Term begins _____ Term Ends _____
 Work Phone _____ ext _____ Fax _____
 Email _____ Cell Phone _____
 Time zone _____ Communications preference _____

Chair Elect _____
 Term begins _____ Term Ends _____
 Work Phone _____ ext _____ Fax _____
 Email _____ Cell Phone _____
 Time zone _____ Communications preference _____

Board Liaison _____
 Term begins _____ Term Ends _____
 Work Phone _____ ext _____ Fax _____
 Email _____ Cell Phone _____
 Time zone _____ Communications preference _____

Staff Liaison _____
 Work Phone _____ ext _____ Fax _____
 Email _____ Cell Phone _____
 Time zone _____ Communications preference _____

Agreements (check or complete blanks where appropriate)

1. All parties accept the charge as presented by the Executive Board.
2. We have discussed and agree on the outcomes expected of this committee (see Charge).
3. We have discussed and agree on the manner in which work will be conducted over the next year.

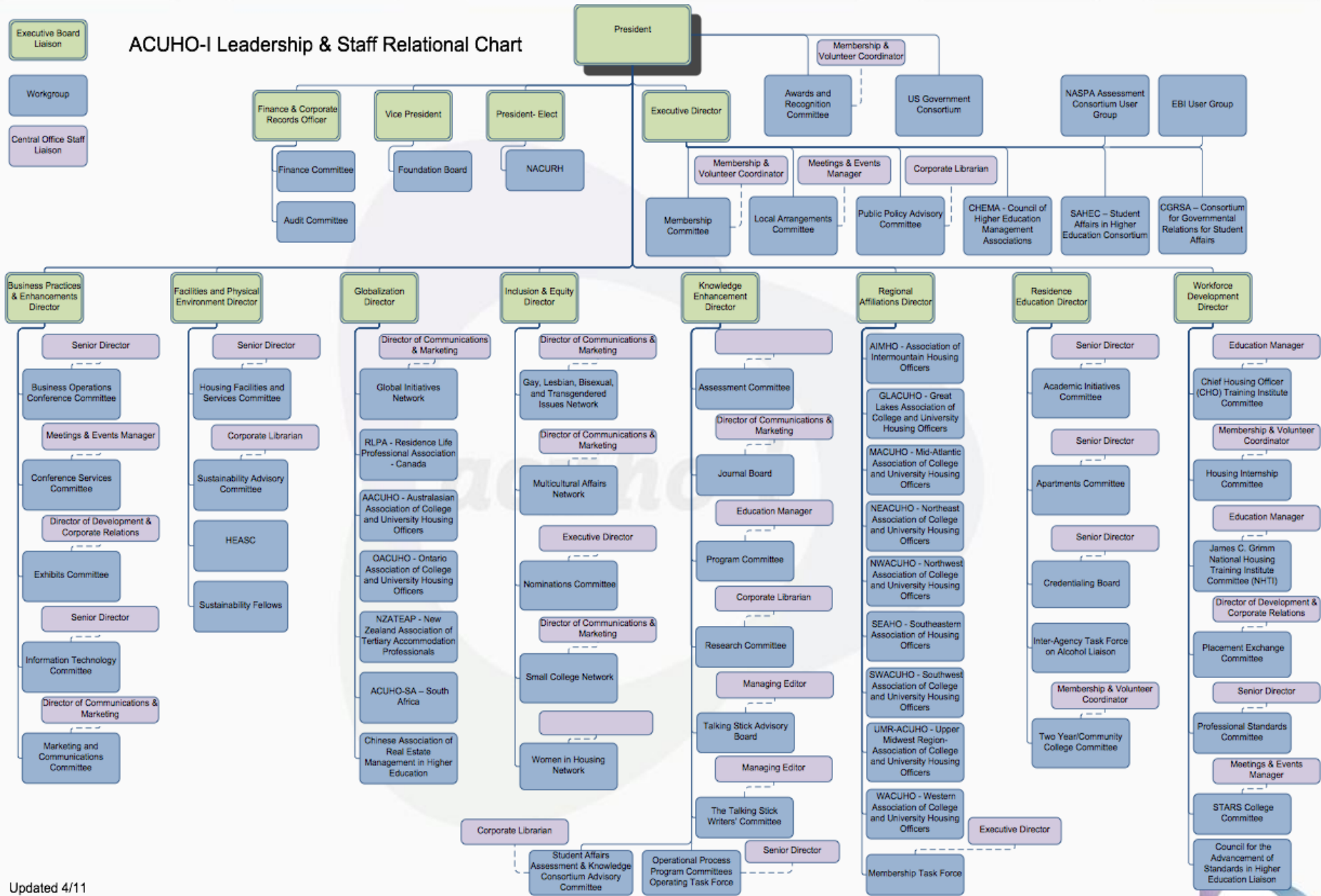
Updated 2/10

The Liaison Agreement will ask you to address the following:

- How will you communicate?
 - Frequency of communication
 - Type of communication
 - E-mail
 - Phone calls
 - Document Keeping
 - Development of Agenda
 - Minutes
 - Other Documents
- Dealing with Conflicts
- Identifying Resources



ACUHO-I Leadership & Staff Relational Chart



Updated 4/11





ACUHO-I Volunteer Program Agreement and Guidelines

Updated: June 2008



The Work Group Cycle

- Work Group Terms
 - ACE Terms
 - October Conference Series Terms
- Call for Volunteers
 - ACE Terms – March call
 - Conference Series – July call
 - Geographical – LAC call
 - Complete sign up process each year
 - Communities Tab > Volunteer Committees Link

Executive Board Expectations



Executive Board Expectations

- Attend in-person Executive Board meetings in Columbus, Ohio (Oct. and Feb.)
- Attend the Annual Conference and Exhibition. Arrive early for Executive Board Pre-Conference Meetings.
- Participate in monthly conference call meetings

Executive Board Expectations

- Maintain regular communication with assigned Work Groups
- Maintain regular communication with Central Office liaison
- Contribute to the ACUHO-I Foundation Annually (\$200 minimum is suggested)
- Review and study materials prior to Conference Calls and in-person meetings

Executive Board Expectations

- Travel
 - Arrange business meeting travel (and other approved travel) through ACUHO-I Expedia account staying “within policy”
 - Board meeting travel, food and lodging is covered by ACUHO-I
 - ACE registration, travel and conference housing (not pre-conference) should be covered by your institution.

Executive Board Expectations

- Travel (continued)
 - Regional Conference registration, travel and hotel should be covered by your institution if attending your region's conference. If directed to attend another region's conference, ACUHO-I will pay for travel. The region will cover registration and hotel.

Executive Board Expectations

- Executive Board member will be expected to complete the following forms:
 - Independent Voting Member Questionnaire
 - Antitrust Policy
 - Conflict of Interest

Independent Voting Member

- “Each Executive Board Member, at the time of joining the board and annually thereafter, will be required to complete an annual questionnaire designed to determine their status as an Independent Voting Member of the Executive Board as defined on the United States Internal Revenue Service Form 990. “

ANTITRUST POLICY

This Association's policy is to comply with all federal and state laws, including the antitrust laws. We recognize that the purpose of the antitrust laws is to prevent anticompetitive agreements and activities, thereby, allowing the various competitive markets to operate without such restraints. Violations could include criminal penalties. Any perception of, or actual violation, by members may involve the Association in any investigation and/or litigation.

- The following guidelines are provided to the members to reduce the likelihood of a violation of the antitrust laws and of the perception of a possible violation of the antitrust laws:
- The members should limit their substantive discussions at Association meetings to the legitimate purposes of the Association.
- Members are advised not to engage in any discussions before, during, at breaks, or after a meeting on any of the following topics:
 - Suggestions to exclude a competitor from membership or to terminate a current member for non-objective reasons, or for anticompetitive reasons.
 - Discussions about the individual competitive activities of any member or nonmember, whether those are past, present or future competitive activities.
 - Suggestions that a member should change certain competitive activities.
 - Suggestions of “targeting,” “pressuring,” or “suggesting” to a nonmember that the nonmember change its current or future marketing plans, products or activities.
 - Discussions regarding present or future marketing plans or products of any member and/or how that might impact competition among the members.
 - Discussions of any other competitive matters not specifically relevant to the legitimate purposes of the Association.

Conflict of Interest

- The purpose of the conflict of interest policy is to protect The Association of College and Housing Officers-Internationals' tax-exempt interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Agenda Items

Any Board member may submit an item for the agenda of any meeting (face to face or conference call) – these will usually be related to the business of the groups you work with.

However, proper documentation is required for consistency and accuracy.

Agenda Items



**ACUHO-I Executive Board Meeting
Agenda Item Request**

Date: _____

Submitted by: _____

Subject: _____

Type of Agenda Item:

- Informational (no motion necessary)
- Consent Item (include motion)
- Action Item (include motion)

Motion:

Background Information/Rationale:

10/2/07



Agenda Items

Agenda items should be submitted to the Finance and Corporate Records Officer, who is responsible for developing the written agenda for each meeting. The President should also be copied on these communications.

Agenda Items

There may also be times when issues need to be addressed between meetings. Motions may be made, seconded and voted on electronically. In these cases, a motion should be sent to the Finance and Corporate Records Officer with a copy to the President.

Agenda Items

The FCR Officer will share the motion with the entire Board and call for a second. Once seconded, a time frame for “discussion” (via e-mail) and voting is announced. All communication from this point, including voting, should be done “reply all” so that everyone can be kept up-to-date.

Agenda Items

On occasion, items of business will develop during a meeting (usually the face to face meetings) – documentation will still need to be submitted for these so that the person taking the minutes can record the action being taken accurately.