

March 19, 2024

Dear Colleague:

We are grateful for your willingness to offer your time, energy, and expertise to an ACUHO-I Executive Board position. We can tell you from experience that this engagement is personally fulfilling. It is also vitally important to the future of the profession and the ongoing success of our Association.

There are four (4) Executive Board positions open for election this year. The position descriptions for each of these roles have been provided for your review in this nominations packet. We encourage you to review these descriptions and the tentative dates for 2024/2025 and consider submitting your application for the position that best matches your experience, skills, and passions. Service will begin on January 1, 2025.

- Vice President (3-Year Presidential Cycle, 2025-2027)
- Workforce Development Director (3-Year Term, 2025-2027)
- Facilities & Physical Environment Director (2-Year Term, 2025-2026)
- Business Practices and Enhancement Director (2-Year Term, 2025-2026)

Part 1 of the candidate application is due by 12:00 p.m. ET U.S. on May 23, 2024. All applications must be submitted electronically via the elections webpage. The ACUHO-I Nominations Committee will review all applications and then recommend the 2025 slate to the ACUHO-I Executive Board. All applicants will be notified of their status by July 12, 2024. At that time, slated candidates will be provided further instruction on completing Part 2 of the application (institutional support).

Again, we are delighted that you are considering Executive Board service. As you complete your application, we encourage you to review the Association's current strategic plan. We also encourage you to consider nominating colleagues who would be well-suited to run for the other Executive Board positions (peer nominations can be submitted here). If you have any questions about the work of the Executive Board or the nominations and election process, please do not hesitate to contact us.

Sincerely,



Leon McClinton
Chair, Nominations Committee
acuho-i_elections@acuho-i.org



Gay Perez
ACUHO-I President
gperez@virginia.edu



Mary DeNiro
ACUHO-I CEO
mdeniro@acuho-i.org

**2025 ACUHO-I Executive Board
Nominations & Election Timeline**

Activities to occur in 2024

Date	Activities
March 19	Call for nominations/applications open.
May 9	Peer Nominations due at 12:00 p.m. ET U.S.
May 23	Candidate Application part 1 due at 12:00 p.m. ET U.S.
July 12.....	Applicants notified of status on slate by this date.
July 18.....	Candidate Application part 2 due at 12:00 p.m. ET U.S.
July 25	Candidate profiles posted. Election dates promoted.
July 30 – August 13.....	Voting period
August 14-16	Candidates notified of status.
August 22.....	Election results announced.
October TBD.....	New Executive Board Orientation (Columbus, OH)
October TBD.....	October Executive Board Meeting (Columbus, OH)

Open ACUHO-I Executive Board Positions for 2025

Vice President (3 Year Presidential Cycle, 2025-2027)

- Duties
 - Moves into the President-Elect and President positions in subsequent years.
 - Serves as representative to external partners.
 - Works in tandem with President-Elect.
 - Liaisons with ad hoc task forces or committees as needed.
 - Serves on the Board Executive Committee.
 - Serves as the Board liaison for assigned work groups; prepares reports on these activities and distributes to the Board prior to each meeting.
 - Serves as the Board liaison to the ACUHO-I Research and Educational Foundation Board of Trustees.
 - Attends Foundation Board meetings and select committee meetings
 - Participates in conference calls and reports.
 - Schedules an annual meeting with the Board and Foundation Board leadership to discuss collective agendas.
 - Participates in the Presidential cycle in representing the Association at various conferences and meetings.
 - Serves on the Association Finance and Audit Committees.
 - Accepts delegated responsibilities.
 - Makes recommendations of individuals to ensure a Board which represents the various functions and diversity of association membership.
- Qualifications
 - Demonstrated extensive record of leadership within the association and/or regional associations or profession in general.
 - Understanding of financial reports and audits, understanding of legal proceedings.
 - Understanding the foundational aspects of contract management;
 - Knowledgeable of human resource issues.
 - Knowledgeable of legislative processes.
 - Understanding of knowledge-based governance and decision-making.

Workforce Development Director (3 Year Term, 2025-2027)

- Duties
 - Provide leadership and expertise to the strategic efforts of the association to anticipate and meet the workforce demands of the future.
 - Understand the changing priorities, roles, and demands of the campus housing profession.
 - Guide association planning to support the development of opportunities for staff to gain the necessary skills and competencies to serve students in the future.

- Provide expertise in the areas of continuing education, professional competencies, standards, professional development, and the recruitment and retention of a diverse staff at all levels.
- Recommend individuals to ensure an Executive Board that represents the various functions and diversity of association membership.
- Serve as the Executive Board liaison for assigned workgroups.
- Prepare reports on these activities and distribute them to the Board prior to each meeting.
- Qualifications
 - Demonstrated experience in the areas of training and development with all levels of staff.
 - Demonstrated experience in the areas of professional development as well as the recruitment and retention of a diverse staff.
 - Demonstrate experience with the professional competencies and standards within the campus housing profession.

Facilities & Physical Environment Director (2 Year Term, 2025-2026)

- Duties
 - Provide leadership in defining and promoting cost-effective, comfortable, safe, secure, and sustainable housing environments for campuses.
 - Provide expertise in the areas of sustainability, renovation and/or construction, furnishings, amenity planning and purchasing, residence hall maintenance and operations, safety, and other resources.
 - Serve as the Executive Board liaison for assigned workgroups.
 - Prepare reports on these activities and distribute them to the board prior to each meeting.
- Qualifications
 - Demonstrated experience in campus housing operations, facilities management, and custodial or maintenance supervision.
 - Demonstrated past record of successful leadership in renovations and/or construction, facilities construction planning and financing, and sustainability issues.
 - Demonstrated experience working with corporate business partners (preferred).

Business Practices and Enhancement Director (2 Year Term, 2025-2026)

- Duties
 - Provide leadership and support for association business practices.
 - Provide leadership and direction in ensuring that the association maintains professional standards in its practices with corporate partners.
 - Provide expertise in the areas of marketing, technology, and conferencing as they relate to meeting the changing needs of the association's members.
 - Prepare the association for future issues affected by economic and demographic trends.

- Provide expertise in the area of occupancy management, conference management, market analysis, financing of housing, crisis management, procurement, and contract services.
- Serve as the Executive Board liaison for assigned workgroups.
- Prepare reports on these activities and distributes to the Board prior to each meeting.
- **Qualifications**
 - Demonstrated experience in the housing business operations, marketing, technology, conference management, assignments, contracting, occupancy management, financing, or crisis management within the campus housing profession.

Eligibility Requirements: ACUHO-I Executive Board

- Housing officers from member institutions shall be eligible for election to office in the Association. A housing officer is any employee of a college or university whose leadership and oversight relate to college and/or university housing. Regardless of the particular title, the individual must have responsibilities for housing operations (e.g., administration, operations, facilities management, educational programming, and/or food service and/or related programs).
- Executive Board members should be actively affiliated with a member institution for the duration of their commitment.
- Applicants/candidates must be in good standing with ACUHO-I (i.e., no outstanding/pending legal or financial transactions with the Association).
- Must be willing to attend the following meetings during the elected term and follow the Board-approved travel expense and reimbursement policy:
 - Extended in-person (or if Zoom is deemed necessary) board meetings held in January/February prior to State of the Profession (up to 2 days in duration). Association covers all travel, meals, and hotel costs associated with the Board meeting. Attendance at State of the Profession (SOP) every Jan/Feb is required. EB member and/or their institution are expected to cover all other SOP related costs (i.e., hotel, meals, registration).
 - Extended in-person (or if Zoom is deemed necessary) board meetings at Campus Home. LIVE! (ACUHO-I Conference & Expo) in June/July (prior to the conference). Association covers meals and hotel costs associated with the Board meeting. EB member and/or their institution are expected to cover all other CHL related costs (i.e., travel, hotel, meals, registration).
 - Extended in-person (or if Zoom is deemed necessary) board meeting held in October/November (up to 2 days in duration). Association covers all travel, meals, and hotel costs associated with the Board meeting.
 - Newly elected EB members are also expected to attend new board orientation in October 2024. In addition, there will be on-boarding video-calls between November-December 2024.
 - Attendance at occasional regional association professional development conferences and special events (approximately 3-7 days per year). When attending one's home regional, you and/or your institution are expected to cover all related costs. ACUHO-I will work with the regional associations or other organizations on related costs when you are required to attend meetings outside of your region. All such costs must be pre-approved.
- Personally contribute one item (individually/jointly) each year for the Foundation Board's Silent Auction at Campus Home. LIVE!.
- Personally donate to the Foundation a minimum amount of \$400 annually by June 30 of each year to demonstrate leadership support of the Foundation's fundraising activities. *Please Note: An inability to give is not a disqualifying criterion for candidacy. If, for any reason, a candidate is unable to make this level of contribution, we ask that they*

please contact ACUHO-I CEO, Mary DeNiro (mdeniro@acuho-i.org) or nominations committee chair, Leon McClinton (leon.mcclinton@okstate.edu), by July 18, 2024.

- Serve diligently and competently. Members must attend all meetings and conduct themselves with honor, integrity, fairness, prudence, and in keeping with the mission, values, and vision of the Association (See Appendix: Board Leadership Code of Ethics). Members must keep updated on association and collegiate housing profession trends and always act in the best interests of the association.

Tentative Meeting Schedule

- 2024
 - October Foundation Trustee Fall Meeting (Location TBD; VP only)
 - October New Board Orientation
 - October Executive Board October Meeting (Location TBD)
- 2025
 - February Foundation Leadership Meeting, San Diego, CA (VP only)
 - February Executive Board Meetings (San Diego, CA)
 - February State of the Profession (San Diego, CA)
 - June Foundation Trustee Meeting, Columbus, OH (VP only)
 - June Executive Board Meeting, Columbus, OH
 - June Campus Home. LIVE! 2025, Columbus, OH

Video Meeting Schedule

- Executive Committee: 3rd Monday of every month at 4:00 p.m. ET (US) (VP only)
- Executive Board: 4th Thursday of the month at 4:00 p.m. ET (US)
- On occasion these meetings are shifted back a week to accommodate holidays.

ACUHO-I Board Leadership Competencies, Skills, & Involvement

ACUHO-I members will vote on four board positions in August 2024: Vice President, Workforce Development Director, Facilities and Physical Environment Director, and Business Practices and Enhancement Director. Based on the recommendations of the 2023 Executive Board Nominations Task Force, the following leadership competencies, skills, and involvement have been identified for all board positions.

Please note that this is an ideal list. The Nominations Committee recognizes that candidates will have varying levels of experience and depth within these areas. Where appropriate, please address these competencies, skills, and involvement in your materials (e.g., resume and application responses).

ACUHO-I Involvement:

Past and current volunteer roles with the Association and/or a leadership role within ACUHO-I.

Regional Involvement:

Past and current volunteer roles with a regional association and/or a leadership role within a region.

Other Professional Organization Involvement:

Past and current volunteer roles with another professional volunteer organization and/or a leadership role within a professional volunteer organization.

Work Experience in Content Area:

Includes current or past work roles with responsibilities in the content area as well as volunteer responsibilities in the board position's content area.

Fiscal Understanding:

Includes current or past work experience or responsibility for budget/fiscal matters as well as volunteer work with budget/fiscal responsibilities.

Strategic Planning:

Includes current or past work responsibilities with strategic planning as well as volunteer experience with strategic planning.

Group Dynamics:

Includes current or past role that requires leading and directing group work as well as volunteer experience leading and directing group work.

Thought Leadership and Technical Credibility:

Understands and keeps up to date on local, national, and international policies and trends that affect housing and residence life. Is aware of the organization's impact on the external environment and has pride in the campus housing profession. Is considered a thought leader with a commitment to continuous learning about the ACUHO-I organization. This includes a foundational understanding of the organizational structure, culture, and core programs/services to support the mission of ACUHO-I. Possesses an area of expertise that helps the Association meet one or more of its strategic initiatives. Understands and appropriately applies principles related to specialized expertise in campus housing and other areas of importance.

Integrity/Honesty:

Behaves in an honest, fair, and ethical manner. Shows consistency in words and actions and models a high standard of ethics.

Leveraging Diversity and Perspectives:

Fosters an inclusive environment where diversity and individual differences are valued and leveraged to achieve the vision and mission of the organization. Treats others with courtesy, sensitivity, and respect. Listens effectively; clarifies information as needed and is open to change and new information; rapidly adapts to new information, changing conditions, or unexpected obstacles. Prioritizes the best interests of the board, organization, and members over individual priorities, such as pet projects and personal advancement. Encourages and supports a positive culture between volunteer leaders, staff, and members. Willingness to solve problems as a group.

Strategic Thinking:

Board members should be able to provide both strategic and innovative thought leadership. Strategic thinking involves analyzing issues and making decisions that support the organization's overarching mission. Board members with the capacity for innovative thinking make new ideas and solutions possible. Articulate current conditions and anticipate future trends that impact campus housing programs. Ability to influence strategic direction and collaborate with ACUHO-I to create programs and services that meet the need of campus housing professionals. Ability to embrace an adaptable and flexible mindset.

Influencing / Negotiating:

Positions the organization for future success by identifying new opportunities and developing or improving products or services. Builds consensus through give and take; gains cooperation from others to obtain information and accomplish the goal.

Critical Thinking:

Makes well-informed, effective, and timely decisions, even when data are limited, or solutions produce unpleasant consequences; perceives the impact and implications of decisions. Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates

alternative solutions; makes recommendations. Leads with an independent mind and is curious. Ability to think broadly, especially on those issues not experienced first-hand.

Accountability:

Holds self and others accountable for being prepared for board meetings and other Association activities. Can be objective about what is best for ACUHOI and our members. Ability to act as responsible and accountable stewards of association resources and take appropriate actions which meet the needs of members in an ever-changing environment.

Developing Others:

Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and opportunities to learn through formal and informal methods.

Board Leadership Code of Ethics

The Association of College and University Housing Officers International (ACUHO-I) and the ACUHO-I Research and Education Foundation (ACUHO-I Foundation), as nonprofit organizations at the forefront of our field, strive to uphold the highest legal, ethical, professional, and moral standards. Our donors and volunteers support ACUHO-I and the ACUHO-I Foundation because they trust us to be responsible stewards of their resources, with a reputation for integrity and excellence built upon the careful observance of all applicable laws and regulations, and a scrupulous regard for the highest standards of personal and professional conduct.

Throughout this document, ACUHO-I and the ACUHO-I Foundation shall collectively be referred to as “the Organizations” in instances in which a policy pertains to both.

Each member of the ACUHO-I Executive Board of Directors and the ACUHO-I Research and Education Foundation Board of Trustees, also known as the ACUHO-I Leadership, agrees to comply with the following standards of behavior:

1. To abide by all governing policies and doctrines and remain actively engaged as Board members at all times.
2. To conduct the Organizations’ business affairs with honesty, integrity, due diligence, and reasonable competence and, as good stewards, to place the interests of the ACUHO-I membership above their own while conducting the Organizations’ business.
3. To uphold the confidentiality of ACUHO-I Leadership and not share, copy, reproduce, transmit, divulge, or otherwise disclose, except as required by law or in the performance of their Board duties, any confidential information related to the affairs of the Organizations or the Organizations’ Board activities.
4. To exercise proper authority and good judgment in dealings with staff, stakeholders, and the general public, and to respond to the needs of members in a respectful and professional manner.
5. To ensure that the governance process is fair and representative of the ACUHO-I membership by providing thoughtful input into decision-making and voting on issues with appropriate solemnity.
6. To provide, as stewards of the Organizations’ financial assets, general oversight of all fiscal management and policies. Executive Board members are expected to use discretion and moderation in expending the Organizations’ funds and resources while traveling to Board meetings and engaging in official activities.
7. To participate actively in professional development opportunities and perform assigned duties in a professional and timely manner, as directed by ACUHO-I Leadership.
8. To communicate directly with the CEO/Executive Director or use proper channels (e.g., Executive Session or Executive Committees) to discuss performance issues of the CEO/Executive Director or other staff members. Board members will use professional judgment and respect the confidentiality of all personnel matters.

9. To dedicate themselves to serving the needs of the Organizations and their members, leading by example and upholding standards of excellence in the conduct of their duties as Board members.
10. To behave in a manner consistent with the Organizations' values, always demonstrating respect for others when participating in the Organizations' activities.
11. Above all else, to act in the best interests of the Organizations, never pursuing personal gain or financial enrichment; avoiding and identifying potential conflicts of interest; and, in the event of a conflict, real or perceived, removing themselves from the discussion and the vote on the matter. Board members will disclose their involvement with other organizations, vendors, or any other association, as outlined in the Conflict-of-Interest statement.

I have read, understood, and agree to adhere to this document during my service on the Board.

Print name _____

Signature _____

Board Title _____

Date _____

Updated: November 2021