

acuho-i

March 31, 2025

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 (5) 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 process dates for 2025/2026 and consider submitting your application for the position which best matches your experience, skills, and passions. Service will begin on January 1, 2026.

- Vice President (3 Year Presidential Cycle, 2006-2028)
- Globalization Director (3 Year Term, 2026-2028)
- Inclusion & Equity Director (2 Year Term, 2026-2027)
- Regional Affiliations Director (2 Year Term, 2026-2027)
- Residence Education Director (2 Year Term, 2026-2027)

Part 1 of the candidate application is due by **12:00 PM ET U.S. on May 15, 2025**. All applications must be submitted electronically via the [election's webpage](#). The ACUHO-I Nominations Committee will review all applications and then recommend the 2026 slate to the ACUHO-I Executive Board. All applicants will be notified of their status by July 15, 2025. At that time, slated candidates will be provided with 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](#) along with the other resources provided on the [elections page](#). 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.

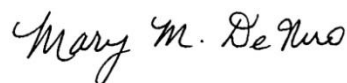
Sincerely,



Gay Perez
Chair, Nominations Committee
gperez@virginia.edu



Kathy Bush Hobgood
ACUHO-I President
kbhob@clermson.edu



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

**2026 ACUHO-I Executive Board
Nominations & Election Timeline**

Activity to Occur in 2025

Date	Activities
March 31	Call for nominations/applications open.
May 1	Peer Nominations due at 12:00pm ET U.S.
May 15	Candidate Application part 1 due at 12:00pm ET U.S.
July 15	Applicants notified of status on slate by this date.
July 22	Candidate Application part 2 (institutional support) due at 12:00pm ET U.S.
July 25	Candidate profiles posted on the web; election dates promoted.
July 29 – August 12	Voting period
August 13-15	Candidates notified of status.
August 21	Election results announced.
Sept-Nov TBD	New Executive Board Orientation
October 14-15	October Executive Board Meeting (St. Louis, MO).

Open ACUHO-I Executive Board Positions for 2026

Vice President (3 Year Presidential Cycle, 2026-2028)

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 insure 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

Globalization Director (3 Year Term, 2026-2028)

Duties:

- Provide global experience regarding campus housing operations and systems outside the United States along with leadership to facilitate ACUHO-I to become the world's foremost authority on campus housing;
- Bring an understanding of how ACUHO-I's new or existing products and services will be utilized and/or viewed by members and customers outside the United States;
- Act as the primary advisor to the association on global issues and strategy and serve as liaison with non-US regional affiliates to share knowledge and grow the influence of ACUHO-I and its members;
- Encourage campus housing professionals around the world to develop and share knowledge in a variety of formats such as publications, presentations, webinars, videos, social networks, and the like;
- Serve as ACUHO-I's ambassador to campus housing professionals outside the U.S. to promote relationships between campus housing professionals in different countries.

Qualifications:

- Demonstrate an in-depth working relationship on projects or campuses outside the United States;
- Demonstrate extensive experience working in a student housing operation or with housing professionals outside the United States;
- Demonstrate experience in working with diverse populations; solid understanding and appreciation for cultural differences;
- Demonstrate involvement in global professional activities, including international travel and study.

Inclusion and Equity Director (2 Year Term, 2026-2027)

Duties:

- The Inclusion and Equity Director provides leadership, support, and coordination to Association activities/work group as it relates to inclusion and equity issues with the goal of enhancing the diversity of ACUHO-I's membership at both the institutional and individual level;
- Advocates for the needs, interests and rights of under-represented groups within association membership and leadership positions;
- Provides leadership to promoting and enhancing services, opportunities and actions that support inclusion and equity and ensures an ongoing focus on issues of importance;
- Provides expertise in the areas of inclusion, equity, social justice, and diversity;
- Serves as a resource and advocate for specific areas related to diversity including: sexual orientation, gender, disability, race and ethnicity, and class;
- Serves on the Nominations Committee;
- Identifies ways to increase under-represented institutions in the Association;
- Liaisons with other professional organizations that are sensitive to issues of inclusion and equity;
- Serves as the Executive Board liaison for assigned work groups; and
- Prepares reports on these activities and distributes to the Board prior to each meeting.

Qualifications:

- Demonstrated knowledge about a variety of resources, techniques, processes related to inclusion and equity;
- Demonstrated experience working with diverse populations; committed to enhancing the diversity of ACUHO-I's membership at both the institutional and individual level; and
- The ability to articulate the needs of inclusion and equity to a variety of topics.

Regional Affiliation Director (2 Year Term, 2026-2027)

Duties:

- The Regional Affiliations Director provides leadership, support, and coordination to Association activities/work groups as it relates to regional associations by providing expertise in the area of regional affiliations to the Board, including: identifying and articulating issues of importance to regional association and other constituent groups;
- Creates liaisons with United States regional associations and other affiliated constituents;
- Works closely with Globalization Director;
- Serves as the Executive Board liaison for assigned workgroups;
- Prepares reports on these activities and distributes to the Board prior to each meeting; and coordinates regional affiliation agreements.

Qualifications:

- An in-depth understanding of the regions and the importance of the relationship to ACUHO-I; and knowledge of ACUHO-I services and governance.

Residence Education Director (2 Year Term, 2026-2027)

Duties:

- The Residence Education Director provides leadership, support, and coordination to Association activities/work groups as it relates to residence education by providing expertise in the areas of: academic initiatives, active application of current theory and knowledge, student learning, diversity, individual communities and student development;
- Serves as the Executive Board liaison for assigned workgroups; and prepares reports on these activities and distributes to the Board prior to each meeting.

Qualifications:

- Demonstrated experience in current topics regarding student affairs and residence life; and understanding of credentialing process.

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:
 1. 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).
 2. 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).
 3. 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.
 4. Newly elected EB members are also expected to participate in on-boarding video-calls between September-November 2025.
 5. 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, Gay Perez (gperez@virginia.edu), by July 22, 2025.

- 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

2025

October	Foundation Trustee Fall Meeting (St Louis, MO; <i>VP only</i>)
September-November	New Board Orientation (Zoom)
October	Executive Board October Meeting (St Louis, MO)

2026

January/February	Foundation Leadership Meeting, TBD (<i>VP only</i>)
January/February	Executive Board Meetings (TBD)
January/February	State of the Profession (TBD)
June	Foundation Trustee Meeting, Orlando, FL (<i>VP only</i>)
June	Executive Board Meeting, Orlando, FL
June	Campus Home. LIVE! 2026, Orlando, FL

Video Meeting Schedule

- Executive Committee: 3rd Monday of every month at 4:00pm ET (US) (*VP only*)
- Executive Board: 4th Thursday of the month at 4:00pm ET (US)

On occasion these meetings are shifted back a week to accommodate holidays.

Appendix



POLICY AND PROCEDURE	
Date of Issue	11/03/2019
Revision Date	11/2021
Review Schedule	Every other year
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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.



POLICY AND PROCEDURE	
Date of Issue	11/03/2019
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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