



June 2025

On behalf of the ACUHO-I Foundation Board Trustee Nominations Committee, it is my pleasure to share the 2025 Foundation Board Trustee Selection Process to all members for the three upcoming vacant positions on the ACUHO-I Foundation Board of Trustees. The deadline for applications is Friday, August 1, 2025.

Serving on the ACUHO-I Foundation Board of Trustees can be the highlight of your housing career. Our Trustee Board has a proven and effective structure and is a dynamic team of individuals committed to fundraising and stewardship that allows the work of ACUHO-I to thrive.

This selection cycle has three Foundation Board Trustee positions available. These positions will commence on January 1, 2026, and the successful candidates will be expected to attend our Foundation Trustee Board Fall Meeting and new board orientation, October 12-14, 2025.

**Available positions:**

- Chair-elect (3-Year Cycle, 2026-2028)
- Vice Chair for Individual Outreach and Giving (2-Year Cycle, 2026-2027)
- Vice Chair for Industry Partner Outreach and Giving (2-Year Cycle, 2026-2027)

**Successful candidates should possess:**

- Prior involvement in ACUHO-I or the ACUHO-I Foundation
- A record of lifetime giving of \$500 or more and \$400 annually while serving as a Trustee
- Past or current regional involvement
- Ability to dedicate 2 hours to Foundation work per week
- Willingness to leverage relationships (individual or corporate)
- Fundraising and stewardship ability or prior experience
- Awareness of the ACUHO-I Strategic Plan
- Ability to work well with members
- Other professional involvement
- Institutional & Financial Support - Ability to fund travel 2 times a year
- Ability to attend monthly Foundation Board of Trustees virtual meetings:
  - Trustee Executive Committee: 2nd Tuesday of every month at 3:00pm ET (Chair-Elect)
  - Foundation Trustee Meeting: 3rd Tuesday of the month at 3:00pm ET

- *On occasion, these meetings are shifted to accommodate holidays.*

We invite you to speak with any current Foundation Board Trustee member ([Foundation Board - ACUHO-I](#)) to understand more completely the responsibilities and commitment of their position. They would be happy to answer your questions about their board experience. Please note that all nominations and applications will be reviewed by the committee. The committee will keep potential candidates updated on their status in the nominations process.

I hope that you will consider submitting your credentials for a position on the Foundation Trustee Board. Please do not hesitate to contact me if you have any questions about the opportunity to serve our association.

Best Regards,



Dr. Thomas W. Hardy  
ACUHO-I Foundation Board Past Chair  
Executive Director  
University of Louisville

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### **Foundation Trustee Selection Timeline:**

- Applications Available: May 29 – July 26, 2025
- Applications Due: August 1, 2025
- Selection Committee Review Complete: Week of August 4, 2025
- Foundation Trustee Approval: August 19, 2025
- Assoc. Executive Board Review: Week of August 25, 2025
- Announcement of Results: Week of September 2, 2025

### **Position Descriptions**

#### **Chair-elect**

#### **Duties:**

- Moves into the Chair and Past Chair positions in subsequent years
- Coordinates the Parthenon Nomination and Selection process during their Chair-elect year
- Reviews the constitution annually and accepts primary responsibility for the Foundation Board Trustee Standard Operating Procedures

- Serves on the Foundation Trustee Board
- Serves on the Foundation Board Finance Committee
- Serves on the ACUHO-I Audit Review Committee
- Attends Foundation Trustee Board in-person meetings (January/February Winter Meeting, ACE Conference, and October Fall Meeting) and select committee meetings
- Attends monthly Foundation Trustee Board Conference Call meetings
- Serves in the absence of the Foundation Board Chair

#### **Skills/Competencies:**

- Convening and providing vision for committees, taskforces, and the Board
- Public speaking
- Designing strategic vision and leading planning efforts
- Organization & initiative
- Planning & facilitating meetings both virtually and in-person

#### **Qualifications:**

- Prior involvement in ACUHO-I or the ACUHO-I Foundation
- Trustee members must have a record of lifetime giving of \$500 or more and \$400 annually while serving as a trustee
- Past or current regional involvement
- Demonstration of Stewardship
- Willingness to leverage relationships (individual or corporate)
- Fundraising ability or prior experience
- Awareness of the ACUHO-I Strategic Plan
- Ability to work well with members
- Other professional involvement

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### **Vice-Chair for Individual Outreach and Giving**

#### **Duties:**

- Assist the Foundation Board Director of Development with creatively raising funds to support ACUHO-I through oversight of cultivating individual donations such as Individual Major Donors, Patron Pledges, and other individual annual fundraising initiatives established by the Foundation Board
- Develop strong relationships and stewardship with ACUHO-I members and corporate partners
- Demonstrate a sincere interest in helping the ACUHO-I Foundation advance its fundraising efforts

- Serve on the Foundation Trustee Board and assign work groups as necessary

### **Skills/Competencies:**

- Ability to ask peers to give
- Convening and providing stewardship to groups
- Organization & initiative
- Creating connections between individuals

### **Qualifications:**

- Prior involvement in ACUHO-I or the ACUHO-I Foundation
- Trustee members must have a record of lifetime giving of \$500 or more and \$400 annually while serving as a trustee
- Past or current regional involvement
- Demonstration of Stewardship
- Willingness to leverage relationships (individual or corporate)
- Fundraising ability or prior experience
- Awareness of the ACUHO-I Strategic Plan
- Ability to work well with members
- Other professional involvement

### **Vice-Chair for Industry Partner Outreach and Giving**

#### **Duties:**

- Assist the Foundation Board Director of Development with creatively raising funds to support ACUHO-I and its goals
- Develop strong relationships and stewardship with ACUHO-I corporate partners and members
- Assist with cultivating Corporate Major Donors
- Demonstrate a sincere interest in helping the ACUHO-I Foundation advance its fundraising efforts
- Serve as a liaison of our corporate partners to the ACUHO-I Foundation Trustee Board partners
- Work closely with the Director of Development to secure Annual Week of Giving matching donors

#### **Qualifications:**

- Must currently be a member of one of our corporate partners
- Prior involvement in ACUHO-I or the ACUHO-I Foundation
- Trustee members must have a record of lifetime giving of \$300 or more and \$400 annually while serving as a trustee
- Past or current regional involvement
- Demonstration of Stewardship
- Willingness to leverage relationships (individual or corporate)
- Fundraising ability or prior experience

- Awareness of the ACUHO-I Strategic Plan
- Ability to work well with members
- Other professional involvement