



UMR-ACUHO Committee Chairperson Application 2009

Name: _____ Title: _____

Institution: _____ Office Telephone: _____

Mailing Address: _____

E-Mail: _____ Grad, entry level, midlevel or SHO? _____

Applicants need not currently be on a committee this year in order to be considered for a position. It is preferred that the applicants for Committee Chairperson of a UMR-ACUHO committee have the following qualifications: two years of prior committee experience in UMR-ACUHO and one year of experience on the committee to be chaired or have supplemental experience related to the committee to be chaired.

Candidates must understand that an appointment as a chairperson requires a **two-year commitment**. Those who are uncertain about their career status are encouraged not to apply. It is imperative that chairpersons attend all committee meetings during their terms. The committees meet in late January or early February at a central location, in June at the conference site, and one or two days prior to the Annual Conference.

Note: Prior to selections, your current or most previous committee chair will be contacted to discuss his/her recommendation of your application for a committee chair position.

Letter of Intent:

Please provide the following information as attachments to this application:

1. Which Chair position(s) interests you? Why?
2. What experiences have you had with UMR-ACUHO that you feel qualified you for this position? (e.g., committee involvement, conference attendance, etc.)
3. Summarize your employment experience for the last five years including the responsibilities of your current position.
4. Highlight past experiences leading groups that have prepared you for this position.
5. Provide information regarding past experiences with budgets and fiscal responsibility.
6. Describe, for each committee of interest, the primary responsibilities and roles reflective of your leadership.
7. Are you planning to conduct a job search during the time of your term?
8. If appointed, what percentage of your expenses will be covered by you and what percentage will your institution cover? (e.g., time away, travel, lodging, food, etc.)

Presentation of Candidacy:

The Thursday morning of summer meetings, please be prepared with a 3-5 minute formal presentation highlighting experiences relevant to desired role and reflective of your intended contribution to UMR. The Membership Involvement Committee will have 3-5 minutes following the presentation to ask additional questions regarding candidacy.

Letter of Recommendation:

Please provide a letter of recommendation from your immediate supervisor addressing confirmation of financial support and commitment for the committee chair term, endorsement of your abilities and skills to effectively lead the specific committee for which you are applying and any additional information that speaks on your behalf.

Signature

Please submit this form, letter of intent and supervisor recommendation by May 15, 2009 to Amanda Erdman, UMR-ACUHO Membership Involvement Committee Member. Address: Campus Box 81, 2211 Riverside Ave, Minneapolis, MN 55454; or fax to 612-330-1266