



Chairperson and Committee Member Commitment Form 2018

The Upper Midwest Region - Association of College and University Housing Officers is a professional housing organization dedicated: (1) to educate, (2) to conduct research, and (3) to provide service to member institutions within the region. In carrying out this mission, the interchange of energies, ideas, and efforts produces an impact greater than the sum of its separate parts and ensures a level of program quality consistent with the expectations and needs of the diverse people and institutions of UMR-ACUHO. To accomplish its mission, UMR-ACUHO is dependent upon the work of its volunteers.

As a volunteer of UMR-ACUHO, I fully accept the responsibilities assigned to my committee and will uphold the ideals of the organization. In addition, I agree to the following commitments:

- **Maintain current institutional UMR-ACUHO membership.**
- Act with integrity, dignity, competence and to meet promises.
- Adhere to deadlines.
- **Attend UMR-ACUHO winter, summer, and pre-conference meetings.** Absence may be negotiated for exceptional circumstances.
- Winter Meetings January 24-26, 2018, in Des Moines, Iowa
- Summer Meetings June 20-22, 2018 in Sioux Falls, South Dakota
- Annual Conference and Pre-Conference November 6 – 9, 2018, in Sioux Falls, South Dakota
- Follow through efficiently on all delegated tasks given to me.
- Maintain appropriate confidentiality.
- Actively learn more about the “big picture” of the organization and the Housing profession and convey the big picture to others.
- Respect the work and dignity of all persons and the collective efforts of all committees.
- Act as a good steward of the organization and committee’s budgets.
- Communicate with other committee members on a timely basis.
- Work individually, collectively, and collaboratively with other various committees as needs arise.
- Represent the UMR-ACUHO Association in a professional manner.
- Develop relationships that will further my own and others professional and personal development, as well as encourage/mentor possible future association leaders.
- Work to understand and meet the goals of the organization and to aid in support and realization of these goals.
- Strive to establish an open and diverse environment that promotes the appreciation and respect for differences.
- Assist in providing a continuing program of development for all levels of department staff.
- Embrace evaluation and assessment as tools that will assist the organization in continuously improving services, programs, and procedures.
- Seek to develop new knowledge as the basis for improved programs, policies, and procedures and communicate the results through appropriate channels.
- Incorporate technology into the organization when and where possible, as well as identify strategies to promote appropriate use of technological resources.
- Be aware of the political implications of housing as an integral part of higher education and maintain effective relationships with the outside community.
- Continue to keep my supervisor at my institution informed of my involvement and obligations.
- Understand that my involvement may reflect on my institution and respect the time and resources provided to assist me in meeting my responsibilities to the Association.
- Understand that travel expense arrangements are the responsibility of the individual member.

Chairperson Commitments (Additional)

- Provide appropriate information, communication and documents in order to assist with the transition of a new Chair.
- Communicate openly and in a timely manner with all involved parties, including committee members, my Executive Committee liaison, and other committee chairs.
- Ensure that the responsibilities of your committee are fulfilled, as outlined in the Chairperson Manual.
- Communicate with your Executive Committee liaison on a monthly basis.
- Communicate with all committee members on a monthly basis.
- Complete all financial transactions and paperwork within the appropriate time period as set by the Treasurer.
- Submit an annual report for the business meeting packet (due to liaison by September 15th).
- Complete and submit the Year-End Report at the end of each year at the Friday morning meeting at the annual conference.
- Transfer all materials and transition information to the new chair, at the end of your term, in a timely fashion, no later than December 1st.

If these responsibilities are unable to be fulfilled, it is the chairperson’s responsibility to inform their liaison of the situation and, in consultation with the President, determine the most appropriate course of action.

COMMITTEE MEMBER/CHAIRPERSON

I understand and agree to fulfill the responsibilities/commitments outlined above during my term on the UMR-ACUHO _____ Committee. I understand that if there are concerns with my fulfillment of the responsibilities/commitments, my supervisor may be contacted in an effort to communicate with all involved parties.

Committee Member/Chairperson: _____ Date: _____

*Please note that if you plan to do a job search in the upcoming year that could take you out of the UMR-ACUHO region, it may not be in your or the organizations’ interest to become a committee member for this calendar year.

SUPERVISOR

After reviewing and discussing UMR-ACUHO committee member involvement, responsibilities and commitment, I support _____ in their involvement with UMR-ACUHO as a committee member/chairperson. I also agree to pay UMR-ACUHO dues and update institution membership information on an annual basis.

Supervisor Signature: _____ Date: _____

UMR-ACUHO PRESIDENT

Signature: _____ Date: _____

Please return this form to:

Becky Wilson
UMR-ACUHO Secretary
University of Iowa
100 Stanley Hall Rm 260
Iowa City, IA 52242
Fax: (319) 335-3689
Email: rebecca-wilson@uiowa.edu