

## NWACUHO Board of Directors Institutional Support

### **Purpose:**

Serving on the Board of Directors for NWACUHO is a significant commitment in both time and resources. As part of the election process to be on the board, interested candidates must submit this form indicating they have support from their supervisor and CHO, and that everyone from the institution understand those commitments.

### **Time Commitments:**

While every position on the board of directors is different; generally, as a member of the board you should expect the following time commitments:

- Monthly board conference call (90 minutes)
- Monthly committee/task force work (1 hour)
- Weekly position specific responsibilities (1 hour)
- January/February weekly conference preparation (2 hours)
- The presidential cycle and treasurer positions typically have an additionally 2-3 hours for their responsibilities each month with significant increases in January and February in preparation for the annual conference.

***Please speak with the Past-President if you have questions about the time commitments for a specific position.***

### **Travel and Financial Commitments:**

The board of directors meet in person three times a year as follows:

#### **• May Board Meeting**

- Institution will pay for any meals during travel and incidental travel fees (i.e. taxi, baggage fees, etc.)
- NWACUHO will pay for travel to the meeting site, lodging and meals during the meeting.

#### **• October Board Meeting**

- Institution will pay for any meals during travel and incidental travel fees (i.e. taxi, baggage fees, etc.)
- NWACUHO will pay for travel to the meeting site, lodging and meals during the meeting.

#### **• February Board Meeting & Annual Conference**

- Institution will pay for travel to the site and lodging during the board meeting and conference;
- Institution will pay for any meals during travel and incidental travel fees (i.e. taxi, baggage fees, etc.)
- Institution will pay for board member to register for the conference, registration includes most meals during the conference.
- NWACUHO will pay for meals during the meeting;

***Additional paid-travel may be required for the President-Elect and President. Please consult the NWACUHO Travel Policy and Past-President if you have questions about the travel or financial commitment for a specific position.***

**By signing the Institutional Support Letter, the candidate, their supervisor, and the senior housing officer are confirming the candidate has the time and financial support to serve their full term on the NWACUHO Board of Directors if elected.**

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Candidate's Signature

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Supervisor's Signature

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Senior Housing Officer's Signature

*Vision Statement: NWACUHO strives to be the higher education housing industry's leading regional association by providing professional enrichment that enhances the residential environment.*

*NWACUHO Mission Statement: To enrich the housing profession through the promotion of best practices, professional development, collaborative sharing of ideas, and the examination of future trends relating to the administration of the physical, financial, social and educational components of university and college housing programs.*

*NWACUHO Core Purposes: Promote best practices • Encourage professional development • Foster the collaborative sharing of ideas • Examine future industry trends*