

ACUHO-I Foundation Regional Cabinet

Regional Cabinet Representative Position Description

The ACUHO-I Foundation Trustees, working in concert with the ACUHO-I Executive Board, has aligned its structure and operations to actively engage the ACUHO-I membership in fundraising efforts. Critical to this effort is the work of the Regional Cabinet. Regional representatives engage in active fundraising throughout the year, and serve as liaisons between their individual region and the Foundation. Their conference activities, as well as year-round stewardship, serve to connect regional members with the important work of both the Foundation and the Association.

WHAT IS THE PROCESS FOR APPOINTMENT?

- Regional Cabinet Representatives will serve a minimum of one two-year term.
- Regional Cabinet Representatives are nominated by regional association leadership by September 15th.
- Foundation Trustees make appointments based upon nominations during their October board meeting. Vice Chair of the Regional Cabinet will work with regional leadership to notify appointed Regional Cabinet Representatives.
- Regional Cabinet Representatives terms of service will begin on January 1 of year one and expire on December 31 of year two.
- Regional representatives may serve additional terms should leadership of both the Regional association and Foundation trustees support reappointment.

WHAT IS NEEDED IN A REGIONAL CABINET REPRESENTATIVE?

- A sincere interest in helping the ACUHO-I Foundation advance its fundraising efforts.
- A strong network of connections to members and corporate partners from within the region.
- A record of lifetime charitable giving to the Foundation of at least \$250 or more along with an annual contribution of \$100 while serving in this role. The annual contribution requirement can be fulfilled by donations to the general fund or to ACUHO-I endowment accounts – including Parthenon campaigns. Qualifying charitable giving excludes monies given to the Foundation where any benefit may have been received by the donor, or where there was opportunity to receive a benefit (i.e.: raffles and auctions).
- Previous fundraising experience is helpful, but not required.

WHAT YOU WILL DO AS A REGIONAL CABINET REPRESENTATIVE?

- Serve as liaisons of the ACUHO-I Foundation at their region's annual conference and engage in educational and fundraising efforts to support the ACUHO-I Foundation.
- Participate in stewardship efforts including, but not limited to: note writing, thank you calls, fostering gifts, etc...
- Actively work at the regional level in an attempt to raise at least \$2000 at their regional conference.
 - A \$125 budget is provided for each Regional Representative for use at their annual regional conference. These funds may be used for a raffle gift, prize basket, decorations, candy, etc. There is an expectation that raffle proceeds will exceed the amount of money spent.

- Participate in pre-conference planning and post-conference reconciliation with a designee from the Central office.
- An after action report is due to the Vice Chair of the Regional Cabinet within two weeks of the completion of the regional conference.
- Requests for additional fundraising may be requested from the Foundation trustees based upon specific needs and campaigns (i.e. 25th Anniversary Campaign)
- Meet quarterly with other Regional Representatives via conference call to discuss upcoming conferences, best practices in regional outreach, and discuss unification of efforts.
- Attend two in person Foundation Leadership meetings per year. One meeting is held in late January at a site that is determined each year. The other meeting requires early attendance at the Annual Conference and Exposition (ACE). Travel and lodging expenses are paid for by the individual (or institution/region when funds are available) with the exception of meals provided during meeting times.
- Regional Cabinet Representatives will participate in the Annual Conference and Exposition Silent Auction through scheduled work hours, personal donations and/or solicitation of gifts.