

The Executive Committee is charged with overseeing the business and on-goings of the Association. The Committee is committed to sustaining an Association that provides inclusive opportunities for education and networking with Residence Life and Housing professionals within the Upper Midwest Region.

- a. Convene for the annual conference, winter meeting, summer meeting and other necessary meetings.
- b. Approve the disbursement of Association funds as requested by committees of the Association.
- c. Confirm appointments made by the President to fill un-expired terms of office and appointments made by the Vice President/President Elect to fill new terms of committee chairpersons.
- d. Determine the level of dues, if any, for the Association subject to ratification by the members present at the annual business meeting.
- e. Conduct the affairs of the Association and carry out its directives.
- f. Determine the site and time for the annual conference of the Association, with the Conference Site Search Committee- subject to approval at the annual business meeting.
- g. Provide electronic update about Association business after summer and winter meetings.
- h. Provide coaching support to committee members to help them support new members at our annual conference and in our committees.
- i. Set the schedule for the annual conference.
- j. Fulfill any duties delegated to that committee in the future.
- k. Have one vote per member on matters brought before the Executive Committee with the exception of the President. The President only votes in the event of a tie.

Conference Programming and Logistics Committee (number 10-12) Chair and Elect 2 commitment

The Conference Committee works with the Local Arrangements Team and coordinates the planning and logistical components affiliated with the Association's annual conference. This includes finalizing space assignments, program solicitation and selection, registration processes, conference marketing, and conference evaluation.

- Manage conference program messaging, marketing, proposals, review, selection, slating, and evaluation
- Identify appropriate time and space for corporate partner presentations
- Collaborate with DEI Committee to identify an appropriate number of DEI programs for each conference.
- Identify at least one timely topic pertinent to our profession each year and ensure a program addressing that.
- Identify and coordinate opportunities for volunteering on the conference site
- Create and send out the full conference evaluation
- Assign conference spaces
- Update Guidebook
- Provide conference updates for the Perspectives magazine
- Work with the Local Arrangements Team to liaison with the hotel staff as needed
- Determine AV needs
- Assist Engagement Committee to help welcome/recruit new members and potential committee members

Exhibits Committee (number 4-5) Chair and elect 2 year commitment

The Exhibits Committee provides an opportunity for Association members, Corporate Affiliate members and non-member vendors to collaboratively network and share ideas and products through an open exhibits area at the Annual Conference. The committee serves as a liaison between UMR-ACUHO and exhibitors who support the Association's activities. They are responsible for assisting the Corporate Sponsorship Coordinator as needed, with sponsorships. The committee works to build strong partnerships between the conference attendees and the Corporate Partners and exhibitors.

- Determine rates and set-up of exhibitor spaces and present the Executive Committee for approval
- Update exhibitor registration information to allow on-line registration.
- Solicit exhibitors starting no later than March for the Annual Conference of that year
- Identify new areas of interest for exhibitors and recruit new resources
- Create opportunities for corporate partners and decision makers to formally interact outside of conference/showcase
- Work closely with the Corporate Sponsorship Coordinator
- Welcome and assist in set-up/break down processes for exhibitors at the conference site
- Provide articles concerning navigating the Exhibitor area and highlighting long term exhibitors
- Develop and distribute evaluation tools for exhibitors and contribute appropriate questions to the Conference Committee for the annual conference evaluation
- Assist Engagement Committee to help welcome/recruit new members and potential committee members

Engagement Committee (number 10-12) Chair and elect 2 year commitment

The Engagement Committee works on finding ways to engage the membership in various ways. This committee also works on recruitment of new committee members, committee chair positions, and executive team positions. They also coordinate the UMR travel scholarships, various assessment strategies for recruitment, and communication.

- Membership Involvement
 - Coordinate travel scholarships
 - Organize Conference Connections Luncheon
 - Provide an opportunity for entry level and senior level staff to interact at the annual conference
- Communication
 - Manage UMR-ACUHO Social Media
 - Create/publish Perspectives Magazine at least quarterly each year
- Recruitment
 - Recruit candidates for Chair and Executive positions each year to allow for a competitive selection process.
 - Assist State Membership Coordinators to recruit new institutional members

Diversity, Equity, and Inclusion Committee (number 10-12) Yearly assignment

The UMR-ACUHO Diversity, Equity and Inclusion Committee focuses its efforts on educating, celebrating, and mobilizing our membership to better advocate for and with our peers and students, especially those from underrepresented backgrounds. The committee seeks to provide opportunities for our region to learn, to share, and to take action outside of the conference in order to meet the region's mission of educating and providing services that meet the needs of the diverse people and institutions of UMR-ACUHO.

Members are encouraged to engage in all facets of our responsibilities from a social justice framework so that we will become better-informed professionals who model advocacy for their students and peers. The primary functions of this committee are:

- Organize signature Event at the conference
- Develop on-going education including one virtual learning opportunity per year related to DEI for members
- Collaborate with Conference Host Committee to designate an appropriate number of DEI programs for each conference.
- Write two articles per year about a current DEI trend or issue
- Organize affinity group opportunities at the conference and virtually during the year

- Market leadership positions and opportunities to affinity groups
- Organize a Philanthropy
- Select and award the Social Justice Award for conference
- Assist Engagement Committee to help welcome/recruit new members and potential committee members
- Select one Keynote Speaker

Professional Development Committee (number 10-12) Yearly assignment

The PD committee provides development opportunities for all levels of staff (graduate student, entry-level, mid-level, senior housing officers, etc.) to increase efforts to involve membership year-round on topics including, but not limited to student learning, campus safety, staff training, student and staff resilience, etc. The committee will provide year-round content and discussions regarding current issues and concerns by insuring access to direct connections to ACUHO-I resources, providing unique and original professional development opportunities for our region, and highlighting relevant resources and emerging trends that could affect the membership in the Perspectives magazine.

- Provide two virtual learning opportunities per year in addition to that provided by the DEI committee based on current events and issues
- Host a Case Study for entry level professionals
- Write one article per quarter submitted on a relevant trend or process for Perspectives
- Coordinate the recruitment and make recommendation to Executive Committee for approval of the RELI host every three years
- Assist Engagement Committee to help welcome/recruit new members and potential committee members

Local Arrangements Team (number 2-4) Yearly assignment

The Local Arrangements Team works directly with campus partners familiar with conference sites that have been selected. They handle on-the-ground contracting and logistics for UMR-ACUHO conferences. They also assist in the preparation for the upcoming conference alongside the conference committee. This committee will need to work hand-in-hand with the Conference Programming and Logistics Committee.

- Arrange summer meeting for UMR
- Secure AV resources
- Solicit nearby campus partners to select site locations to assist in planning.
- Update registration information to allow on-line registration.
- Complete final arrangements up to turning over the conference planning to the Conference Committee.
- Submit media/newsletter submission about locale such as locally owned places to enjoy and potential options to support DEI owned businesses