



LEADERSHIP MANUAL

Midwest Association of Colleges & Employers
July 1, 2011 – June 30, 2012

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Serving as a Leader in Midwest ACE

What exactly have you gotten yourself into this time?

Volunteered, elected, appointed, or dragged kicking and screaming all the way? It doesn't much matter. You're in it now. You are a leader of your association for the next year, and that means you've got some important responsibilities. Midwest ACE is just like any other organization – full of policies, procedures, and time-honored practices that you will need to know to do your job effectively.

That is what this manual is for. On the following pages, we'll try to cover most of those procedural things, such as financial and legal policies, how to get information posted on the Midwest ACE Web site, and officer and committee descriptions. You'll also find forms for submitting expenses for reimbursement, a list of key dates, and listings of all committee and Board members.

Midwest ACE's Mission:

The Midwest Association of Colleges and Employers advances the professional development of its members by connecting collegiate career services and employer recruiters/staffing professionals, cultivating best practices, and sharing knowledge

2011-2012 Midwest ACE Calendar

Key Dates and Deadlines throughout the Year

July 2011

July 1: Beginning of Fiscal Year for College Members. College Membership Dues are due and payable by July 1.

- Staff updates committee leadership on the Midwest ACE website.
- President and Secretary notify Committee/Group Chairs of their meeting times/locations at Conference. Remind them to send a notice to their respective Committee membership.
- Secretary asks Committee/Group Chairs for Agendas of their meetings at the Conference for posting on the Midwest ACE Web site.
- Staff request checks from Midwest ACE Financial Manager for following Scholarships: Diversity Advancement Scholarships (2); Professional Development Scholarships (2, \$750); John D. Shingleton Award (\$600); John Steele Grant (up to \$2000.00)

July 1: Secretary orders plaques and create certificates for Midwest ACE Awards and Scholarships:

- Order plaques for: Founders' Distinguished Service Award (9x12 Plaque), Honorary Membership (9x12 Plaque).
- Order Crystal for J.W. Paquette Superior Leadership Award.
- Order plaques for Outgoing Board of Directors, President's Award, Incoming President's Gavel plaque, Conference Committee Co-Chairs.
- Secretary gathers Bio's from recipients of the Honorary Membership, J.W. Paquette Superior Leadership Award and Founders' Distinguished Service Awards.

July 15: Staff sends e-mail Renewal Notice #4 (Final): College Membership Dues are due and payable by July 1.

July 19: Final Committee reports are submitted to the Board Liaison and Secretary for Executive Board Meeting held in advance of the Annual Conference.

July 20: Article submission deadline for E-News on Midwest ACE Website

July 31/August 1: Midwest ACE Executive Board Meeting

August 2011

August 1-3: Midwest ACE 2011 Annual Conference, The Westin, Lombard, IL

August 1: Midwest ACE Leadership Meeting

August 15: Conference Co-Chairs with assistance from Staff post Conference Coverage on the Midwest ACE Web site.

August 20: Article submission deadline for E-News on Midwest ACE Website

September 2011

September 1: Staff works with Trends Committee to market Trends Conference to members.

September: Application Deadlines for John D. Shingleton Award, John Steele Grant and Professional Development Scholarships (2).

September: Recipients chosen for John D. Shingleton Award, John Steele Grant and Professional Development Scholarships (2).

Mid-September: First dues renewal notice is sent to all Employer and Corporate Partner members. Membership dues are due December 31, 2011.

October 2011

Early October: E-News posted on the Website. Midwest Staff notifies membership.

October 1: President and Secretary work with Trends Conference Chairs regarding Committee meetings at the Trends Conference. Secretary sends notice to all Committee Chairs for times of meetings.

October 1: Secretary sends notice to Executive Board regarding meeting date and location

Mid-October: Second renewal notice is sent to all Employer and Corporate Partner members. Membership dues are due December 31, 2011.

Mid-October: Nominations and Elections Committee coordinates email marketing for Call for Members to nominate themselves. This is also published on the Website.

Mid-October: Members constitutionally eligible to run for Executive Board are notified by Nominations Committee to see if they will be candidates if nominated.

October 20: Article submission deadline for E-News on Midwest ACE Website

November 2011

November 1 (or two weeks prior to Executive Board meeting at Trends Conference) -
Deadline for:

- Executive Board to receive proposals for expenditures over \$100 for action at its Executive Board meeting at the Trends Conference.
- Committee Reports due to Secretary.
- Executive Director sends Staff Activities Report to the Secretary.
- Nominations and Elections Committee convene to prepare slate for presentation to the Executive Board.
- Executive Board Reports due to Secretary.

Early November: Secretary sends Board Packet to Executive Board for November Meeting.

November 17-18, 2011: Midwest ACE Trends in Recruiting Conference: Holiday Inn Chicago Mart Plaza Hotel, Chicago, IL.

John D. Shingleton Award, John Steele Grant and Professional Development Scholarships (2) are presented during the Trends in Recruiting Conference

September: Recipients chosen for John D. Shingleton Award, John Steele Grant and Professional Development Scholarships (2).

November (TBD): Executive Board Meeting at Trends in Recruiting Conference, Holiday Inn Chicago Mart Plaza Hotel, Chicago, IL.

November (TBD): Leadership Meeting at Trends in Recruiting Conference, Holiday Inn Chicago Mart Plaza Hotel, Chicago, IL.

Mid-November: Third renewal notice is sent to all Employer and Corporate Partner members.

November 20: Article submission deadline for E-News on Midwest ACE Website

December 2011

Early December: E-News posted to the Website. Midwest ACE Staff notifies membership.

December 20: Article submission deadline for E-News on Midwest ACE Website

December 31: All Employer and Corporate Partner dues are due.

January 2012

Early-January: E-News posted to the Website. Midwest ACE Staff notifies membership.

Mid-January: Executive Director emails election ballot (Survey Monkey) to Midwest ACE Members to vote by early February.

January 15: Staff works with Conference Committee regarding registration details. Note: Calls will begin to come in regarding registration fees because many colleges are beginning their budgeting process for next year.

January 15: Secretary sends email to Midwest ACE Membership to update their Membership Involvement Points on the Midwest ACE Web site (deadline March 15).

January 20: Article submission deadline for E-News on Midwest ACE Website

February 2012

Early February: Election ballots deadline.

Mid-February: President notifies candidates via phone call of Executive Board Election outcome.

Mid-February: Executive Director emails Election results to membership (after approval by Past President).

Mid-February: Treasurer, Executive Director, and Financial Manager work on budget development for 2012-2013 fiscal year.

Mid-February: Secretary sends notice to the Executive Board regarding the Transitional Executive Board Meeting dates, location, etc. Include the new Executive Board Members in the email.

February 20: Article submission deadline for E-News on Midwest ACE Website

Late-February: President sends email to Membership Committee Chair regarding responsibilities for New-Member/First-Timer Reception at the Annual Conference.

Late-February: President sends email to Professional Development Committee Chair regarding responsibilities for New Professionals Workshop at the Annual Conference.

March 2012

March 15: Secretary coordinates and staff sends Call for Nominations for Gratitude Awards (High Five Award, Standing Ovation Award, Applause Award) via email. Include

award nomination forms, Midwest ACE point information, past award recipients and current member involvement points.

Secretary gathers names of Midwest ACE Retirees from Past Year (for Honorary Membership)

March 15: Secretary sends Notice to Committee Chairs regarding Budget Development. Forms due April 1.

Secretary reminds President Elect that new Committee Chairs must be chosen. Outgoing Committee Chairs make a recommendation and President makes official appointment via email.

Deadline for Members to update their Membership Involvement Points on the Midwest ACE Web site.

March 20: Article submission deadline for E-News on Midwest ACE Website

Late March: Secretary coordinates and staff sends Call for Nominations for Diversity Advancement Scholarships(2) and Diversity Founders Award (1) via email. Include application and general information on awards.

April 2012

Mid-April: Initial promotion for the John D. Shingleton Award & John Steele Grant, and Professional Development Scholarships

Mid-April: Executive Board reports due to Secretary for Transitional Board Meeting.

Mid-April: (or two weeks prior to Executive Board meeting) - Deadline for:

- Executive Board to receive proposals for expenditures over \$100 (Budget Information & Proposal Form) for action at its Mid-Year Executive Board meeting at the Transitional Board Meeting.
- Committee Reports/Forms due to Secretary.

April 20: Article submission deadline for E-News on Midwest ACE Website

Late-April: Secretary sends Board Packet to Executive Board (to include first draft of Budget) for Transitional Board Meeting.

Names of Members that can be chosen for the J.W. Paquette & Founders' Distinguished Service Award, Honorary Membership included in Board Packet

May 2012

May 1: Secretary and President sends notice to outgoing Committee Chairs regarding Leadership Transition Reports to share with incoming Committee Chairs

Early May: Midwest ACE Board Orientation (all Executive Board members and Committee Chairs).

- President Works with President Elect on coordinating Board Orientation. If President is facilitating the training, make sure that he/she has a facilitator contracted and a Webinar mechanism in place for the meeting.
- Staff emails invitations to Executive Board and Committee Chairs.

Early May: Begin Planning Governance Events for the Annual Conference.

Work with Conference Committee and staff to make sure events are scheduled and communication is taking place with coordinators and participants. These events include: Executive Board Meeting; Executive Board Dinner (make reservations and notify Executive Board) Midwest ACE Strategic Planning; Committee meetings; Group Meetings; Employer Hot Topics; and Committee/Group report meeting.

- President contacts Professional Development Chair regarding “Workshop for New Professionals.” Make sure they are working with the Conference Committee.
- President contacts Membership Committee Chair regarding the new members orientation. Make sure they are working with the Conference Committee.
- President and Secretary sends a notification of Midwest ACE Leadership Meeting, Committee and Group Chairs Meetings at Conference. President-Elect should send a notice to all incoming committee leaders to notify of the location and dates for Committee/Group Chairs meetings – ASK FOR RSVP.
 - Midwest ACE Committee Meetings - TBD
 - Midwest ACE Committee Group Chair Reporting to Board – TBD
 - Midwest ACE Leadership Meeting - TBD

May TBD: Transitional Executive Board Meeting

Awardees/Members Chosen for the J.W. Paquette Award, Founders’ Distinguished Service Award, & Honorary Membership by the Board of Directors. Secretary will notify award winners and collect bio information for the Annual Conference.

Mid-May: Nomination Deadline for Diversity Advancement Founders Award (1 Recipient) and Diversity Advancement Scholarship Award (2 Recipients). Recipients selected and notified by the Diversity Advancement Committee.

May 15: Staff sends e-mail Renewal Notice #2: College Membership Dues are due and payable by July 1. Mailing includes reminder for members to update their membership involvement points on the Midwest ACE Web site.

May 20: Article submission deadline for E-News on Midwest ACE Website

Late May: Secretary and Executive Board review Nominations for Gratitude Awards (High Five Award, Standing Ovation Award, Applause Award).

June 2012

Early June: E-News posted on Website. Midwest ACE Staff notifies membership.

Early June: Executive Board Conference Call (date TBD)

June 1: Secretary sends Updated Leadership Manual to President for review and approval. Secretary sends to newly elected Executive Board members prior to the Leadership Meeting at the Annual Conference.

June 10: Staff updates database to include new and outgoing committee/group chairs and elected officers.

June 15: Staff sends e-mail Renewal Notice #3: College Membership Dues are due and payable by July 1.

Mid-June: President and Secretary to send Notice and Agenda to Executive Board for Executive Board Meeting date and location. The Secretary will gather all committee/group chairs reports for the meeting.

June 20: Article submission deadline for E-News on Midwest ACE Website

June 20: Secretary sends Committee Interest Form to members. Deadline for submission is July 15.

June 30: Tenure as Officer, Chair or Vice Chair concludes. New year begins July 1.

Midwest ACE Leadership

It's not WHAT you know, you know?

A good part of what you'll do this year as an association leader will require you to know who to call to get the answers you need. In this section, we've provided the names and contact information for all your fellow Midwest ACE leaders. But first you need to know about where the authority comes from for you to discharge your duties and responsibilities. The Bylaws govern the Association and identify the roles and responsibilities of its leaders.

Midwest ACE Bylaws & Governance

The Midwest Association of Colleges and Employers is governed by a set of Bylaws. The Executive Board manages the operations of Midwest ACE according to its Bylaws

Midwest ACE Organization

The Executive Board of elected officers governs Midwest ACE, deciding on policy, strategy, and direction. The Executive Director and the Association staff, which answer directly to the President and the Executive Board, accomplish the day-to-day work of the Association and carry out the plans developed by the Executive Board. The Committees are where members have the greatest opportunity to contribute to the Association – and the greatest opportunity for return on their membership investment.

Functions/Responsibilities of Executive Board Members:

President

- Administer business of Midwest ACE between regular and special meetings, exercising direction consistent with Bylaws
- Preside at all Annual Meetings and other official business meetings of Midwest ACE
- Serve as the chief executive officer of the Association and, as such, provides strategic and operational management to the Association for the term of his/her office
- Appoint chairpersons of all standing and ad hoc committees with the advice of the incoming Board of Directors
- Serve as liaison to conferences during his/her tenure
- Convene the Bylaws Task Force as needed
- Work in tandem with and provide supervision for Executive Director
- Serve as the Midwest ACE liaison to relevant professional associations (i.e. ACE President's Consortium, the National Association of Colleges and Employers (NACE) and the Society of Human Resource Management).
- Represent the Association at other regional association's annual conferences and the Regional ACE Presidents Consortium (RAPC) meetings
- Create goals (in alignment with executive board goals) for each committee for which s/he is a liaison; communicate goals to the committee chairs, in turn driving committee work in line with Association goals
- *Serve as liaison to Annual and Trends Conference Committees during term.*

President-Elect

- Perform duties of President in his/her absence, disability, or at President's request
- Focus on preparing for his/her year as Association President
- Oversee and be directly involved in Association strategic planning, conference site selection, and By-Laws management
- Perform all duties of President in absence of or at request of President and serve as Acting President until the next election should President's office become vacant
- Succeed to office of President after serving on Board of Directors for one year and will then succeed to Past President for one year.
- Create goals (in alignment with executive board goals) for each committee for which s/he is a liaison; communicate goals to the committee chairs, in turn driving committee work in line with Association goals
- *Serve as liaison to Annual and Trends Conference Committees during term*

Past President

- Serve as chairperson of Nomination and Election Committee and liaison to designated committees
- Serve as special consultant to President and Board of Directors

- Direct resource/advisor to President, assisting him/her in transitioning effectively from president-elect to president
- Create goals (in alignment with executive board goals) for each committee for which s/he is a liaison; communicate goals to the committee chairs, in turn driving committee work in line with Association goals
- *Serve as liaison to Nominations and Elections Committee, Honors and Recognition Committee*

Director – College Membership

- Represent the College members on Board of Directors
- Serve as advisor to President on matters relating to interest of College members
- Oversee and be directly involved in College Groups and Professional Exchange committees
- Develop and offer value-added services to existing college members, identify ways to recruit new college members, and work with Director – External Relations & Communications to create a college-specific recruiting plan
- Work together with Association Management firm to ensure a cohesive approach to management of association’s total membership renewal/application process
- Create goals (in alignment with executive board goals) for each committee for which s/he is a liaison; communicate goals to the committee chairs, in turn driving committee work in line with Association goals
- *Serve as liaison to College Groups, Professional Exchange, and Membership Committee (along with Director – Employer Membership)*

Director – Employer Membership

- Represent Employer members on Board of Directors
- Serve as advisor to President on matters relating to interest of Employer members
- Oversee and be directly involved in Employer Group
- Develop and offer value-added services to existing college members, identify ways to recruit new employer members, and work with Director – External Relations & Communications to create an employer-specific recruiting plan
- Work together with Association Management firm to ensure a cohesive approach to management of association’s total membership renewal/application process
- Create goals (in alignment with executive board goals) for each committee for which s/he is a liaison; communicate goals to the committee chairs, in turn driving committee work in line with Association goals
- *Serve as liaison to Employer Group and Corporate Partner Program, and Membership Committee (along with Director – College Membership)*

Director - Professional Development

- Oversee the strategic planning of professional development activities
- Develop annual plan for professional development activities as they relate to direction of board
- Communicate plan to Professional Development Committee, Trends Conference Committee, and Annual Conference Committee

- Work with Director – External Relations & Communications to develop and communicate an integrated communications plan based on and promoting professional development activities
- Identify and recommend workshop, orientation, and other educational and training programs and research activities to contribute to the professional development of membership and advancement of profession
- Create goals (in alignment with executive board goals) for each committee for which s/he is a liaison; communicate goals to the committee chairs, in turn driving committee work in line with Association goals
- *Serve as liaison to Professional Development Committee, *Trends Conference Committee, *Annual Conference Committee * along with the president/president-elect*

Director – External Relations and Communications

- Ensures the quality and content of external communications and services offered by the Association
- Coordinate external communication and public relations efforts that include media relations with local and national reporters, Association marketing campaigns, and customer communications
- Maintains programs that ensure a viable outreach to the professional community through various means of Association communications, marketing initiatives, and professional consulting services
- Review and present to executive board viable external partnerships; manage existing and new external partnerships
- Ensures that the diversity of the Midwest United States is well represented throughout the Association, and that educational, training and leadership programs are offered to the extent possible to enhance diversity representation
- Create goals (in alignment with executive board goals) for each committee for which s/he is a liaison; communicate goals to the committee chairs, in turn driving committee work in line with Association goals
- *Serve as liaison to Marketing and Communications Committee and Diversity Advancement Committee*

Director – Technology

- Monitor Midwest ACE staff utilizing technology-based tools and solutions that enhance the Association
- Monitor, evaluate, and oversee Midwest ACE Web site
- Add additional tools to website to make a two-way communication tool-link. Tools that we are using together (blog, LinkedIn, Twitter)
- Work with board and AML staff in coordinating the architecture, development, timeline and other issues relative to electronic communication, information collection and automation
- Help the Association leverage its technology options in conducting association business, delivering professional development, connecting members and marketing the Association
- Work with Director – Professional Development to provide programming to help members build skill in and comfort with using technology tools that will help them in their daily jobs
- Create goals (in alignment with executive board goals) for each committee for which s/he is a liaison; communicate goals to the committee chairs, in turn driving committee work in line with Association goals
- *Serve as liaison to Technology Committee and Evaluation and Trends Committee*

Treasurer

- Serve as chairperson of the Finance Committee
- Supervise financial activities of Midwest ACE conferences

- Authorize all expenditures and financial matters other than those of conference committees
- Prepare and verify all financial reports
- Ensure all fiscal operations for association are conducted legally and efficiently, documented accurately, and communicated to Board of Directors and membership appropriately
- Work with President, Past-President and President-Elect to draft annual budget for Board to review and approve
- Work with Board and Association Management firm to manage and process all deposits and withdrawals, accounts payable & accounts receivable, and Association investments
- Work with Executive Director and Finance Committee in the submission of association financial records for an annual audit
- Create goals (in alignment with executive board goals) for each committee for which s/he is a liaison; communicate goals to the committee chairs, in turn driving committee work in line with Association goals
- *Serve as liaison to Finance Committee*

Secretary

- Keep minutes of all meetings of Board of Directors
- Distribute minutes and perform other secretarial functions as designated by Board of Directors
- Create goals (in alignment with executive board goals) for each committee for which s/he is a liaison; communicate goals to the committee chairs, in turn driving committee work in line with Association goals
- *Serve as liaison to Experiential Education Committee*

2011-2012 COMMITTEES

Communications and Marketing Committee

Chair: Patricia L. Simpson University of Illinois at Urbana-Champaign Urbana, IL 61801 (217) 333-1050 pblum@illinois.edu	Vice Chair: Katie Flint The Career Center at University of Illinois Champaign, IL 61820 (217) 333-2571 kflint2@illinois.edu	Board Liaison: Nell Madigan University of Illinois at Urbana-Champaign (217) 333-1534 nellm@illinois.edu
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Mission

- Serve as editor to maintain quality and relevance of Midwest ACE E-News on the Web site.
- Serve as editorial board for Midwest ACE publications, e.g. Online Directory, brochures, etc.
- Act as “Gatekeeper” for the Midwest ACE Web site.

Diversity Advancement Committee

Co-Chair: Aisha Ghori The Chicago School of Professional Psychology Chicago, IL 60654 (312) 467-2309 aghor@thechicagoschool.edu	Co-Chair: Claudine Meilink Purdue University West Lafayette, IN 47907-2034 (765) 494-3988 cmeilink@purdue.edu	Board Liaison:
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Mission

- Promote involvement of under-represented populations in Midwest ACE.
- Advocate and provide a forum for issues relating to recruitment and employment of under-represented populations.
- Implement programs to increase awareness of affirmative action, equal employment opportunity, ADA and related issues.

Experiential Education Committee

Chair: Crystal Stockdale University of Iowa Iowa City, IA 52242 (319) 335-1023 crystal-v-stockdale@uiowa.edu	Vice Chair: TBD	Board Liaison: Jason Eckert University of Dayton Dayton, OH 45469-1110 (937) 229-5537 jason.eckert@notes.udayton.edu
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Mission

- Develop programs and services for members who deal with experiential learning activities, e.g. cooperative education, internships, externships, student employment, service learning, volunteer programs, etc.
- Explore outreach to other professional organizations involved in these activities.

Evaluation and Trends Committee

Chair - College: Sarah M. Zehr University of Illinois at Urbana- Champaign Urbana, IL 61801 (217) 333-1960 szehr@uiuc.edu	Chair - Employer: Reagan Craven Whirlpool Corporation Benton Harbor, MI 49022 (269) 923-2965 reagan_craven@whirlpool.com	Board Liaison: Jill Wesley Harrison College Indianapolis, IN 46220 (317) 489-6452 Jill.Wesley@harrison.edu
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Mission

- Evaluate and disseminate research.
- Share annotated information on current research in the field.
- Review proposals/applications for the Steele Grant and Shingleton Award and make recommendations to the Executive Board.

Finance Committee

Chair: Kerri Boivin University of Michigan Engineering Ann Arbor, MI 48109-2092 (734) 647-7170 kboivin@umich.edu		Members:
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Mission

- Review all Midwest ACE budget requests.
- Prepare and present budget recommendations and other fiscal actions to the Executive Board.

Membership Committee

<p>Co-Chair: Yelena Aganesova University of Michigan Engineering Ann Arbor, MI 48109 (734) 647-7169 aganes@umich.edu</p>	<p>Co-Chair: Jane Price DePaul University Career Center Chicago, IL 60604 (312) 362-7493 JPRICE22@depaul.edu</p>	<p>Board Liaisons: Rick Smith Bradley University Peoria, IL 61625 (309) 677-2510 rsmith@bumail.bradley.edu</p> <p>Reagan Craven Whirlpool Corporation Benton Harbor, MI 49022 (269) 923-2965 reagan_craven@whirlpool.com</p>
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Mission

- Participate in the planning of new member/welcoming programs at appropriate Midwest ACE events.
- Collaborate with Midwest ACE Committees and partners to welcome and inform new members.
- Engage new and current members in active involvement and networking opportunities with Midwest ACE.

Nominations and Elections Committee

<p>Chair: Jeff T. Beavers Whirlpool Corporation Benton Harbor, MI 49022 (269) 923-8667 Jeffrey_T_Beavers@Whirlpool.com</p>

Mission

- Administer nominations and elections to the Executive Board.
- Administer referenda voting process.
- Administer ratification process.

Professional Development Committee

<p>Chair: Kristin Adler Marquette University Milwaukee, WI 53201-1881 (414) 288-7423 kristin.adler@marquette.edu</p>	<p>Vice Chair: Sheila Boysen-Rotelli University of Chicago Chicago, IL 60637 (847) 754-5678 sboysen@uchicago.edu</p>	<p>Board Liaison: James E. Mitchell Ball State University Muncie, IN 47306 (765) 285-2452 jmitchell@bsu.edu</p>
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Mission

- Promote and facilitate programs and training to enhance the professional development of new and existing members.

Professional Exchange Committee

<p>Chair: Jaime Page-Stadler University of Wisconsin Oshkosh, WI 54901 (920) 424-2443 pagestad@uwosh.edu</p>	<p>Vice Chair: Jane Price DePaul University Career Center Chicago, IL 60604 (312) 362-7493 JPRICE22@depaul.edu</p>	<p>Board Liaison: Rick Smith Bradley University Peoria, IL 61625 (309) 677-2510 rsmith@bumail.bradley.edu</p>
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Technology Committee

Chair: Christopher Ritzo University of Illinois - The Career Center Champaign, IL 61820 (217) 333-0820 critz1@illinois.edu	Vice-Chair: TBD	Board Liaison: Jill Wesley Harrison College (317) 489-6452 Jill.Wesley@harrison.edu
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Mission

The Technology Committee provides leadership to Midwest ACE members as it relates to the latest advancements of technology in use by colleges and employers. The Technology Committee serves the association by:

- Facilitating discussions on new and existing technologies
- Suggesting best practices and methods for the effective adoption of technology
- Providing feedback on the structure of the Midwest ACE website

2011 Midwest ACE Annual Conference

August 1-3, 2011, Lombard, IL

Co-Chair: Hilary Flanagan John Carroll University Cleveland, OH 44118-4581 (216) 397-4237 hflanagan@jcu.edu	Co-Chair: Kelley Clark Deloitte Touche Tohmatsu Chicago, IL 60606 (312) 486-3957 kellclark@deloitte.com	Board Liaison: Laura F. Kestner Marquette University Milwaukee, WI 53201-1881 (414) 288-7423 laura.kestner@marquette.edu
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2011 Midwest ACE Trends in Recruiting Conference

November 17-18, 2011, Chicago, IL

Chair: Niki Perkins Baker College Online & Center for Graduate Studies Flint, MI 48507 (810) 766-2090 niki.perkins@baker.edu	Vice Chair: TBD	Board Liaison: Laura F. Kestner Marquette University Milwaukee, WI 53201-1881 (414) 288-7423 laura.kestner@marquette.edu
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2012 Midwest ACE Annual Conference

Columbus, OH

Co-Chair: Claudine Meilink Purdue University West Lafayette, IN 47907- 2034 (765) 494-3988 cmeilink@purdue.edu	Co-Chair: T. Kevin Ryan The Sherwin-Williams Company Indianapolis, IN 46250 (317) 594-0083 t.kevin.ryan@sherwin.com	Board Liaison: Christina Konieczka Mercer Chicago, IL 60606 (312) 917-0758 Christina.Konieczka@mercerc.com
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How can Committee Chairs contribute to the success of Midwest ACE meetings and conferences?

- Design a program reflecting the expertise and priorities of your members in response to the “call for programs”.
- Encourage your members to attend by sending pre-conference invitations via your Committee or Group list server. Midwest ACE staff will supply mailing labels upon request. Allow 7-10 working days to receive them.
- Be represented at the New Member Reception and in meetings of other committees or groups that share your interests.
- Be represented at the College and Employer Group meetings.
- Encourage your members to submit conference and meeting evaluations.

NACE and the New Organizational Structure for the Profession

Midwest ACE is affiliated with the National Association of Colleges and Employers (NACE), and with several other regional organizations around the USA.

In 1995, Midwest ACE members ratified a “new organizational structure for the profession”. Under this structure: “The profession is unified through a shared mission, common strategic directions, and board operational policies designed to deliver professional development programs and services to members through collaborative arrangements among the organizations.”

In 2009-10, the following Midwest ACE members will represent our association at NACE and at the Regional ACE’s Presidents Consortium (RAPC):

Gail Rooney, President: Representative to the Regional ACE’s Presidents Consortium Meetings

Jeff Beavers, President-Elect: Representative to the Regional ACE’s Presidents Consortium Meetings

Drew Butts, Past-President: Representative to the Regional ACE’s Presidents Consortium Meetings

The Mission of the Regional ACE’s Presidents Consortium is to serve and support the RAPCs on a national level by providing advice and counsel through recommendations and initiatives that foster and promote collaboration across the associations and focus on the issues and trends that broadly impact the career planning and employment profession.

Statement of Cooperation

Associations of Colleges and Employers

Dear Midwest ACE Members,

At a recent meeting of the five professional associations, (Eastern ACE, Midwest ACE, National ACE, Mountain Pacific ACE, and Southern ACE), the association presidents discussed ways the organizations could cooperate in the delivery of services to better meet the needs of our members.

While the five associations are separate and independent organizations, the presidents are committed to working together to advance the profession. To that end, we created a "Statement of Cooperation" to clarify the relationships among the organizations, enhance communications, and identify examples of ways the associations will work together in the future.

We hope the document will clarify the relationship among the associations and demonstrate our commitment to working together to achieve mutual goals and objectives. We look forward to hearing your ideas on how your association can better serve your needs.

Sincerely,

Amy M. Feifer, President, Eastern Association of Colleges and Employers

Jane Linnenburger, President, Midwest Association of Colleges and Employers

Sue M. Hansen, President, National Association of Colleges and Employers

Randall Balthrop, President, Mountain Pacific Association of Colleges and Employers

Jeff Wetherald, President, Southern Association of Colleges and Employers

4

Midwest ACE Fiscal Policies and Procedures

Bean Counting and Your Fiduciary Duty

The Midwest ACE Executive Board, Committee leaders, and administrators share fiscal responsibility for the Association. That means everyone must work together to see that the Association does what it can to maximize income and value for every dollar spent. It also means that Association funds must be used ethically.

The Annual Budget

Income to Fund Midwest ACE Activities

Income is derived from only a few sources, and this income must fund all the activities of the organization. Many people mistakenly believe that members' dues are what primarily funds the Association, but the truth is that dues account for only about *one-third* of the Association's annual income. The rest comes from:

- Income from interest
- Reserve fund investments
- Sales of Association products such as member labels
- Revenues derived from the Annual Conference, Recruiting Trends Conference, Midwest ACE meetings, and professional development workshops. This is from where, historically, the majority of the Association's income has originated.

Annual Budget as Management Tool

Midwest ACE's annual budget is a valuable tool that you will use to manage the operations of the Association. It serves several important functions.

1. Developing the budget forces you, the elected officers and committee chairs, to think about and plan for the year's initiatives ahead of time – to consider what you want to accomplish and what it will cost.
2. The budget provides an early warning system. If at mid-year, for example, dues income is far below where it is projected to be, the Executive Board would need to re-evaluate membership recruitment efforts as well as spending on other projects that might have to be reduced.
3. During the year, the budget requires you as leaders to evaluate the financial consequences of any mid-year initiatives you wish to undertake. Can the Association afford it? How will we offset the cost?

For these reasons, it is extremely important that the budget be developed with projected income and expense figures that are as accurate as possible.

Budget Development Process

1. The Finance Committee develops a proposed budget, asking for input from all Committee Chairs.
2. The Treasurer prepares the budget document with supporting analysis and submits it on behalf of the Finance Committee to the Executive Board.
3. The Executive Board finalizes the proposed budget.
4. The Treasurer presents the proposed budget to the membership at the Annual Conference.
5. Committee chairs are charged with submitting a financial accounting as part of their transitional report. These reports will assist the Finance Committee to develop the budget for the next Fiscal Year.
6. The Treasurer in consultation with Staff arranges for an annual financial review.

Reporting and Reimbursement Procedures

Discretionary Funds: \$100

Each committee is allocated \$100.00 in discretionary funds in the 2010-2011 budget. As chairperson, this fund is under your direction.

- All members should secure approval before spending any funds.
- For reimbursement, submit a copy of the Midwest ACE expense voucher (see attachments at the end of this manual) to Midwest ACE Headquarters.
 - Please sign and date the voucher where indicated.
 - Attach receipts as documentation.
 - Be sure that the name and address of the payee appear on the expense voucher.
- Staff will forward the voucher on to the Treasurer for approval.
- After authorizing the expenditure, the Treasurer will send the voucher back to staff for payment.

Expenses Over the Discretionary Funds

Request for Amounts Less than \$100

You need approval from the Treasurer to incur expenses under \$100.00 after your discretionary funds have been spent.

- Review your request with the treasurer *prior* to incurring the expense.
- Use the expense voucher (see attachments at the end of this manual) to submit requests for reimbursement to Midwest ACE Headquarters.
 - Please sign and date the voucher where indicated.
 - Attach receipts as documentation.
 - Be sure that the name and address of the payee appear on the expense voucher.
- Staff will forward the voucher to the Treasurer for permission to cut the check.
- After authorizing the expenditure, the Treasurer will send the voucher back to staff for payment.

Requests for Amounts over \$100

During the fiscal year, your committee or group may want to initiate a project that requires funding over \$100.00. Such proposals require prior approval of the Executive Board. Please follow these procedures.

- In consultation with your Board liaison, prepare a proposal to the Executive Board (see attachments at the end of this manual).

- Your liaison will submit the proposal to the remainder of the Board for action.
- Unless there is a need to act between meetings, proposals for funding are reviewed at the Executive Board meetings (see Calendar in Section 2). *Your Board Liaison should present your proposal four weeks before the Board meeting.*
- No expenditures can be made until you have received Board approval.
- Once approval has been given, submit vouchers and documentation as directed above.

If you have any questions, your Board Liaison, the Treasurer and the Executive Director are happy to assist you. Remember, no expenditures can be reimbursed unless these procedures are followed.

Spending Guidelines

- Midwest ACE *does not* reimburse travel expenses to committee meetings.
- Outside accounts or contractual agreements *must not* be established without approval from your Board liaison and review by Midwest ACE's legal counsel.
- Funds should not be solicited from Midwest ACE members without prior approval from the Executive Board.
- Committee activities should not be charged to conference accounts without the authorization of the conference chairs. Appropriate documentation for approved expenditures must be copied to the Conference Financial Coordinator.
- If in doubt, consult your Executive Board Liaison!

Payment Processing Procedures

Checks are 'cut' on or about the last day of the month. The following describes the process of paying for a product or service or for reimbursement of expenses.

1. Staff prepares the payables for approval.
2. The Executive Director reviews payables for accuracy.
3. On a bi-weekly basis, staff will mail or fax to the Treasurer all pending payables for approval.
4. The Treasurer will review the payables for appropriateness, and approve or reject as appropriate.
5. The Treasurer then returns an approval of the payables to staff, which will cut checks as appropriate. If the Treasurer does not approve the payable, staff will communicate with the person submitting the request until the situation is resolved.
6. The Executive Director will sign all checks.
7. Staff will mail the checks to the payees.

Using this system, checks should reach payees no later than 4 weeks from the time they are received at Association headquarters.

Legal Issues & Procedures

Keeping Midwest ACE Out of Hot Water

Contract Review and Signing

As a protection to the Association and you as an individual, the Association's legal counsel must review all contracts pertaining to Midwest ACE before they are signed, and the Midwest ACE President is the only person authorized to sign contracts that legally bind the Association.

Procedure for Getting Contracts Signed

1. Send your proposed contracts to the Association's legal counsel (contact information is provided below) for review. If you fax it, you should follow up with a phone call or an email message to make sure she received it.
2. Renegotiate any changes with the vendor as suggested by legal counsel.
3. Send a final draft of the contract to the legal counsel after renegotiating. You *may* be able to get legal counsel's approval by phone if the vendor agrees to ALL the changes recommended by counsel.
4. Send the final draft to the President for signature, along with notice of legal counsel's approval.
5. The President will forward the signed contract to staff for copying and forwarding to the vendor. A copy will also be sent back to you.

The Association's legal counsel for contract review is:

Karen L. Simpkins
Associate Vice President for Human Resources
Eastern Michigan University
202 Bowen Hall
Ypsilanti, MI 48197-7604
(734) 487-1052
karen.simpkins@emich.edu

What the Attorney Looks for

The attorney will read the contracts from two perspectives:

Legal issues, e.g. ambiguous language, omissions, failure to protect Midwest ACE (e.g. the presence of a "hold harmless clause" protecting a hotel but not Midwest ACE), etc.

Clauses that Midwest ACE might want to renegotiate. The attorney will look for clauses that she feels might put Midwest ACE at a disadvantage but that, strictly speaking, are not legally questionable. The attorney points out these issues to the committee chairs for determination of how to proceed.

The Conference Planning Manual has a section devoted to what you should look for before you even submit a contract. You will find the manual on the Midwest ACE Web site.

An Important Note.: Negotiation of the terms of any given contract is the responsibility of the Midwest ACE Meeting Planner, not the attorney.

Timing

Allow *at least* ten working days for the review process and signing.

Insurance & Liability

Midwest ACE maintains insurance policies to help protect itself and its leadership in the event of a lawsuit. These policies cover things like meetings and conferences, Directors and Officers, and more.

Please be aware, however, that these policies would not protect the Association or its leaders fully if a very large financial judgment was entered against it. Also, there is a substantial deductible on the policies that would be a drain on the Association's resources, not to mention the time, energy, and stress brought on by legal action.

Therefore, you *must* be cognizant of the possible legal ramifications of your actions and decisions as officers and committee leaders of Midwest ACE. If you are unsure of a decision or action, seek legal counsel's advice.

Communicating with Members

If You've Got Something to Say, Say It!

From time to time, your committees may wish to send some message or information out to Midwest ACE members. There are several ways this can be accomplished.

- Email
- Postal Mail
- The Midwest ACE Web site
- The Midwest ACE E-News
- A combination of all of these

Sending Email to the Entire Membership

Midwest ACE utilizes an electronic distribution system for most messages to members. The major advantages of using this system are cost (none) and immediacy. Messages can be sent to the entire membership or to one or more membership categories (College, Employer, Corporate Partner, Affiliate, Associate, Honorary, and/or Student).

Currently, the Association's database contains email addresses for the vast majority of our members. On occasion, email messages may not be received due to enhanced security at the members' address, technical problems, and changed email addresses. On average, only about 5 to 10 members do not receive email messages that are sent. If the message you are sending is very important, you may wish to consider sending messages via the US Postal Service and sending members an 'alert' to watch their mail.

Procedure for Getting Your Message Sent

1. Send your message to the Midwest ACE Executive Director (or appropriate key staff member) for guidance (e-mail@mwace.org).
2. The Executive Director will forward the message on to the Executive Board for approval. Either the Executive Director or the President will let you know of his/her decision.
3. If approved, the message will be sent to all members for whom the Association has email addresses.
4. If you request them, labels or a data file of the people who have not provided email addresses will be sent to you so that you may mail physical copies of your communication to them.

The Old-Fashioned Method of Postal Mail

While it is the most expensive and least efficient method of getting your message or materials to members, in some cases there is no substitute for using the US Postal Service. Please contact the Midwest ACE staff or the Executive Director for advice and guidance about this method. If you must send something to the membership via postal mail, keep the following in mind:

- Identify the cost of printing or duplication, paper, envelopes, and postage.
- Use bulk mail whenever possible. Savings will be significant even though it will take 7-14 days for delivery.
- Stuffing 700+ envelopes takes extra time and effort, as does delivery.

How Will You Get All Those Envelopes Stuffed?

1. You can gather volunteers from your committee and have a “stuffing party” or divide them up among yourselves. Staff will provide member’s data on labels or disk for you to use.
2. We discourage the use of hiring a professional mailing house to do it for you because of the high cost. If you need information about this method, please contact the Midwest ACE staff or the Executive Director for advice and guidance.

Paying for the Postal Mail

Don’t forget, because mailings like this are so much more expensive, committee chairs will need to get approval from the Board *before* proceeding.

Putting Your Message on the MIDWEST ACE Web Site

Midwest ACE’s Web site (www.mwace.org) is filled with information to help members in all sorts of ways, from job postings to conference details to membership applications. If your committee or group has information to share with all members, the Web site may be a good tool.

You can even combine the information on the site with a broadcast email. Your email message would tell members to go to the Web site for full details about whatever you’ve posted.

Procedure for Adding Information to the Web Site

1. Contact the Executive Director at e-mail@mwace.org for approval to post your information.
2. If approved, the Executive Director will notify you to request a final copy of your information.
3. You should then send the text and any attachments to the Executive Director (or key staff member) via email. If you have photos or other graphics to place on the page with your text, be sure to send those as well. You can either email scanned images, or send the photos/graphics by postal mail.
4. Staff will upload your information as soon as possible; usually within a week (depending on how much there is to put on the Web site).
5. *You* must keep track of the information your Committee posts. Please inform the Executive Director when/if the information changes or if is no longer relevant.

Placing an Article or Information in the Midwest ACE E-News

The Midwest ACE E-News is another great way to communicate with the membership, because it is posted on the Website and Members can read it at their leisure.

If you would like to submit something for Midwest ACE E-News, contact the chair of the Communications and Marketing Committee (listed in Section 3). Please send it in electronic format – a Word file is best.

What is Appropriate to Submit for the E-News (or the Web site)?

- News about Committee initiatives
- Photos from Committee sponsored events and meetings
- Announcements of upcoming committee-sponsored activities and meetings
- Anything the members should know about!

An IMPORTANT NOTE about E-News/Web Submissions

Copyright laws prevent the Association from printing anything that it does not have approval to print. If you have written an article for publication, and you send it directly to staff, staff will assume that you are giving permission to print it. Please do not send an article that you found in another publication, or that was given to you but you do not know its origin or author, UNLESS you also send a written release signed by the author giving Midwest ACE permission to print the article.

The same goes for photographs or other artwork. If you have taken a photo yourself at an Association or Committee meeting, we will assume that we have your permission and the permission of everyone in the photos, to print that photograph. Please do not send stock photography, because Midwest ACE does not own the rights to reprint it.

We cannot stress this enough... always know the source of the information, article, or artwork. Midwest ACE will not print any article without a byline.

A Guide for Developing & Hosting Midwest ACE Local/Regional Programs

Midwest ACE encourages you to host a professional development and/or networking program. This document is designed as a “recipe” for conceptualizing, planning, and organizing an effective educational or networking program. Like any good recipe, it can be followed precisely or can be improvised to meet the “tastes” of the chef. If you plan to host a program that is detailed and comprehensive, we suggest that you carefully review the procedures outlined and samples included in this document. However, if you plan to host a more informal professional development or networking program, you may not need to consider all of the procedures presented here. In either case, you are encouraged to identify ways you can contribute to the vitality and life of your professional association – Midwest ACE. Contact the Midwest ACE staff for additional information.

Identify a program leader or team

As you begin to plan a professional development or networking program, first consider who will organize the event. In some cases, a program could best be coordinated by one individual and in other cases, a committee, or team may be needed to plan and implement a program effectively.

Identify a program topic

As you select a program topic, please review the following suggestions:

- Contact the Midwest ACE office to identify program topic(s) that have been suggested to the Association through previous activities (conferences, workshops, and membership surveys).
- Focus on regional employment and recruiting issues impacting the local job market and/or economy.
- Host an informal drive-in round-table discussion on various professional hot topics.
- Host a “Conference Encore” (a “Best of Conference” program that could be presented locally and offered as a half-day drive-in workshop and networking lunch).
- Consider hosting an informal TGIF networking event at a local establishment and invite area professionals.

Select a trainer/speaker

When selecting a trainer/speaker, please identify individuals/groups with established reputations for providing quality, relevant programming. Keep in mind that Midwest ACE possesses a wealth of talent and that many educational programs could be developed and presented by Midwest ACE members.

PLANNING TIP: SPEAKER CONTRACTS

All contracts must be approved by Midwest ACE's legal counsel, Karen Simpkins at Eastern Michigan University. Once approved by legal counsel, the contract should be forwarded to the Midwest ACE President for signature.

Create a budget

- Determine whether or not you will charge registration fees.
- Arrange for the collection of registration forms and fees and appoint someone to coordinate that activity.
- Establish reasonable fees to cover all expenses (speaker fees, travel, food, printing, postage, facility rental, audio-visual).

Create and submit a program proposal

All Midwest ACE sponsored programs must be approved by the Executive Board. In order to obtain sponsorship, you will need to write a program proposal to submit to the current Midwest ACE President. A sample program proposal with budget is included as an attachment to this document.

As you prepare your proposal, please include the following information:

- Speaker(s)/trainer(s) information
- A program rationale
- Program dates, times, locations, and timeline with checklist
- Midwest ACE involvement
- A budget

Please allow at least two weeks to obtain Midwest ACE approval.

Consider offering CEUs

Program participants may be able to obtain Continuing Education Units (CEUs) through licensing boards (i.e. National Board of Certified Counselors and the Society for Human Resource Management) if the training is approved prior to the educational program. To obtain CEU approval for career services professionals, contact the National Association of College and Employers (NACE). To obtain CEU approval for human resources professionals contact the Society for Human Resource Management.

Determine program logistical needs

Determine the following program needs and make arrangements as needed:

- **Lodging**

Drive-in local/regional programs may not require you to arrange lodging accommodations; however, programs that span several days will require you to identify and select possible lodging sites.

A Midwest ACE representative may be able to negotiate lower room rates. Contact the Midwest ACE office at (515) 244-6515 for more information.

PLANNING TIP: CAMPUS HOUSING

Consider using campus housing because fees are typically lower than hotels.

- **Meals**

You will need to determine appropriate methods (on-site dining services, outside catering services, etc.) of providing food service and make the necessary arrangements.

PLANNING TIP: FOOD AND BEVERAGE

When planning program meals, please provide vegetarian and low-fat options. Many conference centers will waive or discount room rental fees if a meal is served during the program. Be aware of timelines for head-count confirmation. Many caterers require a 72-hour notice.

- **Audio-Visual Equipment**

Be aware that some conference/workshop facilities charge substantial fees for audio-visual equipment. In particular, fees for LCD projectors and Internet access can be very expensive. Be sure to ask about audio-visual charges when scheduling a program.

PLANNING TIP: AUDIO-VISUAL EQUIPMENT

Where possible, bring your own equipment. Also, many A-V suppliers will negotiate their original quotation.

Create promotional materials and registration form

- Contact Midwest ACE to obtain guidelines for creating promotional materials and registration form.
- Submit final registration form to Midwest ACE for approval by the Executive Director or President.

Market the program (options)

The following options can help you when promoting Midwest ACE sponsored programs:

PLANNING TIP: MARKETING THE PROGRAM

Midwest ACE has the names and contact information for approximately 700 former members and non-members.

- Send a program information/registration email announcement to Midwest ACE members. Contact the Midwest ACE Executive Director at (515) 244-6515 or e-mail@mwace.org to distribute the email message.
- Post the program information/registration materials on the Midwest ACE Web site. Contact the Midwest ACE Executive Director at (515) 244-6515 to post the information.

- Write an article to be included in the Midwest ACE E-News. Contact the Chair of the Communications and Marketing Committee for publication timelines. Refer to the Midwest ACE Membership Directory or Web site to identify the current chair of this Committee.
- Identify other local/regional professional associations who might co-sponsor or participate in the program.

Planning Tips: Professional Associations

- The Midwest ACE Executive Director can help you identify individuals who are members of state career services associations.
- Consider inviting members of local Society of Human Resource Management (SHRM) chapters if the program topic is relevant to employers.
- If you are a college member, consider extending invitations to employers who recruit on your campus.

Solicit additional sponsorship (optional)

Additional financial support may be available by soliciting contributions from sponsors including but not limited to employers, colleges/universities and vendors. Please check with the Midwest ACE Executive Director before making contact with potential sponsors.

Send confirmation materials

Send confirmation materials to registrants and presenters. Include directions and any logistical information participants may need.

Prepare and utilize a program checklist

Pre-program activities may include but are not limited to:

- Prepare appropriate signage (if necessary).
- Create a program evaluation form.
- Arrange and staff a program registration table.
- Gather and assemble program materials (handouts, promotional flyers, flyer about Midwest ACE, membership and conference information, evaluation forms, CEU forms, etc.) to distribute to participants.
- Purchase speaker/trainer gifts (optional).
- Request payment for pre-program expenses. Complete and submit a Midwest ACE Expense Voucher (sample attached). Attach appropriate documentation (receipts, invoices, contracts).
- Obtain speaker/trainer biographical information to plan an introduction.
- Obtain a volunteer to introduce speaker(s)/trainer(s).
- Assess program effectiveness through evaluation.

Post-program activities may include but are not limited to:

- Prepare a summary of evaluations.
- Send appropriate thank you letters and notes to appropriate individuals.
- Expedite and pay all program expenses in a timely manner.
- Prepare and submit an article to be included in the Midwest ACE E-News.

Prepare a final report to submit to Midwest ACE.

This report should include:

- Final budget
- Summary of evaluations
- Suggestions for future programming
- Number of participants and their employer/college affiliation
- Any additional relevant information

The report should be sent to your Executive Board Liaison or Midwest ACE President.

Additional resources that are available from Midwest ACE

- Sample program proposal with budget
- Approved CEU Programs Document
- Sample evaluation forms
- Sample program checklist
- Midwest ACE Expense Voucher Form

Midwest ACE Staff

How to Get Help When You Need It

Midwest ACE has contracted with Association Management, Ltd. (AML) to provide administrative services to the Association. The people at AML serve as the Association's staff, and their offices are the official offices of the Association.

The Executive Director and Midwest ACE Staff Team

As Midwest ACE's Executive Director, Ali Ryan, is the *main* contact for the Association. Whatever your question, request, or comment, please feel free to call her and she will do her best to get you the information you need. Her email is e-mail@mwace.org.

Other Midwest ACE Staff Members

It may be most expedient for you to contact Midwest ACE staff members directly if you have a question within their area of expertise or responsibility. Here is a list of Midwest ACE staff and their areas of responsibility:

Accounting	Linda Odson	Linda@aml.org
Conference, Meeting, & Event Info & Forms	Ali Ryan	e-mail@mwace.org
Database Changes	Kelly Kipping	staff@mwace.org
Executive Board Info	Ali Ryan	e-mail@mwace.org
Awards	Ali Ryan	e-mail@mwace.org
Membership Prospects	Ali Ryan	e-mail@mwace.org
New Member Processing	Kelly Kipping	staff@mwace.org
E-News	Ali Ryan	e-mail@mwace.org
Web Site Updates	Darcy Watson	webposting@mwace.org

What Staff Does

In brief, Midwest ACE's staff is responsible for the following areas:

- Financial Accounting, including all payables and receivables
- Sending information to prospective members
- Mailing/processing of annual membership renewals and new member applications
- Answering the Association's phones
- Receiving and responding to the Association's mail, faxes, and e-mail

- Maintaining the Midwest ACE database
- Keeping records of all Midwest ACE activities
- Helping to plan and conduct Executive Board meetings
- Maintaining and updating the Midwest ACE Web site
- Sending broadcast emails and other mailings to members
- Advising the Association's leaders in the conduct of all projects and activities, both major and minor

Of course, this is just a cursory list of staff's activities, but it gives an overview of what you can expect from the people behind the scenes.

What You Can Do to Help Us

Association Management, Ltd. (AML) is internationally accredited by AMC Institute, the global trade association representing the Association Management industry. AML has 30 plus years of experience in all aspects of association management and the events and activities that are so important to an association's function. Accordingly, we urge you to actively utilize our skills, knowledge, and experience in a consultative manner. We value our affiliation with Midwest ACE and honor our obligations to Midwest ACE to provide the highest quality services to leaders and members at the lowest possible cost.

With your help some costs to the Association can be reduced through time saved and improved efficiencies. Therefore, we offer some suggestions where you can participate in the process of improving efficiency.

General & Administrative

- Using the chart above, please feel free to identify and contact the Midwest ACE staff member who can most appropriately answer your question or provide the information you seek. If you are unable to identify the correct department or person, or cannot find the information you seek, please contact the Executive Director.
- The On-Line Membership Directory is not merely an electronic directory it is a valuable tool. Members are responsible for updating their contact information and profiles on-line. We also encourage members to use the Directory's extensive search function and other features. Of course, we are eager to assist with any difficulties you may have.
- Members have the ability to screen and sort information about individuals and organizations in ways that surpasses what we can do. Members also have the ability to send emails to user-selected individuals and organizations. Please visit our Web site (www.mwace.org) and log on to the Membership Directory and discover its capabilities.
- Before submitting messages that you want to send to members, please be sure that the message is in its final form. It is best to have two or three other people proofread the message to ensure that it is free of errors, contains the correct information (people, dates, locations, etc.), and is grammatically correct.
- We are eager to help ensure the success of projects and events through consultation or by providing data and information that will enhance your research and planning. We have extensive resources available that might be very helpful to you as you research and plan your project or event. To maximize effort and efficiency, we ask that you provide us with a clear idea of what you are planning, what you need, and the format or form in which you would like the information or data presented.

9

On-the-Job Leadership Training

Strategies to Lead Committees and Groups Effectively

At the 1996 Leadership Training, then President-Elect Barbara Hundley shared these strategies for effective team leadership followed by a discussion facilitated by Employer Vice President Coleen McKenna.

To keep your team motivated, involved, and productive:

- Ensure that you and they understand and embrace your charge.
- Exercise leadership by stimulating and motivating.
- Include team members in decisions. “Use ‘em, you’ve got ‘em”.
- Keep your team focused.
- Maintain and submit records and reports.
- Keep your Executive Board liaison informed.
- Call upon your liaison and the Midwest ACE administrative team if they can assist you.

Conducting effective, productive meetings:

- Have an agenda.
- Keep minutes.
- Begin and conclude on time.
- Keep participants on task; deal with issues on the agenda.
- Discourage sidebar conversations and limit time devoted to “war stories”.
- Use listening skills to build discussion and decision-making.
- Facilitate and foster participation in discussion.
- Value everyone’s opinion.
- Watch for nonverbal as well as verbal cues.
- Encourage non-participants to participate.
- Think in terms of addressing difficult behaviors, not “difficult people”.
- Close by summarizing and agreeing on assignments.
- Monitor progress and follow-up.

Keep Connected!

Your committee will convene at the annual conference and you have the option to schedule a meeting at the Trends Conference. Bear in mind that Midwest ACE does not pay for attendance at committee meetings. Here are other resources to connect with your team, Midwest ACE leaders and administrative support.

Contacting the Entire Membership

If you need to send a message to the membership of Midwest ACE, you have several options. See Section 7 for full details.

Help from Staff

Midwest ACE's staff is ready to help you reach your goals. If you need advice on how to proceed with a task, or help in any way, don't hesitate to email or call the staff at e-mail@mwace.org or (515) 244-6515.

Use Your Board Liaison

Each Committee has a Liaison with the Executive Board – a Board member who has volunteered to work with the Committee to ensure open lines of communication. It is this liaison that will bring all committee requests before the Board for action. Committee Chairs are encouraged to get to know their liaison and speak with him or her frequently. (Liaisons are listed with each committee in Section 3.)

Procedure for Making a Request to the Executive Board

1. Fill out the “Committee Proposal to Executive Board” form in the attachments at the end of this manual
2. Send the form to your Board Liaison
3. Your Board Liaison will forward your proposal to the entire Executive Board for discussion and approval.
4. Your Board Liaison will notify you of the Board's response.

Attachments

What Would the Day Be Without Filling Out At Least One Form?

On the following pages, you will find several forms and attachments that you will need throughout the year.

Executive Board Roster

Committee Proposal to the Executive Board

Committee Leadership Transition Report

Budget Proposal/Information

Expense Voucher

MIDWEST ACE EXECUTIVE BOARD

Effective July 1, 2011 – June 30, 2012

<p>President Laura F. Kestner Director Marquette University Career Services Center 1324 West Wisconsin Avenue Milwaukee, WI 53201-1881 (414) 288-7423 laura.kestner@marquette.edu</p>	<p>Past President Jeff T. Beavers Director, Global University Relations Whirlpool Corporation 2000 North M-63, MD 2002 Benton Harbor, MI 49022 (269) 923-8667 Jeffrey_T_Beavers@Whirlpool.com</p>
<p>President Elect Christina Konieczka US College Recruiting Manager Mercer 155 N. Wacker Drive, Suite 1400 Chicago, IL 60606 (312) 917-0758 Christina.Konieczka@mercer.com</p>	<p>Secretary Jason Eckert Director, Career Services University of Dayton 300 College Park Dayton, OH 45469-1110 (937) 229-5537 jason.eckert@notes.udayton.edu</p>
<p>Director – College Membership Rick Smith Director for Career Development Bradley University Smith Career Center 1501 West Bradley Avenue Peoria, IL 61625 (309) 677-2510 rsmith@bumail.bradley.edu</p>	<p>Treasurer Kerri Boivin Director University of Michigan Engineering 230 Chrysler Center 2121 Bonisteel Blvd. Ann Arbor, MI 48109-2092 (734) 647-7170 kboivin@umich.edu</p>
<p>Director – Employer Membership Reagan Craven Engineering Leadership Development Program Senior Manager Whirlpool Corporation 750 Monte Road, MD 750 Benton Harbor, MI 49022 (269) 923-2965 reagan_craven@whirlpool.com</p>	<p>Director – Technology Jill Wesley Director Career Services-Distance Education Harrison College 6407 Broadway Street Indianapolis, IN 46220 (317) 489-6452 Jill.Wesley@harrison.edu</p>
<p>Director – Professional Development James E. Mitchell Sr. Assistant Director, Career Center Ball State University 2000 W University Ave Lucina Hall 220 Muncie, IN 47306 (765) 285-2452 jmitchell@bsu.edu</p>	<p>Director – External Relations and Communications Nell Madigan Assistant Dean University of Illinois at Urbana-Champaign School of Labor and Employment Relations 504 E Armory Ave, Room 147 Champaign, IL 61821 (217) 333-1534 nellm@illinois.edu</p>



Midwest ACE
Committee Proposal to Executive Board

This proposal must be approved for any expenditure that exceeds \$100.00. The Executive Board assumes no responsibilities for unapproved proposals.

Please provide as much information as possible in the following areas on the project your committee is proposing for Board approval. *Send a copy of this document along with supporting materials to your Board liaison at least one month prior to a scheduled Board meeting* (Executive Board meetings are typically held in July, August, November, and April. Contact the Executive Director for exact dates.). Consider this document a summary of the proposal: address the most important aspects in each area and support each by attaching more detailed information.

Committee _____ **Date** _____
Chair _____ **Phone** _____
Vice Chair _____ **Phone** _____
Board Liaison _____ **Phone** _____

1. Synopsis of the proposal/plan.

2. Goals to be accomplished.

3. Implementation, timeline, accountability. (How, when, & who).

4. Projected budget.

5. Executive Director or staff support/involvement.

6. Impact on other units of Association (i.e., other committees).

SUBMITTED BY: _____

DATE: _____



Midwest ACE 2011-2012 Committee Leadership Transition Report

Committee _____
Outgoing Chair _____ Incoming Chair _____
Employer _____ Employer _____
Phone _____ Phone _____
Email _____ Email _____

Status of Projects and Possible Future Projects

Project: _____
Actual or Projected Completion Date: _____
Project Leader(s):
Name _____ Employer _____
Phone _____ Email _____

Project: _____
Actual or Projected Completion Date: _____
Project Leader(s):
Name _____ Employer _____
Phone _____ Email _____

Project: _____
Actual or Projected Completion Date: _____
Project Leader(s):
Name _____ Employer _____
Phone _____ Email _____

Submitted By: _____
Phone _____ Email _____

Please use back of this sheet for additional information

Please attach a list of Committee Members

Submit this report by May 1, 2011



Midwest ACE
Budget Information & Proposal

SEND TO TREASURER BEFORE JUNE 1, 2011

Committee or Group _____

ITEMS	Fiscal Year 2011-2012 EXPENSES	Anticipated Expense in the 2012-2013 Fiscal Year
Printing/copying		
Supplies (e.g. paper, envelopes, etc.)		
Mailing Costs (include postage and labor, if any)		
Meetings/Events		
Other (give details)		
TOTAL EXPENDITURES		

Anticipated NEW expenditures for projects in the 2012-13 Fiscal Year (give details)	Anticipated Expenses
TOTAL ANTICIPATED EXPENDITURES FOR THE 2012-13 Fiscal Year (repeated expenses plus new expenses)	

