

Dear AIRUM Members,

Please consider nominating yourself or a fellow member for the AIRUM Board of Directors. The primary role of the AIRUM Board of Directors is to organize the annual AIRUM conference. The Board of Directors is a group of AIRUM members appointed by the current AIRUM Board of Directors with the goal of maintaining diversity representing the states and Carnegie Classifications of the AIRUM region. Generally, three positions for three-year terms need to be filled each year. At the end of that term, it is customary to rotate out of the Board to give another AIRUM member the opportunity to participate.

### *TERM OF OFFICE*

- Three-year commitment. Terms start in January and end in December of the third year.

### *SELECTION CRITERIA*

- Interest and willingness to serve.
- Diversity and balance on the Board (institutional type and size, private/public control, geographic distribution, experiences and skill sets, etc.).

### *RESPONSIBILITIES*

- Overall direction of AIRUM as a regional group.
- Organizing and implementing the Fall Conference (newsletters, mailings, membership development, etc.)
- Increasing levels of responsibility over your three-year tenure on the Board. Tasks requiring the greatest time commitment are usually performed by second-or-third year Directors and include:
  - Liaison with the hotel staff to negotiate a contract, including planning the meeting space, individual technology needs, and meals.
  - Coordination of the conference presentations, including distributing the “Call for Proposals,” communication with presenters, and preparation of the conference program.
  - Treasurer or Secretary of the Board. Duties as outlined in AIRUM Constitution and/or Bylaws.
  - President of the Board. The person who orchestrates the work of the Board, including assigning tasks to Board members, coordinating meetings, and interacting with all conference-related preparations.

### *TIME COMMITMENT*

- Availability for virtual meetings at least once a month (frequency will increase leading up to the conference).
- Maintaining contact with the Board of Directors to plan the Fall Conference and review AIRUM business. May or may not include a face-to-face meeting in the Minneapolis area to view sites and discuss other business.
- Acceptance of specific tasks for AIRUM.
- Attendance at the Fall AIRUM Conference.

**For Board of Directors nominations, please complete the [Google form](#).**