

REGION V NEWS

NASPA REGIONS V AND VI

March 1989

Collaborative Working Agreement for Professional Development

The purpose of this document is to outline the ways in which NASPA Regions V and VI will collaborate for the professional development of their members.

Annual Conference

The major collaborative effort between the two regions is the annual conference. The following principles regarding the annual conference are affirmed:

1. The conference shall normally be on a three-year rotating schedule. Year one shall be in Region V; years two and three shall be in Region VI, with the specific location within Region VI to be determined by the Region VI Executive Committee.
 - a. The conference chair shall be appointed by the vice president of the region in which the conference is to be held not later than three months prior to the date of the preceding conference.
 - b. The conference chair shall prepare a preliminary budget which must be approved by the Region V and Region VI vice presidents.
 - c. The conference chair shall appoint a conference committee to carry out the details of program planning, publicity, corporate support, registration, and local arrangements. The committee shall be composed of a cross-section of NASPA members, with appropriate representation from the region in which the conference is not being held.
 - d. The conference chair shall identify at least one person within the host region to develop and maintain an adequate corporate and vendor support base for the conference. Special attention shall be given to coordinating corporate solicitation and vendor displays, coordinating with other regional NASPA corporate support efforts, and maintaining continuity with supporters from one conference to the next.
 - e. Because the conference is a joint effort of the two regions, advertisements for the conference shall make it clear and unambiguous that the conference is intended for NASPA members of both regions.
 - f. A contract for the annual conference facility shall be signed by the conference chair and both regional vice presidents.
 - g. The conference site shall be chosen by the host region in

consultation with the vice president of the guest region. Potential sites should be evaluated in accordance with current association standards on issues such as human rights, accessibility and potential costs.

2. The conference shall be operated on a self-supporting basis.
 - a. Conference funds shall be deposited in an account specifically earmarked for the conference. This fund may be in a commercial bank or in an official campus account and shall require the signatures of at least two people for disbursement, unless otherwise agreed to.
 - b. The budget for each conference shall include an expense item in the amount of \$4,000 for the purpose of covering normal start-up costs for the subsequent year's conference. This shall be transferred from one year's conference chair to the next (see section 2.e).
 - c. After the final accounting for the regional conference is complete, the host region will have two-thirds of the surplus of revenue over expenses returned to it, or be responsible for making up two-thirds of the deficit, whichever is applicable. The guest region will be responsible for the other one-third.
 - d. The conference chair shall provide a complete financial statement for the conference to the two regional vice presidents not later than ninety days after the conclusion of the conference.
 - e. Post-Conference Transfers
 - 1) Start-up Fund
The start-up fund of \$4,000 shall be transferred to the chair of the next conference not later than 120 days after the conclusion of the conference.
 - 2) In the Event of a Surplus
Surplus funds resulting from the conference shall be transferred

from the conference account to each region not later than 120 days after the conclusion of the conference.

- 3) In the Event of a Deficit Funds to cover a deficit from the conference shall be transferred from each region to the conference account not later than 120 days after the conclusion of the conference.
3. The student affairs institute which has been associated with the annual conference for the last several years has been viewed as a component of the conference. Until such time as the institute is divorced from the conference, its budget will be separately identifiable within the budget of the conference, but any profit or loss from the institute shall be incorporated into the overall financial statement of the conference.

Joint Ventures

Joint ventures between the two regions for the purpose of enhanced professional development for the members in the western states are to be encouraged. Examples of such ventures include, but are not limited to, institutes and workshops, placement exchanges and hotlines, and publications of special interest to members in the west. In establishing joint ventures between the two regions, care should be taken to not duplicate the services available from the national association.

February 1989

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If there are no changes, the agreement will be voted upon and passed at the Denver Business meeting, 1989.

School administration is easier than you think. It requires nothing more than to undertake the impossible, forego the indispensable and bear the intolerable.

— Unknown