



Atlantic Association of College
& University Student Services

Association des services aux étudiants
des collèges et universités de l'Atlantique

Executive Committee Guidebook

Table of Contents

Welcome	3
History.....	4
Roles & Responsibilities of Divisional Representatives	7
Executive Meeting Procedures	8
Communication	10
Professional Development & Division Meetings	12
Expenses	14

Appendices

Appendix A: Division Report Template.....	15
Appendix B: Annual Report Samples	17
Appendix C: Travel Expense Claim.....	21
Appendix D: Professional Development & Division Meeting Samples	22
Appendix E: Professional Development Template & Sample	25

Welcome

We are so excited that you have taken the time to be part of the AACUSS Executive. AACUSS is our professional network and provides so many opportunities to network and collaborate with each other in Atlantic Canada. AACUSS has a rich history of supporting colleagues in the profession of student affairs and services.

Serving as a member of the Executive Committee will help you expand your networks in the field and contribute to the growth of our profession in this region. Divisional Representatives are the primary liaisons between the Executive Committee and the membership. One of the most rewarding parts of serving as a Divisional Representative is the close connections formed within the division. Many members look forward to regular communication with their Divisional Representative and use division discussions as an opportunity to find out best and promising practices, common solutions to problems, and news in the field.

This guide has been designed to provide you with some details of the Association and help you with your role. The definitive document on your roles and responsibilities is the AACUSS Constitution and By-Laws. As you navigate these resources, remember that your fellow Executive Committee members are also here to help you. Reach out to others for support and guidance as you need it.

Welcome to the AACUSS Executive Committee!

Purpose

The purpose of the Association is to provide professional development opportunities to its members, to support the field of student services and to represent student services locally, as well as nationally.

Objectives:

1. To provide a medium for exchange, review, and evaluation of information and best practices among members.
2. To encourage and develop programs directed at the professional enhancement of its members.
3. To develop, encourage, and support professional and ethical standards in student services.
4. To liaise with Atlantic Association of Universities and keep them informed on professional developments and issues.

(AACUSS Constitution, amended May 2019)

History

The Evolution of the Atlantic Association of College and University Student Services

The Atlantic Association of College and University Student Services was officially recognized in February 1975 by its membership during its first annual business meeting. AACUSS, as it is affectionately known, evolved from the Association of Atlantic Universities Deans of Men and Women which had been formed in 1956. The Deans of Men and Women met twice per year to discuss issues of mutual concern as well as to renew friendships and enjoy each other's company. As early as October 1970 discussion was held regarding regional meetings involving Deans, Directors, Chaplains, Counsellors, Health Officers and Housing Officers. Consensus at this time seemed to indicate that a group this size would be "too unwieldy." However, it was agreed that an informal invitation would be extended to these interest groups and whoever chose to attend could do so.



In November of 1972 Nelson Ferguson (Nova Scotia Technical College) again initiated a general discussion on the future of the Deans of Men and Women, the role they should play, and the role its members should play within the Atlantic region. Debate ranged from format to philosophy. Rev. Douglas MacEachern (Nova Scotia Agricultural College), James Griffith (University of Prince Edward Island), Elizabeth Chard (Saint Mary's University), Sister Marie Gillan (Mount Saint Vincent University), Gilles Nadeau (University of Moncton), Ken Bendelier (Saint Mary's University) and Douglas Eaton (Memorial University), were all prominent speakers to these issues.

The Deans of Men and Women certainly had style as indicated by a motion to hold its 1972 spring meeting in Bermuda. Nelson Ferguson, Christine Irvine and Elizabeth Chard reluctantly agreed to investigate the matter. Jim Griffith went so far as to write the University of West Indies regarding use of its residence facilities. In the end it was decided not to pursue the Bermuda meeting. However, AACUSS' commitment to innovation is most definitely one characteristic it inherited from its founding members.

In May of 1973 the executive was given authority to pursue changing the name of the organization and drafting a new constitution. Discussion continued at the November 1973 meeting of the Deans of Men and Women at the University of Prince Edward Island. This was a significant meeting for some general principles and guidelines were discussed that have had a lasting impact on AACUSS:

1. There was a common desire to proceed toward a useful program of activities.
2. There was a common desire to continue to meet and share information with colleagues in the field of Student Services.
3. There was a common desire to retain the informality of the organization.
4. There was a common desire not to confuse informality with the need for a formal structure.

The positive feelings expressed at the April 1974 Mount Saint Vincent meeting, which included the various interest groups in Student Services, convinced everyone a larger association was necessary. A motion by Ken Bandelier (Saint Mary's University), seconded by Joe Johnson (Dalhousie University), instructed the executive to prepare for an annual conference in 1975. It was reasoned that an annual regional meeting would provide an opportunity to:

1. discuss regional issues;
2. stimulate interaction with various student service interest groups; and
3. provide a less expensive meeting than a national affiliation.

During the summer of 1974, Sister Marie Gillan and Diane Tinkham (Mount Saint Vincent University) were given the task of drafting a constitution. The Atlantic Association of Universities were consulted by Jim Griffith and gave their support to the formation of the Atlantic Association of College and University Student Services.

The original draft constitution referred to the organization as the Atlantic Association of College and University Student Personnel Services (AACUSPS). A motion by Ted Marriot (Dalhousie University) called for the deletion of the word 'personnel'. Nelson Ferguson moved the acceptance of the constitution. All motions were approved unanimously.

And so, on February 28, 1975, AACUSS was officially recognized by a constitution which set out as its objectives:

1. to evaluate the needs of Atlantic Colleges and Universities as they relate to Student Services;
2. to provide a medium for exchange, review and evaluation of information among members, students and other interested groups;
3. to interpret the role of Student Services in universities and colleges;

4. to encourage and develop programs directed at the professional enhancement of its members;
5. to develop, encourage and support professional and ethical standards in Student Services; and
6. to serve as an effective arm of the Atlantic Association of Universities.

Since its beginning, AACUSS has provided a medium for exchange, review, and evaluation. It has encouraged the development of programs ranging from Alcohol Awareness to Studentship. It has set high standards for Student Service professionals in the Atlantic region. AACUSS has also sponsored the development of helpful resource materials, special interest workshops and annual conferences. Despite these accomplishments, the association has remained informal, welcoming new members and encouraging a relaxed interaction among its various interest groups. The key ingredient in any organization is its people and AACUSS is no different. During the years many Student Service professionals have given their time and expertise to the development of AACUSS and Student Services. It is those individuals of the past and those who will follow in the future who exemplify the true meaning of AACUSS with its commitment to professional development, to establishing standards in Student Services personnel, to discussion of regional concerns, and to provide a medium for informal interaction and the developing of friendships.

(with files from Dr. Donna Hardy-Cox)

Logo

The AACUSS logo has many different meanings. The main being the representation of our Atlantic region. First, the shape of the symbol is an open book, signifying learning and our place in educational institutions. As well there is an arrow, which indicates future growth and development, moving forward and upward. Then there are the waves, that divide the arrow into four parts: the top three parts representing Nova Scotia, New Brunswick, and Prince Edward Island and the bottom representing Newfoundland and Labrador. Lastly, the colour blue represents the colour of the ocean.



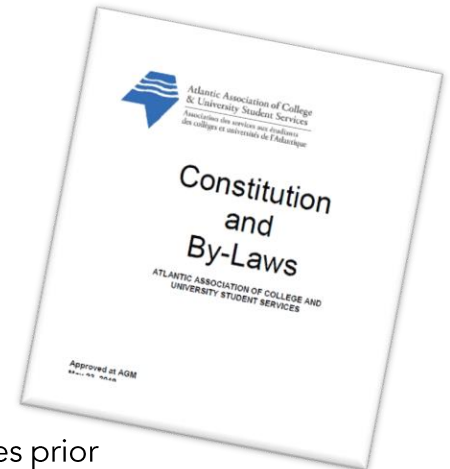
Roles & Responsibilities of Divisional Representatives

Role:

Divisional Representatives connect the professionals in similar roles across Atlantic college and university institutions to enhance the knowledge, expertise, and best practices within the division for the benefit of the student population with which it serves.

Responsibilities:

- a. Familiarize self with Executive Committee procedures
- b. Familiarize self with [Constitution and By-Laws](#)
- c. Familiarize self with resources. (for example: [AACUSS website](#); division member list; AACUSS archives; past divisional reports; etc.)
- d. Attend and participate in Executive Committee meetings
- e. Prepare and submit a written report on divisional activities prior to each Executive Committee meeting
- f. Liaise with divisional members to bring matters of interest forward to the Executive Committee
- g. Support and/or coordinate professional development opportunities within the division and submit budget rationale to the AACUSS Treasurer for any division events (up to \$500 / year with carryover up to \$1000)
- h. Hold meetings and events for division throughout the year
- i. Submit a written annual report prior to the Association's annual general meeting



Length of Service:

The Divisional Representatives will serve a 2-year term with the opportunity for re-election.

Committees

Each year several committees are established with members from the AACUSS Executive. These Committees include but are not limited to: Grants & Awards Selection, Nominations, and Constitution. Divisional representatives should consider which committee(s) they would like to join.

Executive Meeting Procedures

The Executive Committee is comprised of the Executive Officers (President, Past-President, President-Elect, Treasurer, Communications Officer) and one representative per division (also known as Divisional Representatives).

Executive Meetings

The Executive Committee meets regularly, usually once every 1-2 months. You will be emailed a list of meeting dates for the year. The Executive Committee typically reviews the schedule at the first meeting to determine if any changes are required. You should block off two hours for each of these meetings to ensure there is quorum and the business of the Committee can be carried out. Aside from the meeting at the Annual Conference, typically all meetings are teleconferences using online conference software.

Teleconference Call Details

The Secretary will send details before each meeting to indicate how committee members should connect.

Before Each Meeting

Before each meeting, the Secretary will email all committee members reminding them of the meeting. This email will include the following deadlines:

1. to add items to the agenda
2. to submit your divisional report so that it can be circulated to all members of the committee
3. when you can expect to receive the agenda and other reports

Divisional Report

As outlined in the responsibilities of Divisional Representatives in the Constitution and By-Laws, each Divisional Representative must provide a report to each meeting on the recent activities in the division. This will be provided as a written report to the Secretary before the meeting. A divisional report may include a description of emails sent to the division, questions submitted or discussed by the division, professional development opportunities within the division, any meetings held within the division, etc.

All divisional reports are compiled and sent to the Committee along with the agenda by the Secretary.

See a template and samples for divisional reports in Appendix A.

Meeting Processes

The meetings are fairly informal but there are formal procedures on the agenda to ensure the meeting proceeds in an effective manner. These typically include:

- Call to order (which means we start the meeting)
- Approval of agenda (this is an opportunity to add any emergency matters that couldn't be submitted in advance)
- Approval of the previous meeting's minutes
- Matters arising from the previous minutes
- Standing agenda items (these relate to the AACUSS constitution & purpose)
- Various agenda items (these will change for each meeting)
- Divisional Representatives' Reports (this is an opportunity to highlight items submitted in the written reports)
- Motion to adjourn (which ends the meeting)

The Chair of the meeting (usually the President) will ask for a mover and a seconder for each motion. Any voting member of the Committee can be the mover or the seconder. It is important that you are comfortable and understand what is taking place during the meeting. If you ever feel lost, just speak up and let the Chair know. The Chair will then take a moment to explain the process underway. The Executive Committee meetings follow formalized procedures known as Robert's Rules of Order. There are many resources regarding Robert's Rules of Order available online.

If anyone would like to discuss how the meetings proceed, please contact the [Secretary](#) or any other member of the Executive who will be pleased to explain how a typical meeting operates.

Communication

Email Aliases

Every member of the Executive Committee has an email address (example: ssao@aacuss.ca) that will forward to your own email address. This allows AACUSS to advertise a standard list of email addresses and change how the addresses are forwarded on the backend as needed. This also means that you will not need to monitor another email inbox as these messages will be forwarded to you. As these messages are recognized by mail clients as forwarded emails, it may be necessary to set your mail client not to recognize them as junk mail. If you need assistance with this, contact the [Secretary](#).

Executive Mailing List

All Executive Committee members are included on the 'All-Exec' mailing list. This is a quick way to contact everyone. Simply send an email to all-exec@aacuss.ca and your email will be delivered to the entire Committee.

Website

The Communications Officer maintains the website at www.aacuss.ca. If you have suggestions for content, contact the Communications Officer to have it added or updated.

AACUSS Talks

The Association has a newsletter known as AACUSS Talks. This newsletter is emailed, typically once per month. AACUSS Talks is prepared by the Communications Officer and contributions are often solicited from members of the Executive Committee.



Social Media

AACUSS maintains social media accounts on Facebook and Twitter. These accounts are a conveniently way to engage with members and share details of upcoming events, research, and job postings. To request content to be posted on social media, contact the [Communications Officer](#).

Divisional Lists

In advance of each Executive Committee meeting, the Secretary will forward you a current membership list of all members in your division. Members can update their division selections at <http://member.aacuss.ca>. If you require additional member information or lists more regularly, contact the [Secretary](#).

These division lists will include email addresses for all division members. This list should be used to regularly contact your division.

Annual Report

The AACUSS President prepares an Annual Report for presentation at the Annual General Meeting to the membership each year. Divisional Representatives can share with the Secretary, by a predetermined date, a summary of the activities that have taken place since the previous Annual General Meeting. This report may include things like a communication timeline, proposed activities or initiatives in the division, professional development that has taken place, the vision for the division moving forward, etc.

See samples for Annual Report submissions in Appendix B.

Brand Standards

The AACUSS brand is a valuable asset, requiring proper care and management. Consistency and accuracy in the way the brand is expressed and reproduced will build strength and increase brand awareness over time. AACUSS maintains a brand standards manual that contains details regarding logos, brand colours and web guidelines. To obtain a copy of the brand standards manual, contact the [Secretary](#).

Professional Development & Division Meetings



Our annual conference is a great venue for us to learn as an association. It is a very special time for our group to get together, connect, learn, and share. One particular meeting that must take place is a divisional meeting at the Annual AACUSS Conference. Divisional Representatives would be responsible for chairing the meeting, creating an agenda, and informing the members of the time and location of the meeting during the conference.

AACUSS supports the philosophy that these opportunities to learn and share should continue outside of the annual conference. We encourage our Divisional Representatives to take advantage of the opportunity to connect with colleagues and bring them together within their division at some point throughout the year. Whether this be a roundtable discussion, workshops, guest lectures, webinars, etc. we encourage you to find opportunities for your division to connect and share professional experiences and development.

As a Divisional Representative you have access to funding for your division's professional development annually. As per the constitution and By-Laws, each division is afforded up to \$500 annually. These funds can be used to help organize and bring together the division, for food, guest speakers, rentals, etc. These events can be in-person or virtual. Divisional Representatives typically communicate with the members of their division to determine a common goal or topic and then plan accordingly. These types of events typically give members an opportunity to meet with other student affairs professionals in the region and discuss current and/or shifting practices, policies, procedures, and expectations.

See Division Meeting & Professional Development agenda samples in Appendix D.

You access these funds by submitting a professional development proposal and budget to the AACUSS Treasurer. Once evaluated and approved, there will be access given to funds to cover associated approved costs of your proposal. Funds are not to be expensed for reimbursement unless approval has been given before the date of the event. If a division does not expend their annual \$500 professional development budget, those funds can be carried over to the following year. The maximum carryover amount for any given year can only be \$500, regardless of how many years funds have not been accessed.

See Professional Development budget templates and samples in Appendix E.

It is suggested that you evaluate appropriate timing in the year to maximize attendance for your events. Spacing them out from the conference sessions is also something to keep in mind. Living in Atlantic Canada always presents some travel challenges, especially in the winter months. If you decide to have an event, always try and consider these things so that you get the most out of your event if you decided to do them in person, as opposed to a virtual session or other format.

Expenses

The Association will assume the expense of those persons required to attend the Executive Committee meetings in keeping with the following travel expense guidelines.

1. Executive members must pursue the most economical means of transportation.
2. Whenever possible, same day travel is encouraged.
3. Where appropriate, car-pooling is encouraged.
4. Receipts must be provided for all submissions (i.e., including such things as: accommodations, transportation, tolls, parking, and meals.
5. Transportation costs will be reimbursed at a rate of .41/ per kilometre for mileage.
6. Receipts must be provided for meals up to a daily rate maximum noted on the expense form.
7. Accommodation costs will be reimbursed at the rate quoted to the Executive Committee at the recommended lodging destination.
8. Travel forms must be completed (when possible) at the Executive meeting or be forwarded to the Treasurer at the earliest possible date.
9. Reimbursement will be made upon receipt of the travel documentation, by the Treasurer. Additional information may be requested by the Treasurer.

See Executive
Travel Claim form
in Appendix C.

Appendix A: Division Report Template

Division:	
Divisional Representative:	
Report dates:	

Communications with Division (since last report):

- *Ex: On August 22nd, emailed all Division members with information about upcoming in-person meeting.*

Important Divisional Topics / News

- *Ex: New federal guidelines have now been released which have a significant impact. The guidelines potentially require campuses to hire additional staff in order to maintain present service levels. [LINK]*

Ongoing Plans By Divisional Representative

- *Ex: Hosting an in-person meeting for the Division on the Mount Allison campus on September 29th.*

Other

- *Ex: Assisted Secretary to obtain past versions of meeting minutes not currently included in the AACUSS Archives.*

Questions / Suggestions for Executive Committee

- *I'm wondering if we can plan an in-person Executive Committee meeting for the fall semester. It would be really helpful to see everyone again to cover off various topics. I'd be happy to host that meeting on my campus in November if the Committee was interested.*

See next page for samples of past reports.

Sample 1:

Career & Employment – Anne Soucy

A number of emails were sent out to members of the division confirming and sharing dates for the upcoming Summer Career Fairs.

A reminder to members was sent to post discussions to the LinkedIn and the Google AACUSS Career and Employment group.

A number of questions, discussions and responses were posted to the LinkedIn and Google groups on posting scams, mystery shopper job posting and other employment issues.

An application for Divisional PD money was received over the summer from St. Mary's University regarding a 2015 Career Summit. The event was held at Saint Mary's University on July 24th, 2015.

In an ongoing effort to strengthen our ties with the Canadian Association of Career Educators and Employers (CACEE) information on their events was shared with members of the group.

Sample 2:

Counselling – Sarah Morris

1. Emailed members on a monthly basis
2. Acted as a facilitator for questions/topics posted on the listserv
3. Discussed with the group hosting a February professional development day
4. Discussed with group the possibility of a meeting / PD opportunity at the Conference

Sample 3:

Housing – Travis Myers

There is not much to report since the last update from the Housing Division. I have reached out to the membership to see if anyone would be interested in having a division meeting via teleconference before the end of January 2016. I have received some confirmation and am looking for folks to reach out by Jan. 20, 2016. The idea behind this is that although we are able to communicate through the listserv and it proves useful, I think there are issues on our campuses that would be great to verbalize some communication on and not everyone is able to attend and benefit from our divisional meetings at the conference. Looking to engage the group throughout this semester and hopefully we can share our experiences and support one another.

Appendix B: Annual Report Samples

Sample 1:

Career & Employment

As the new representative for the Career & Employment Division, my first priority was to connect with members to help understand their needs and expectations from the division. An excellent first step in this was meeting several members at AACUSS 2017 in Truro and discussing service delivery models and take-aways from the conference itself.

In July, we launched a division survey that asked members to identify areas of interest for ongoing collaboration.

In February, we launched the Career and Employment Division Library in Google Drive, a place where division members can get inspired by the work than their counterparts in other institutions are creating. Many of us facilitate workshops, create sample job-search and career handouts from scratch and author other original documents. The Library was intended to help prevent the need for recreating the wheel. In 2018, the Library will move to a new home on Office 365.

My hope is that we can recognize the expertise that exists within our own division. The Library also included a database of members who can declare an area of expertise and volunteer to be contacted about that area by other members in the division for advice or collaboration.

I continue to be impressed by the work and support of folks not only in our division but from other divisions and by the AACUSS executive. I look forward to getting to know my division members better, and to discuss how we can continue to make a difference in the lives of our students.

Sincerely,

Trish Murray-Zelmer

St. Thomas University

Sample 2:

Accessibility Division

Here is what the Accessibility Division has been up to this 2018-2019 Academic Year:

September

- Executive Meeting Teleconference
- Welcome email to the division members

October

- Planning for an in-person divisional meeting

November

- Divisional Meeting at Mount Allison University
- Executive Meeting Teleconference

December

- Summary of Divisional Meeting shared with members
- Members shared documents as a result of the meeting

January

- Executive Meeting Teleconference
- Submitted two proposals to the AACUSS 2019 conference
- Planning for Executive Meeting in Moncton, NB (planned for March but cancelled due to weather)

February

- Submitted article to AACUSS Talks, "Reflections on iGen"
- Shared upcoming professional development opportunities in the region

March

- Member of the AACUSS Constitution and By-Law Subcommittee
- Executive Meeting Teleconference
- Reminded members of the deadline for AACUSS 2019 proposals
- Requested feedback for the Constitution and By-Law Committee

April

- Executive Meeting Teleconference
- Both proposals accepted for the AACUSS 2019 conference
- Reminded members of the early bird deadline for AACUSS 2019
- Shared an opportunity to provide feedback on the Canada Study Grant for Student with Permanent Disabilities with Higher Education Strategy Associates and Employment and Social Development Canada
- Establishing a relationship with the Academic Advising Division
- Constitution and By-Law Subcommittee meeting and updates
- Reminder to the members about conference registration and award and grant opportunities

May

- Email to members requesting suggestions for the division meeting agenda during the AACUSS 2019 conference and highlighted accessibility-related concurrent session

This was my first year as the Divisional Representative on the Executive for Accessibility. It has been a fulfilling experience, and I have enjoyed being a part of the conversation when it comes to our Association and our Division.

I look forward to connecting again in September.

All the best,

Nicole Wadden Garland
Coordinator, Accessibility Services
University of Prince Edward Island

Sample 3:

Generalist Division

As the AACUSS Generalist Representative, I respectfully submit this year-end report. The main focus for this division this year has been to support the division, be available for any questions about AACUSS, keep the members updated on upcoming AACUSS events.

This year as your representative I:

- Contributed to AACUSS talks
- Delivered ongoing conference communication to members
- Communicated with members on a quarterly basis
- Participated in AACUSS Executive conference calls
- Provided divisional members with relevant information and topics related to Student Affairs

The most recent membership information indicates that within our division:

- We have 24 members,
- From 9 different institutions,
- From a variety of different roles.

It has been an honour being your division rep, and I look forward to continuing to represent this group in the upcoming year and to enhance our dialogue around the work we do.

I look forward to seeing everyone in PEI and enjoying some COWS ice cream!

Justin Stoodley

Appendix D: Professional Development & Division Meeting Samples

Sample 1:

AACUSS Accessibility Division Meeting

Date: November 22nd, 2018 @ 10 am.

Location: Jennings Dining Hall Meeting Room

#25 on the map (attached) - located between Windsor Hall and Harper Hall

Lunch - Lunch passes will be provided for the Jennings Dining Hall

Parking: is free on campus. You do NOT need a pass/permit; however, it can be difficult to find a spot. Locations that are closest to our meeting room are found on the corner of Main and Salem and on Rectory Lane. Other larger parking lots are found on either side of the football field.

Agenda

Discussion Topics:

We will start at the beginning and just move through each item. We will break for lunch around noon. Nicole will take notes to be shared with the group post-meeting.

1. Exam accommodations- triple time, chunking exams, alternative formats
2. Alternative forms of classroom participation, presentations, group work (essentially anything where we ask professors to change an assessment) - give examples
3. Collective Agreement arguments from faculty (providing notes, alternative forms of assessment, presentations, group work, etc.)
4. NB Accommodation/Human Rights Doc - when and how is an essential educational requirement determined?
5. Student workshops- is anyone else doing these, if so what topics/what topics are best attended
6. Apps for studying- recommendations
7. Note-taking Accommodations (alternatives to peer note-takers and provision of notes, for example, Sonocent Audio Notetaker)
8. Video Camera Monitoring in Testing Spaces
9. External Review of Accessibility Centers

Sample 2:



Accessibility Divisional Meeting Agenda

Annual AACUSS Conference

Thursday, May 23rd

3:30 pm

1. Introductions
2. What are some new initiatives on your campus in Accessibility?
3. What are some challenges you still face?
4. Cheating Policies
5. Collegial External Reviews of DSO
6. What is your timeline for test/exam requests? How strictly do you enforce your timeline?
7. Recommending memory aides as accommodation.
 1. What are your current practices?
 2. What norms are you using in evaluating if a student meets the requirements for a memory aide?
8. Other Business

Sample 3:

AACUSS Health and Wellness Divisional Professional Development Day

Mount Allison University

Wednesday Nov 13th 09:30-3:00 pm

AGENDA

- | | |
|-------------|--|
| 09:30-10:30 | Welcome/Regrets and Introductions |
| 10:30-11:30 | Suicide Prevention, Risk Assessment for Health Professionals facilitated by guest speaker Catherine Paulin |
| 11:30-12:00 | Divisional Rep Report <ul style="list-style-type: none">· Social Media Platform, Facebook, etc.)· Divisional Mission/Vision |
| 12:00-1:30 | Lunch (walk to Duck Pond and to restaurant, bring sneakers)

https://www.sirved.com/restaurant/sackville-new-brunswick-canada/songschopsticks/302144/menus/ |
| 1:30-2:00 | Round Table |
| 2:00-3:00 | Review submitted agenda items <ul style="list-style-type: none">· Care Directives and Nurses role· Sexual violence/Assault and charting· Uninsured Services (forms, injections etc.), what are other universities charging?· Compassionate grounds· Post-Secondary Educational Partnership on Alcohol Harms and potential barriers to developing PEP-AH Campus teams |
| 3:00 | Adjournment |

Appendix E: Professional Development Template & Sample

AACUSS Divisional Pro-D Request		
Item	Amount	notes
Division(s)		more than one division can share costs for an event
Organizer(s)		usually the divisional rep
Date of Event		try to centralize location to maximize attendees
Location		
Anticipated number of AACUSS members attending (AACUSS funds cannot defray the cost for non-members)		just list numbers, not specific people
Fixed Costs		
Space		
Presenter		
Materials		
Catering		
fixed cost sub-total		
Per Person Costs		
Meals		
Resources		
Access		
variable cost estimate		
estimated total		usually, the only way to go over budget is to have more attendees, if they are AACUSS members, we can pay up to the annual limit. Try to avoid planning an event where variable costs could take you over your limit or you'll have to include plans to charge people the difference
other revenue		subtract this from the estimated total
requested funding		each division is allowed a maximum of \$500 per year (barring roll-over) any amount over this will have to be paid by other sources

Sample 1:

AACUSS Divisional Pro-D Request		
Description of Event	The counselling division will be meeting at Mt. A from 10am (to allow people to get here) until 3pm (to allow people to get home). The morning will be spent in round table debriefing and sharing practices around waitlists, involuntary withdrawal, and electronic record keeping. In the afternoon we have a speaker coming in the teach meditative breathing practices.	
Item	Amount	notes
Division(s)	Counselling	more than one division can share costs for an event
Organizer(s)	James Reddin	usually the divisional rep
Date of Event	13-Feb-20	try to centralize location to maximize attendees
Location	Mt. A, Sackville, NB	
Anticipated number of AACUSS members attending (AACUSS funds cannot defray the cost for non-members)	10	just list numbers, not specific people
Fixed Costs		
Space		Mt. A is loaning us space because their counsellors are involved
Presenter	\$200	
Materials		
Catering	\$100	coffee break for each. I'm ordering a coffee cake and an urn of coffee, should work whether we wind up as 6 or 15
fixed cost sub-total	\$300	
Per Person Costs		
Meals	\$110	We're having lunch at the dining hall, \$11/person. If I get more than 18 participants, we'll have to include a small fee
Resources		
Access		
variable cost estimate	\$110	
estimated total	\$410	usually, the only way to go over budget is to have more attendees, if they are AACUSS members, we can pay up to the annual limit. Try to avoid planning an event where variable costs could take you over your limit or you'll have to include plans to charge people the difference
other revenue		subtract this from the estimated total
requested funding	\$410	each division is allowed a maximum of \$500 per year (barring roll-over) any amount over this will have to be paid by other sources

Sample 2:

Estimated Budget for PD Event	
Nutritional break (bottled water, fruit)	\$30.00
Lunch	\$20.00/person * 11 members = \$220.00
Guest speaker	\$0
TOTAL	\$250.00

Sample 3:

AACUSS Divisional Pro-D Request		
Description of Event	The academic advising division is hoping to provide access to all our members for a NASPA webinar	
Item	Amount	notes
Division(s)	Academic Advising and Support	more than one division can share costs for an event
Organizer(s)	Neil Cole	usually the divisional rep
Date of Event	13-Feb-20	try to centralize location to maximize attendees
Location	Online	
Anticipated number of AACUSS members attending (AACUSS funds cannot defray the cost for non-members)	60	just list numbers, not specific people
Fixed Costs		
Space		
Presenter	\$500	The webinar is usually \$10/person. I was able to negotiate access for up to 60 AACUSS members for \$500, so far I have 55 signed up
Materials		
Catering		
fixed cost sub-total	\$500	
Per Person Costs		
Meals	\$110	
Resources		
Access		
variable cost estimate		
		usually, the only way to go over budget is to have more attendees, if they are AACUSS members, we can pay up to the annual limit. Try to avoid planning an event where variable costs could take you over your limit or you'll have to include plans to charge people the difference
estimated total	\$500	
other revenue		subtract this from the estimated total
requested funding	\$410	each division is allowed a maximum of \$500 per year (barring roll-over) any amount over this will have to be paid by other sources



*Atlantic Association of College
& University Student Services*

*Association des services aux étudiants
des collèges et universités de l'Atlantique*