



LEADERSHIP MANUAL CHANGES

Executive Summary

To make the SEAHO Leadership Manual more functional, the following changes and updates have been made, with direction provided by the SEAHO Executive Board and Governing Council. The overall structure of the Manual has been changed to make it easier to use and the final version will be made available through the SEAHO website in an on-line format that will be even more functional.

- Reformatted entire organization of Leadership Manual.
- Broke Monthly Responsibilities down by position, instead of by month.
- Included position description with breakdown of Monthly Responsibilities.
- Redefined Member-at-Large responsibilities according to Constitutional proposal.
- Created responsibilities for Sage position.
- Created responsibilities for Technology Coordinator position.
- States and/or State Representatives now responsible for coordinating activities for ACUHO-I Interns within the state.
- Merged committee descriptions from Constitution with Leadership Manual descriptions.
- Renamed the Membership Committee the Marketing & Organizational Promotions Committee to better reflect its purpose.
- Updated SEAHO Report Editorial Board Structure.
- Created position description for SPE Liaison.
- Created position description for SEAHO Archivist.
- Included appointment information for ACUHO-I Foundation Representative
- Created guidelines for scholarships that SEAHO awards.
- Included Funding Agreement between SEAHO and SAACURH (approved in 2004).

*Submitted by Steve Stauffer, Past President
As of October 2010*