**SAMPLE INSTITUTIONAL COMMITMENT/SUPPORT LETTER**\* PLEASE NOTE THIS LETTER SHOULD BE ON INSTITUTIONAL LETTERHEAD

(Insert Date)  
  
NODA-Association for Orientation, Transition, & Retention in Higher Education

2355 Fairview Avenue N., #136

Roseville, MN 55113

Re: Letter of Institutional Commitment/Support

Dear NODA-

I write to express my support for (insert candidate name), who is running for the (insert role title). I understand that (insert candidate name) will be required to travel (see chart below for estimated monthly work and meeting times per year) for Board and/or Executive Committee meetings and will need time to engage with Board/Executive Committee matters monthly. As (insert title of person providing commitment letter), I can assure you that (insert institution name) will provide the financial and time resources necessary to engage with NODA.

**President-Elect (3-year commitment)**

* 10 - 12 Hours of Association work per month.
* Executive Transition Retreat (2 days)
* Spring Board Meeting (3 days)
* Fall Board Meeting (2 days)
* NODA Annual Conference (4 days)
* Regional Conference (*encouraged but not required*)

**Treasurer (3-year commitment)**

* 10 - 12 Hours of Association work per month.
* Executive Transition Retreat (2 days)
* Spring Board Meeting (3 days)
* Fall Board Meeting (2 days)
* NODA Annual Conference (4 days)
* Regional Conference (*encouraged but not required*)

**General Board Member (3-year commitment)**

* 6 -10 Hours of Association work per month.
* Spring Board Meeting (3 days)
* Fall Board Meeting (2 days)
* NODA Annual Conference (4 days)
* Regional Conference (*encouraged but not required*)

**Regional Coordinator (2-year commitment)**

* 6 - 10 Hours of Association Work per month.
* NODA Annual Conference (4 days)
* Regional Conference (3 days)

Best regards,

(Insert institutional authority)