

# How to be a...

## P.A.C.U.R.H.

## N.C.C.



Presented by the  
**Pacific Affiliate**  
Regional Directorship



**“The Most Jumpin’ Region in the Nation”**



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## What is a NCC?

NCC stands for National Communications Coordinator. The NCC is the voting representative from each college or university at the regional level from your Resident Hall Association, or RHA. In other words, the NCC is the person who sits at the boardroom table of national and regional conferences representing their school and voting on issues in a way that benefits their host institution the most.

## The Five Parts to a PACURH NCC

### 1. Affiliates:

- Completes Affiliation Form.
- Submits dues at the NACURH Conference.
- Compiles RFI Report for entry into the Resource Files Index (RFI) by the NIC.
- Updates contact & address changes.
- Submits proposals and policies for regional and national approval.

### 2. Recognizes:

- Submits “Of-The-Month” (OTM) Awards: Advisor, Community, Executive Board Member, NRHH Chapter, Social Program, Educational Program, Community Service Program, Diversity Program, Residential Assistant, Spotlight, Faculty and Student (submitted via the OTM database by the 10<sup>th</sup> of every month).
- Supports programs sponsored by their campus National Residence Hall Honorary (NRHH), if they have one.
- Bids for Regional and National Awards.

### 3. Acts as a Program Source on-campus:

- Requests files from the Resource Files Index (RFI) on behalf of their school.
- Encourages delegates to attend and perform programs at state, sub-regional, regional and national conferences (if applicable).

### 4. Organizes:

- Builds delegations for conferences.
- Arranges details like registration and travel plans for conferences.

### 5. Represents:

- Your school to the Pacific Region and all of NACURH.
- Your school at the PACURH Regional Business Meetings (PACURH & No-Frills).
- Your school and the PACURH region at the NCC Corporate Business Meeting.

### The Big Picture:

The benefits which you and your entire school/organization receive from PACURH and NACURH will be in direct proportion to the time and work that you as NCC put into the organization. Great potential must be converted to great commitment in order to make a difference.

## NACURH, INC. - Fact Sheet

- NACURH is the largest student-run organization in the world; it includes schools in the United States, Canada, Mexico, and more!
- NACURH is composed of eight affiliates: Central Atlantic, Great Lakes, Inter-mountain, Midwest, North East, Pacific, South Atlantic, and South West.

- Each NACURH school selects at least one National Communications Coordinator. NCCs serve as the communications link between their RHA, other schools, and the regional and national offices.
- NACURH is an incorporated, non-profit organization, with a Board of Directors (NBD) made up of the eight Regional Directors (voting members), two office Directors, Associate Directors for Finance from each region and office, NACURH Conference Chairperson, NACURH Conference NBD Liaison, National Associate for NRHH, National Associate for Finance, National Associate for Administration, and National Chairperson. Each member school, through its NCC, has a vote in the corporate body.
- NACURH is funded by membership dues, corporate partners, revenue from sales of merchandise, and the interest from various investments.

## Alphabet Soup

NACURH - National Association of College and University Residence Halls

NRHH – National Residence Hall Honorary

OCM – On Campus Marketing

RHA – Residence Hall Association (although many different names are used)

- *NACURH's Regional Affiliates (8):*
  - CAACURH – Central Atlantic Affiliate of College and University Residence Halls
  - GLACURH – Great Lakes Affiliate of College and University Residence Halls
  - IACURH – Intermountain Affiliate of College and University Residence Halls
  - MACURH – Midwest Affiliate of College and University Residence Halls
  - NEACURH – North East Affiliate College and University Residence Halls
  - PACURH – Pacific Affiliate of College and University Residence Halls
  - SAACURH – South Atlantic Affiliate of College and University Residence Halls
  - SWACURH – Southwest Affiliate of College and University Residence Halls
- *NACURH's Offices (2):*
  - NIC – NACURH Information Center
  - NSRO – NACURH Services & Recognition Office
- One of NACURH's major services is the:
  - RFI -Resource File Index. This index houses thousands of reports on anything from bidding to programming.
- Awards which act as major recognition tools for NACURH member schools are:
  - OTM – Of The Months Awards
  - OTY – Of The Year Awards, such as President of the Year or Advisor of the Year
  - POY – Program of the Year
  - SALT – Student Award for Leadership Training
  - SOY – School of the Year
  - AAFN – Association of Alumni and Friends of NACURH
  - AAFP – Association of Alumni and Friends of PACURH
- Position acronyms to be aware of too:
  - NCC – National Communications Coordinator
  - NCC-IT – National Communications Coordinator In Training
  - PACURH RBD - Regional Board of Directors
    - Director

- ADAF – Associate Director of Administration & Finance
  - ADNRRH – Associate Director of NRHH/Recognition
  - PRC – Presidential Resource Coordinator
  - RTC – Regional Technology Coordinator
  - RCC – Regional Communications Coordinator
  - Regional Advisor
- NBD - National Board of Directors
- National Executives:
    - National Chair
    - NAA – National Associate of Administration
    - NAF – National Associate of Finance
    - NAN – National Associate of NRHH & Special Initiatives
    - National Advisor
    - CRC - Conference Resource Consultant
  - Regional Directors and ADs (Associate Directors)

## PACURH Leadership Defined

- **Regional Board of Directors:** These are the leaders of PACURH, as well as your representatives to the NACURH National Board of Directors (NBD). All members of the board serve one year terms, with the exception of the Regional Advisor, who serves a two year term.
  - Regional Director – Adam Bernot, San Diego State University
  - Associate Director of Administration and Finance- Jessica Mawrence, University of Washington
  - Associate Director of NRHH/Recognition- Ashley Day, UC Santa Barbara
  - Northern RCC – Conor McLean, University of Washington
  - Central RCC – Angela Galipeau, San Francisco State University
  - Southern RCC – Cory Welsh, University of Southern California
  - Presidential Resource Coordinator – Kayla Callaham, Western Oregon University
  - Regional Technology Coordinator – Jimmy Kelly, San Francisco State University
  - Regional Advisor – Richard DeShields, Central Washington University
- **RCCs:** RCCs are responsible for various task assigned throughout the year and the facilitation of communication & recruitment throughout the PACURH Sub-Regions; these are: **Northern Sub-Region:** Alaska, Yukon, British Columbia, Washington & Oregon; **Central Sub-Region:** Schools in California from the Oregon border to the 35.5 degree latitude and the University of Nevada Reno; **Southern Sub-Region:** Schools in California from Santa Barbara to San Diego. It also includes schools in Hawaii. The sub-regions also include any other international schools that fall within their area.
- **Conference Chairperson(s):** The Conference Chairperson sits in during the NCC Business meeting as a representative of the conference staff. These are individuals responsible for coordinating, with their staff, a smoothly run conference.
- **Committee Chairs:** Throughout the year there will be opportunities for leaders within the PACURH Region to serve as Committee Chairs. They coordinate the efforts of their committees, and report their progress to the RBD. Chair positions will be developed when needed by the Director.

## NACURH Benefits & Services

- The NACURH Information Center (NIC) serves as the NACURH National Office for affiliation and is home of the NACURH Resource Files, the RFI database hosted by this office has thousands of programs in over 30 categories ranging from alcohol awareness to leadership training and dates back decades. NCCs may order an unlimited number of pages from the RFI, free of charge.
- Three major conferences are held each year. The PACURH Regional Conference is usually held in November, the No-Frills Conference is usually held in February and the National Conference is held in May/June. Sometimes schools also choose to host conferences throughout the year targeted to their locale, state or sub-region. A variety of sessions are presented, giving new insights into programming, policy changes, personal leadership skills, and much more.
- Corporate Partnerships: NACURH endorses the services of On-Campus Marketing (OCM), an organization that specializes in the area of no-risk fund-raisers for your Residence Hall Association.
- Communication: The NACURH Link (national newsletter), the PACURH Wave (regional newsletter), Websites such as [nacurh.org](http://nacurh.org) and [pacurh.nacurh.org](http://pacurh.nacurh.org), List Serves, chats on AIM, Google Groups, the NACURH forum, Phone Calls and Electronic Mail are all ways in which NACURH communicates.
- Recognition: Outstanding students who have contributed to their RHA, Region, and NACURH as a whole are recognized through OTMs, PACURH and NACURH awards, induction into the PACURH Alumni Association and induction into the Association of Alumni and Friends of NACURH (AAFN).
- Program Development and Leadership Training: By way of conference attendance, idea and information sharing, cooperation and communication between NCCs of member schools, and use of the RFI. (The Leadership Certification Program is something else that will potentially be launched in the coming year.)
- Professional Organization Affiliations: NACURH interacts with the Association of College and University Housing Officers-International (ACUHO-I) and with the American College and Personnel Association (ACPA) to further the goals of student leaders through collaboration with professional housing officers.
- Intangibles: Motivation, team unity, sense of identity, involvement, pride, recognition, and reward.

## So, what is an NCC and why will I be attending meetings all day long at conferences?

During the Regional Conference, there will be an NCC Business meeting that will consist of the Regional Board of Directors (RBD) and a National Communications Coordinator (NCC) from each school. Each member school in good standing receives one vote. The RBD and NCCs will meet during the conference to make important decisions for the future of the PACURH region. Unfortunately, the NCCs don't usually get to experience the conference from the delegate's standpoint; however the meetings can be just as rewarding and fun. We promise to hold your interest! In addition to selecting awards the RBD and NCCs will be in charge of the following:

- **Conference Bids:** At conferences, we will be hearing presentations and selecting a host for the regional, PACURH and No Frills conference.

- **Business:** Any member school may put forth a proposal to create policies, awards, or just about anything else at a meeting. However, a written proposal is requested by the Regional Director by the post-marked date. Most proposals need only to pass by a majority vote of the NCC's, but changes to the by-laws and policy-book require a two-third (2/3) vote.
- **Selection of RBD:** Selection of the RBD usually takes place at the No-Frills conference for the following year's board. Elected individuals help to facilitate every aspect of the region's business during the academic year. At the regional conference, you will hear bids from candidates seeking to be the Regional Advisor (this is a two year term).
- **Reports:** The RBD, Conference and Committee Chairs will present written and/or oral reports on their progress since the NACURH Conference, as well as goals for the rest of their terms.
- **Special Guests:** A number of guests are invited to the conference in order to help you make your campus a better place. These guests include representatives from the National Service and Recognition Office (NSRO), the National Residence Hall Honorary (NRHH) National Office, and corporate sponsors (OCM and USA Today).

## Selecting A Delegation

- **Getting the word out**
  - PR and personal conversations to get people interested. Present the application like a bid: have potential delegates get excited about applying by putting creativity into the bid.
  - Show previous conference videos at meetings.
- **Possible questions**
  - Why do they want to go?
  - What do they hope to bring back?
  - What sets them apart from other candidates?
  - Ask a fun question, like if you were a piece of candy, what type of candy would you be, and why?
- **Who to Pick?**
  - Pick a good mix of old and new delegates. This provides new ideas and energy along with experience and traditions.
  - Try to select a delegation that is representative of the diversity of your campus.
  - Choose delegates who focus their responses on bringing back parts of the conference to their halls and campuses and hold them accountable to that.
  - Make sure they are aware of requirements that they will have to fulfill as delegates.

## Pre-Conference Preparation

- **Delegation Meetings**
  - **Set up committees for (examples):**
    - Creating a delegation t-shirt, outfits, etc.
    - Roll call (represents school, is judged at conference)
    - Display (represents school, is judged at conference)
    - Banner (represents school, is judged at conference)

- Spirit (cheers, items to trade like clothespins decorated to represent your school, other fun ideas to express conference theme and draw attention to your delegation, also a very coveted award at conferences)
  - **How often should you meet?**
    - Delegations are strongly encouraged to meet at least once a week. The more often a delegation meets the stronger the bond will be.
  - **What to cover at meetings:**
    - Conference updates.
    - What to expect at the conference.
    - Cheering!!!
    - A list of what to bring.
    - Committee work.
    - Bonding!
- **Delegation Accountability**
  - A contract is a great idea to keep delegates focused on the conference, to encourage participation, and to make sure that they use what they've learned.
  - A delegate could be required to pay for a portion of the conference fees- this gives them a financial stake in the conference. A delegate could face fines for missing delegation meetings or missing parts of the conference experience. Another aspect of the contract is possible requirement of putting on programs they learned once they return back to school. This way they are not only personally benefiting from the conference, they are also sharing it with their campus.
- **Selecting Programs/Submitting Program Proposals**
  - It is the responsibility of the NCC to help bring quality programming to conferences.
  - Encourage your delegation to submit original and interesting programs. Preview the programs, to ensure their quality.
  - Review the submission form before you send them to the selection committee.
  - Make sure there are no grammatical errors and that the description is accurate.
  - Work with program presenters to help ensure quality programs at the conference. Have them practice presenting in front of the delegation.

## Post Conference

- **What Now?**
  - Just because the conference is over, does not mean that the fun is done. Bring that enthusiasm back with you!
  - Organize a time or event where the delegates can share their new programs with the campus.
  - Plan a delegation meeting for after the conference. Get feedback on what was good and bad, take some time to relax and reflect on experiences.
  - Share your experiences with your assembly as much as possible- the more people you can connect with, the better selection you will have when it comes time to select candidates for the next conference.

## Questions & Answers

- **Who attends the Regional Business Meetings?**  
At least one representative from each school must attend the meetings and be present at all times. Also, RBD members and special guests will be in attendance. Anyone else is welcome to attend, but may not be able to speak.
- **How long are the meetings?**  
At each conference, the regional business meeting typically continues throughout most of the conference. As per regional policy, meetings will never begin before 8:00am or continue past 1:00am. There are many things to accomplish at these meetings, and your attention and cooperation will help the meetings run smoothly.
- **How are the meetings conducted?**  
Parliamentary Procedure is used to make the business meetings run more smoothly, as well as give them a standard format to follow. The procedure used is Robert's Rules of Order. You will have a handy-dandy guide to the basics of Robert's Rules on the back of your school's voting placard.
- **What should I bring?**
  - A Three Ring Binder to keep all your items in order. The following is suggested to help keep it in order: Sections for Contact Info, Agenda/Minutes, Financial Info, Handbooks/Publications, Newsletters, Conference Info, NRHH, Bids
  - If you are proposing bids or policies the number of copies of your bid or policy change the policy book requires.
  - Boardroom Buddy Gifts
  - Highlighters, pens, notepads, and other supplies
  - Camera (optional)
  - A good alarm clock (for your room)
  - A BIG OLE SMILE!

## PACURH and NACURH Awards

### School Awards

#### PACURH

- **Program of the Year Award (POY)** recognizes the program chosen as best in PACURH by the National Communications Coordinators in the PACURH boardroom. The award winner is then nominated by the Director for the NACURH/ACUHO-I Program of the Year Award at the national semis. See NACURH awards for more information.
- **PACURH Student Award for Leadership Training (SALT)** recognizes innovative leadership development programs initiated, and developed by students. The award winner is then nominated by the Director for the NACURH/ACPA Student Award for Leadership Training at the national semis. See NACURH awards for more information.

#### No-Frills

- **PACURH School of the Year** recognizes outstanding achievements on the campus level by a residence hall organization and associated groups, as well as contributions on regional and national levels. This award is selected in the NCC boardroom.
- **PACURH RHA Building Block Award** recognizes those RHAs that are still growing. It recognizes outstanding achievement and growth on a campus, regional and national level.

- **PACURH NRHH Outstanding Chapter of the Year** is presented to the NRHH Chapter that has best exemplified the criteria, service and character of NRHH.
- **PACURH NRHH Building Block** recognizes an NRHH Chapter which shows outstanding growth and development during the year of nomination.
- **PACURH Commitment to Diversity Award** recognizes schools that involve a student-directed year-long and campus wide commitment to awareness and education of residents concerning diversity issues.
- **PACURH Community of the Year** recognizes the contributions of residential life communities and the impact they have on their students and the rest of campus.

**NACURH:** (Check dates for submission, many are in the winter)

- **NACURH School of the Year:** see No-Frills awards above and the NACURH award guidelines at [nacurh.org](http://nacurh.org)
- **NACURH RHA Building Block Award:** see No-Frills awards above and the NACURH award guidelines at [nacurh.org](http://nacurh.org)
- **NACURH NRHH Outstanding Chapter of the Year:** see No-Frills awards above and the NACURH award guidelines at [nacurh.org](http://nacurh.org)
- **NACURH NRHH Building Block:** see No-Frills awards above and the NACURH award guidelines at [nacurh.org](http://nacurh.org)
- **NACURH Commitment to Diversity Award:** see No-Frills awards above and the NACURH award guidelines at [nacurh.org](http://nacurh.org)
- **NACURH Community of the Year:** see No-Frills awards above and the NACURH award guidelines at [nacurh.org](http://nacurh.org)
- **NACURH/ACUHO-I Program of the Year Award (POY)** recognizes the program chosen as best in NACURH by the National Board of Directors. Schools submit written bids to the Conference Resource Consultant by December 1. In January, the NBD chooses two finalists who will present the program at the NACURH Conference. The NBD then selects the winner. The winner receives a \$2000 grant from ACUHO-I, the runner-up receives \$500. The **PACURH Program of the Year Award** is selected at the regional conference.
- **NACURH/ACPA Student Award Leadership Training (SALT)** recognizes innovative leadership development programs initiated, and developed by students. Schools submit written bids to the Conference Resource Consultant by December 1. In January, the NBD chooses the winner who will present the program at the NACURH Conference. The winner receives a \$1000 grant from NACURH and ACPA and attends the ACPA national convention. The **PACURH SALT Award** is selected at the regional conference.

**Individual Awards:** These are awarded at the No- Frills and NACURH conferences.

- **NACURH Gold Pins** are awarded each year by the NACURH Chairperson to up to eight people whose continued service, dedication, and support have helped the organization excel. This is the highest possible award in NACURH, Inc. This award is selected at the NACURH Conference.
- **Silver Pins** are awarded by the Regional Director to no more than eight individuals who have contributed to the success of the organization. This is the highest honor bestowed by each of the eight Regional Directors. This award is selected throughout the Director's term in office.
- **Association of Alumni and Friends of NACURH (AAFN)** recognizes individuals that have made major contributions and service to their school and NACURH. This award is

nominated by the individual's member school and induction into the organization is paid for by the individual's school. The award is selected before the NACURH Conference.

- **NACURH Four Year Service Pin** recognizes individuals who have contributed to their member institution's residential community, the PACURH Region and NACURH during a four year period (symbolizing the four years of attending college).
- **PACURH Three, Four, or Five Year Service Pin** recognizes individuals who have contributed to the member institution's residential community and the PACURH region during a three, four, or five-year period.
- **PACURH Outstanding Advisor Service Pin** recognizes up to four outstanding advisors every year at the Regional Advisors discretion.
- **Conference Service Pin** presented to each member of the conference staff for their outstanding service to hosting a PACURH conference. This is presented at each respective conference.
- **PACURH First Time Conference Delegate Scholarships** are awarded at the regional conference in November and the National Conference.
- **PACURH ADAF Certificate of Excellence** recognizes individuals who have made outstanding contributions to PACURH, specifically individuals that have helped the Associate Director of Administration and Finance in their position. This award is selected at the NACURH conference.
- **PACURH Certificate of Excellence – NRHH** recognizes individuals who have made outstanding contributions to PACURH, specifically individuals that have helped the Associate Director of NRHH/Recognition in their position. This award is selected at the NACURH Conference.
- **PACURH/NACURH On Campus Marketing NCC of the Year** is awarded to the NCC who was most active in and supportive of PACURH, NACURH, and his/her school during the year.
- **PACURH/NACURH On Campus Marketing Distinguished Service Award** recognizes the outstanding lifetime achievement of a student (non-NCC or NBD) who has provided distinguished student leadership to his/her school, PACURH & NACURH.
- **PACURH/NACURH Hallenbeck Service Award** is awarded to an advisor or student affairs professional with outstanding life-time service to their region(s) or the nation.
- **PACURH/NACURH On Campus Marketing Student of the Year** recognizes the efforts of an outstanding student (non-NCC or NBD) over a one-year period who has made significant contributions to their school, their community, and their region.
- **PACURH/NACURH First Year Experience Award** recognizes the outstanding contributions of a first year student to their campus, the region and the nation.
- **PACURH Kenrick Ali/NACURH Valerie Averill Advisor of the Year** recognizes outstanding contributions made by an advisor of an affiliated residential life programming board and governing body of PACURH.
- **PACURH/NACURH President of the Year** recognizes outstanding contributions made by a president of an affiliated residential life programming board and governing body of PACURH.
- **PACURH Executive Board Member of the Year** recognizes outstanding service to the residence halls by an executive board member.
- **PACURH Residential Assistant of the Year** recognizes outstanding service to the residence halls by staff members who live within the residence halls.

- **PACURH Student of the Year** recognizes outstanding service to the residence halls by a student living in the residence halls.
- **PACURH/NACURH NRHH Outstanding Member of the Year** recognizes outstanding service to PACURH and NACURH through NRHH by an individual who has been directly affiliated with the organization.

Most PACURH awards are voted on during the No-Frills Conference in the NCC and NRHH Boardroom meetings. POY and SALT, however, are voted on during the PACURH regional conference by the NCCs. Many of the individual awards are presented at No-Frills, some of the service pins are presented throughout the year, or at the national conference. NACURH awards are voted on by members of the NBD during the NACURH conference and announced during closing ceremonies.

## PACURH Conference Awards

- **Most Spirited Delegation Small/Large School** is based on spirit, sportsmanship, and enthusiasm displayed at the conference.
- **Best School Roll Call** is awarded at the regional conference to the school(s) that have the best Roll Call. Two schools are partnered up to perform their roll call.
- **Best School Display/Banner Small/Large School** is based on creativity/originality, relation to conference theme, esthetic value and general appearance, general information about school, and relevant information for delegates.
- **Top Ten Programs** are determined by delegates at the conference. The Top Ten Programs are brought back for an encore on the Sunday of the conference.
- There are also informal PACURH Director Awards that go out to NCC's for their contribution at a conference, Presidential awards for work in the President's Boardroom, and NRHH awards for those who 'rock the NRHH boardroom'.

## What is a Bid?

When a school, program, organization, or person deserves to be recognized at the regional or national level, they are nominated for an award at the conference. The process, which includes a written and/at times an oral portion, is called a bid. You can nominate bids for:

- **Conference Host Bid – requires an oral and written presentation**
- **Positional Bid (on the Regional Board of Directors) – requires an oral and written presentation**
- **Award (all awards listed above) – requires only written presentation**

The first step for considering what to write for a bid is to read through the documentation of what is required for the bid.

- **The candidate must fit all requirements for the award/position listed in the PACURH and NACURH Policy books.**
- The next step is to submit a Letter of Intent (a statement that a bid will be written for this award, usually e-mailed to the Director by a date predetermined by the Director).
- Written bids are always typed with page numbers. Bids include specific content and format that must be followed.
- Beyond the basic requirements, bids are enhanced with clip art, color, and a fun theme.
- Bids for awards must be DATE specific - the content dates depend on the award see policy book or ask your RCC for specifics.
- Content of bids vary greatly depending on the award, but there are common components. Many bids require letters of recommendations, cover pages, budgets, and/or lists of

experience. Bids can range from 30 page limits (bids like school of the year or conference bids) to only a couple of pages. You may not exceed the page limit.

- Position bids usually include three main components- previous experience, goals to improve the position, and letters of recommendation.
- Award bids will be e-mailed to the RTC and made available online; while position and conference bids will be brought to the conferences (upon completion of conference registration, the Director will let NCCs know how many copies are needed).
- Oral bids require a timed presentation, followed by time for NCCs to ask questions of the presenters.
- Examples of bids are available from the Resource File Index through NACURH, or on the PACURH website.

## Voting on Bids

### A short guide on what to look for in a bid

- **Positional Bids (3 main parts):**
  - Knowledge of Position- this doesn't necessarily mean experience, but includes leadership background and research of position (reading Robert's Rules, knowledge of the policy books, speaking with previous position holders and current board of directors).
  - Goals- Things that the person is promising to do that have never been done before to make the position function better. In other words, what they are going to do to improve the organization.
  - Enthusiasm- in any volunteer position someone who is going to participate has to want to do it. They have to show their love for the organization and for the goals that we try to accomplish. They have to want the position for the right reasons- to improve life on campuses around the nation. They also have to have the energy to put up with the taxing parts of the job.
- **Award Bids:**
  - Look for what makes them outstanding and go with your heart, what should matter the most is the content of the bid.
  - Presentation counts. More often than not, the deciding factor in a vote is the presentation. How clear is the message that they are trying to communicate? Does their bid flow well and can you pick out main points and major things that they did? A bid shouldn't be judged on how entertaining it is, but when you're comparing bids of equal caliber the school with better displayed accomplishments usually wins.
- **Conference Bids:**
  - A bid is a draft. The bid team will work to improve the conference - including trying to reduce costs, improve the theme, and take care of other details that may not be foreseen while they were preparing for the presentation. A conference bid won't be perfect, but the framework should be solid.
  - Budget is important- PACURH doesn't have a lot of money, and if something major goes wrong the organization might suffer.
  - Size means trouble- PACURH is constantly growing, and we'd like to bring as many people as we want to conferences. However, not very many schools can host a huge conference. Quality is just as important as quantity.

- Don't vote No Confidence- you have an important decision to make. If only one school is bidding, then the only time you vote no confidence is if you believe that the school cannot host- that problems in their bid are too hard to fix.
- **General Guidelines for Question and Answer:**
  - Be Consistent- ask the same questions of all the candidates. How can you compare one person's response to another's if you don't ask them the same question?
  - Put yourself in their shoes. They are up in front of a large group of people. Their involvement is voluntary. Before you ask them a question, make sure it would be one that you would want to be asked.
  - The purpose of Q&A is to extract information that wasn't put in the oral or written bid. Don't ask to repeat what was already said or written. You can ask for people to elaborate on something.
  - While getting enough details from the presenter is important, remember that the longer Q&A goes on, the more stressful it is for a presenter. The more questions and the number of times Q&A is extended will have a negative effect on the presenter.

## Transition & Legacy Notes

Remember when you got this job? Did you get transitioned? Didn't it feel good to know what you were doing? You didn't get transitioned? Didn't you hate the feeling to not know what to do? Whatever your circumstance was, it is very important to transition the person taking your position. Make sure that they know what they are doing since they will ultimately represent your school as well as all the residents in your halls.

- **What to Include in Transitioning**
  - Passing of materials- Links to PACURH & NACURH websites and specifically NCC Handbooks, NACURH Board of Directors Policy Book, Regional Policy book, the RFI, as well as RBD email addresses
  - List Important Dates- conferences (PACURH, No Frills, NACURH), bid deadlines, major on campus events, traditions, etc.
  - List of Goals that were Accomplished
  - List of Goals Not Accomplished
  - Traditions- Why We Did What We Did
  - Keep a collection of Bids- especially Winning Bids
- **Suggestions:**
  - Keep everything on computer if possible, especially things like school reports
  - Start Early
  - Keep a page of history- of who held the position, what they did, what events occurred during their term.
  - Keep a centrally located collection of bids- useful reference for future conferences.

## PACURH NCC in Review

These questions should help clarify your position and responsibilities to your school, your region, and NACURH.

- Have I given oral or written reports to RHA to increase understanding and awareness of PACURH, NACURH & my role?

- Have I encouraged RHA and our Advisor to read PACURH/NACURH info and newsletters?
- Have I actively solicited input from RHA and the Advisor on PACURH/NACURH issues?
- Have I responded to other schools who request information and help?
- Has our school taken advantage of the free pages from the RFI?
- Has our school considered establishing an NRHH Chapter on campus?
- Have I made every effort to encourage conference attendance?
- Does our school go out of its way to promote spirit and fellowship at conferences (through cheers, personal contacts, banners, stickers, t-shirts, display)?
- Do I encourage and solicit members of my delegation to present programs?
- Do I volunteer to take charge of committees and/or special projects if I am able?
- Do I submit OTM nominations monthly?
- Does our school have worthy applicants for regional and national awards? Are we bidding for any?
- Is our school looking into the possibility of hosting a National, Regional, or No-Frills Conference?
- Is our school looking into the possibility of hosting the NIC or NRHH Offices?
- Do I initiate contact with the Regional Directorship when I am in doubt about something?
- Do I make suggestions to PACURH when I have ideas?
- Have I been communicating regularly on the regional list serve and national forum?
- Am I taking advantage of NACURH's contact with OCM to help raise funds?
- Are all my files organized and updated so that I can find important information when I need it?
- Am I helping the RBD contact non-PACURH affiliated schools urging them to join the organization?
- Am I considering running for an RBD position? Would my school and RHA support me?
- Have I planned to transition all of these ideas to the next NCC?
- Have I passed on all resources to the new NCC?

## Web Pages

NACURH: [www.nacurh.org](http://www.nacurh.org)

PACURH: [pacurh.nacurh.org](http://pacurh.nacurh.org)

NRHH: [www.nrhh.org](http://www.nrhh.org)

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