

NCHO Position Descriptions

President-Elect

The President-Elect shall serve in this position for one year and will then become the NCHO President at the close of the annual conference. The President-Elect shall attend all Executive Council meetings as a voting member.

Position Responsibilities

- i. Coordinate efforts to secure a conference host/site for the following year.
- ii. Serve as the Nominations/Elections Coordinator, which includes notifying the body of elections and mid-term officer vacancies, soliciting candidates, and coordinating the nomination application process.
- iii. Shadow and work closely with the current NCHO President and perform other duties as assigned.
- iv. Serve as a Liaison to all formal and Ad-hoc committees.
- v. Create an awareness of the “gaps” that our organization has in meeting the multicultural/social justice related needs (conference, access, marketing, etc) and work to resolve them

Business Manager

The Business Manager is primarily responsible for all elements concerning the current financial standing of the organization. In addition, the Business Manager coordinates the agenda and publishes the minutes from all meetings.

Position Responsibilities

- i. Collect and disburse the funds of the organization as authorized by the Executive Council and approved by the President and/or President-Elect.
- ii. Create and publish the yearly budget as approved by the Executive Council.
- iii. Coordinate the voting information/placard for business meeting at annual conference.
- iv. Present the financial report to the organization at the business meeting during the annual conference.
- v. Keep minutes and reports of all organizational activities including those of the Executive Council. File a copy of all documents for historical purposes.
- vi. Coordinate the budget approval process whereby all organizational entities request monies to support their position during the fiscal year.
- vii. Balance the budget monthly.
- viii. Publish a yearly expense report broken down by budget categories.

Professional Development Chair-Select

The Professional Development Chair-Select is chosen from within the Programming Committee. The President and Professional Development Chair collaborate to select the Chair-Select. The Professional Development Chair will delegate conference-related responsibilities to the Chair-Select.

Position Responsibilities

- i. Develop a drive-in/one day style spring social justice themed conference. Manage blog content (including multicultural and social justice topics).
- ii. Manage webinars
- iii. Ensure the Professional Development Committee explores philanthropy options for retreats and conference of NCHO delegates throughout the year.
- iv. Coordinate on-going professional development opportunities outside of the annual conference.

Graduate Student Representative

The main role of the Graduate Student Representative is to support and encourage graduate students that work in the areas of Student Affairs and Residence Life to become active participants in NCHO activities.

Position Responsibilities

- i. Provide input and perspectives to the decisions of the NCHO Executive Council as it affects graduate students that work in the area of Student Affairs and Residence Life.
- ii. Establish and maintain an information and communication network among graduate students that work in the areas of Student Affairs and Residence Life.
- iii. Organize annual Graduate Professional Summit.
- iv. Assist the Professional Development Committee in gathering program proposals from graduate students for presentation at the annual conference
- v. Moderate the Graduate Student Roundtable at the annual conference.
- vi. Assist in membership outreach as necessary and encourage graduate student recognition, award nominations, etc. within the association.
- vii. Submit articles for The Signpost.
- viii. Update transition report of position and present to Graduate Student-Elect at the annual conference.

Technology Coordinator

The Technology Coordinator shall serve for two years beginning and ending at the annual conference. This individual shall attend all Executive Council meetings as a voting member and fulfill the following position expectations.

Position Responsibilities

- i. Develop and maintain the organization's web presence, to include hosting, domain registration, and layout/design of the site.
- ii. Maintain existing list services, including but not limited to the Executive Council Listserv, Small College and University listserv, Graduate Student listserv, HBCU and the NCHO Member Listserv.
- iii. Coordinate with members of the Executive Council to post relevant content on the organization's web site.
- iv. Stay abreast of current trends in technology in order to advise the Executive Council on the best uses of technology for the organization.
- v. Maintain and update the NCHO Membership Directory in coordination with the Member-At-Large.
- vi. Monitor and facilitate all list serve voting procedures.
- vii. Assist in recruiting Technology Coordinator successor.
- viii. Recruit and solicit members to serve on a Technology Committee (if deemed necessary).
- ix. Mark recommendations and suggest policies based on all technology issues.
- x. Manage the NCHO website in an inclusive manner (content, connection and access).

Assessment Coordinator

The Assessment Coordinator will be the primary coordinator for assessment for the organization. The position is appointed by the Executive Council to serve a two year term.

Primary Responsibilities

- i. Creation of a Needs Assessment for NCHO, to be distributed prior to the Annual Conference (2015)
- ii. Share gathered data with NCHO Executive Council and NCHO General Membership
- iii. Serve as a resource for NACARH and Executive Council members for assessment related projects
- iv. Work with the Business Manager to keep records of assessed data and provide past information to the Executive Council as requested
- v. Oversee assessment of the annual conference, including satisfaction, program offerings, etc., in collaboration with the Professional Development Chair and Annual Conference Chair
- vi. Assist in the development of rubrics or assessment tools for on-going and one-time NCHO programs
- vii. Periodically submit assessment related content for the Signpost
- viii. Provide assessment-related programmatic offerings at the NCHO Annual Conference and throughout the year as possible