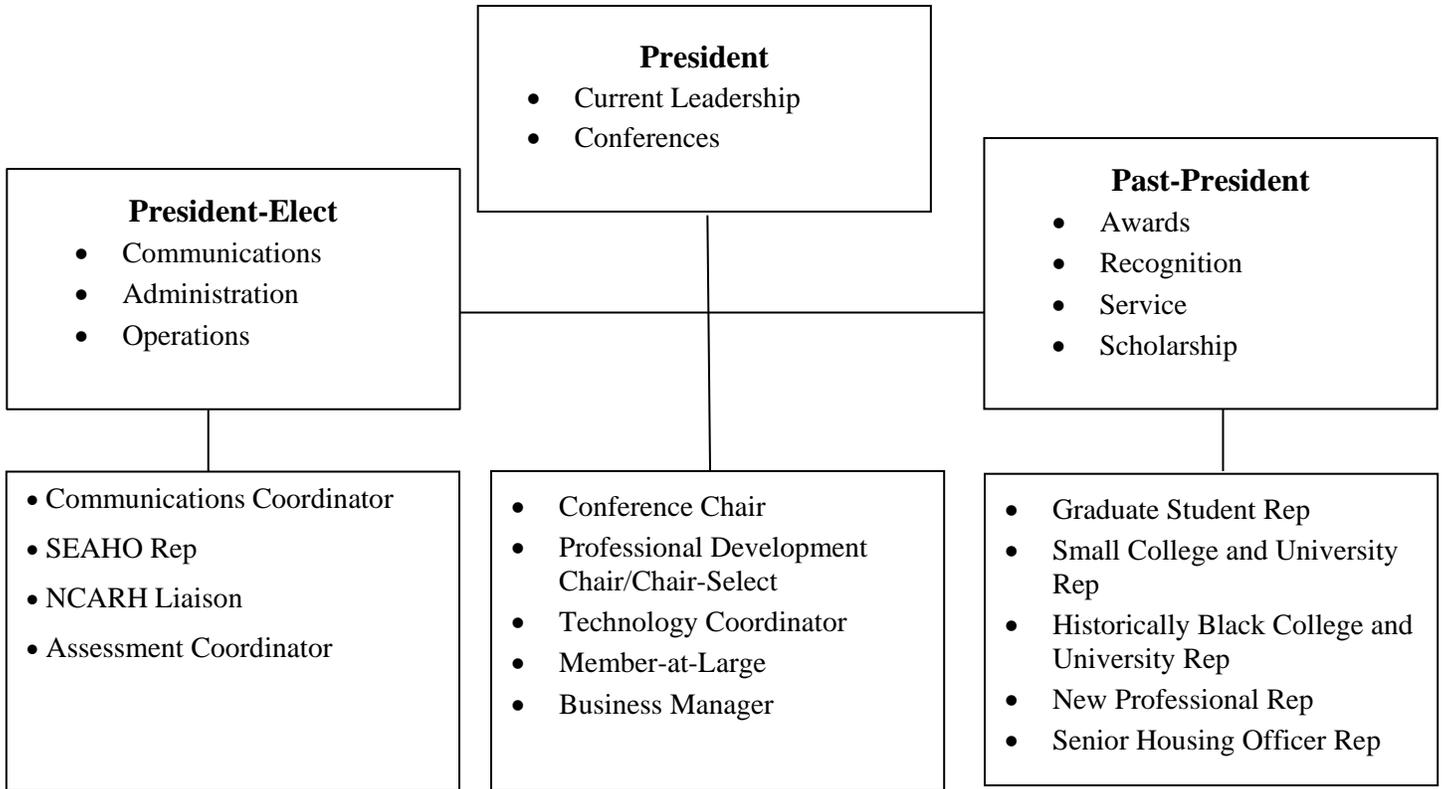


# NCHO Organization Chart



## **NCHO Policy Book**

The NCHO Policy Book is an extension of the association's constitution. It contains the policies and procedures for the day to day operations of the organization. Detailed Executive Council job descriptions, election information, financial policies, organizational forms, Executive Council voting procedures, annual conference guidelines and other such information are included in this document. The document is to be maintained by the President and updated as needed. Changes to the Policy Book may be done so by a 2/3 majority vote by the Executive Council. Changes to the policy book will be reported to the membership via email, posted on the website and included in the President's report at the end of their term.

## **NCHO Meetings**

### **I. Executive Council**

- 1) The Executive Council must convene a minimum of five times during the year beginning on January 1<sup>st</sup>.
- 2) Meetings should be held according to the following schedule:
  - i. Convene Executive Council during the month of January.
  - ii. Convene Executive Council during the spring academic semester.
  - iii. Convene Executive Council once in the early summer
  - iv. Convene Executive Council during the early fall.
  - v. Convene Executive Council prior to the opening session and closing session of the Annual Conference.
- 3) At least 2/3 of filled positions must be in attendance at an Executive Council meeting in order to conduct official organization business and in accordance with organizational voting policies. Each Executive Council member is required to attend 75% of meetings. Failure to meet this expectation may result in removal from office. The President will initiate a review when appropriate and removal will occur in accordance with procedures outlined in the policy book.

### **II. Annual Conference Business Meeting**

- 1) The general membership must convene a minimum of one time during the year beginning on January 1<sup>st</sup>.
- 2) This meeting should be held at some point during the annual conference at which time the general membership will hear annual reports from elected positions as well as vote on constitutional changes, new initiatives, investment strategies and the election of new officers.
- 3) Each member school must send one representative from their institution to serve as the voting member during this business meeting. The representative is generally the Senior Housing Officer or their designee. At a point in time during the conference and prior to the business meeting, the voting representative will self-identify to the Business Manager and receive voting information and placard.
- 4) Due to the nature of the business meeting, there is no minimum number of schools that need to be present in order to conduct NCHO business. An institution may submit a request to the Business Manager at least 48 hours in advance of the meeting to vote by proxy.

### **III. Committee Meetings**

- 1) According to the Constitution, the following are functioning committees of NCHO:
- 2) Membership Committee
- 3) Professional Development Committee

Each committee should convene as necessary to complete its needed functions. Additional committees can be added with the approval of the Executive Council.

### **IV. Transition Expectations**

- 1) Outgoing officers need to ensure officer materials transition appropriately to the new officer after the annual NCHO conference but no later than December 1 unless otherwise noted under a specific executive officer

section. Below are expected transition resources from the last 2-3 years in office:

- i. Discussion about transition
- ii. Budget and finances for the position
- iii. Tasks you have accomplished and their outcome
- iv. Position related list of individuals/institutions
- v. Suggestions for the future of the organization and/or position
- vi. Closing out responsibilities after annual NCHO conference
- vii. Words of wisdom

## **NCHO Voting Policies**

### **I. Executive Council Voting**

- 1) A minimum of 2/3 of the filled Executive Council officers must be present at one of the meetings in order to have quorum to vote.
- 2) Voting members of the Executive Council include the following:
  - i. President
  - ii. President-Elect
  - iii. Past President
  - iv. Business Manager
  - v. Communications Coordinator
  - vi. Professional Development Chair
  - vii. SEAHO Representative
  - viii. Annual Conference Chair
  - ix. Member at Large
  - x. Small College and University Representative
  - xi. Graduate Student Representative
  - xii. NCARH Liaison
  - xiii. Historically Black College and University Representative
  - xiv. New Professional Representative
  - xv. Technology Coordinator
  - xvi. Assessment Coordinator
  - xvii. Senior Housing Officer Representative
- 3) In order for a vote to take place, 2/3 of executive officers must be present. For a vote to pass, 50% plus one must vote in the affirmative.

### **II. Electronic Voting Option**

- 1) At the President's discretion, they may determine the need to vote on an issue prior to one of the scheduled Executive Council meetings. In this case, the President will outline in an electronic mail message the issue that needs to be voted on by the Executive Council members. Depending on the circumstances, the President will determine a specified period by which the members can discuss the issue over email. Once this period is up, the President will call for a vote. Voting via electronic mail must abide by the same quorum requirements and voting protocol as stated in the aforementioned voting standards.

### **III. Electronic Institutional Membership List Serve Voting Option**

- 1) At the President's discretion, they may determine the need to solicit feedback, discuss, or vote on an issue by member institutions. In this case, the President will outline in an electronic email message the issue that needs discussion for the Senior Housing Officer, or their designee. If there is a need for a vote by the membership, the President will determine a specified period by which the members of the list serve can discuss the issue over email. Once this period is up, the President will call for a vote and determine the voting protocol. The protocol should follow the general membership voting standards, but the President is authorized to make an exception to

the protocol with the permission of the President-Elect and Past President.

- 2) Electronic Voting will occur for annual elections Ballots will be sent out prior to the business meeting and votes will be due at least 4 hours prior to the election.

#### IV. General Membership Voting

- 1) For general membership voting there is no minimum number of institutions that need to be present in order to put a vote before the group.
- 2) For general membership voting there is one voting member per institution.
- 3) In all voting matters with the exception of elections, a minimum of 2/3 of the member institutions present must vote in the affirmative in order for the motion to pass.
- 4) In election voting, 50%+1 of the member institutions present must vote, by secret ballot, in the affirmative in order for that position to be officially filled. If no candidate gets 50%+1 of the votes, than the candidate with the lowest percentage is eliminated and a revote is cast until someone wins 50%+1 of the votes.
- 5) In order for an institution to vote by proxy, they need to cast their votes at least 24 hours before the business meeting with NCHO Business Manager. The vote can be made via emails, verbally via telephone, or in writing. At the appropriate time, the Business Manager will include the proxy vote in the tally process. If a revote is needed in the election of officers and a proxy vote is for a candidate that is eliminated, then the member institution forfeits their right to cast a vote in a “run off” process.

## NCHO Election Procedures

- I. Per the constitution, all NCHO members shall have an equal opportunity to be nominated for vacant Executive Council positions.
- II. All interested members, may self-nominate or be nominated by a colleague.
- III. The following table outlines the year in which the Executive Council will have position vacancies based on term of office:

### **Odd Years**

President – Elect  
Business Manager  
Graduate Student Representative  
Technology Coordinator \*  
Professional Development Chair-Select\*  
Small College and University Rep.  
NCARH Representative \*\*  
Assessment Coordinator\*  
Senior Housing Officer Representative

### **Even Years**

President-Elect  
SEAHO Representative  
Graduate Student Representative  
Member-At-Large  
Professional Development Chair-Select\*  
Communications Coordinator \*  
HBCU Representative  
New Professional Representative

**\*Positions appointed by executive council**

**\*\*Positions appointed by the State Board of Directors of NCARH**

- IV. Most Executive Council positions are elected by the member institutions at the annual conference. The Professional Development Chair, Professional Development Chair-Select, Communications Coordinator and Technology Coordinator, and Assessment Coordinator are appointed positions. The Annual Conference Chair is selected by the host institution and confirmed by the President of NCHO. The NCARH Liaison position is elected by NCARH and approved by the NCHO Executive Council) see position outline for additional information).
- V. Nominations will be submitted to the President-Elect.
- VI. All candidates shall submit the following to the President-Elect by the deadline:

- 1) Completed Nomination Form
  - 2) A statement of intent and experience for the position, which should include proposed goals of the candidate.
  - 3) Current resume.
  - 4) A letter of support from the candidate's direct supervisor or Senior Housing Officer.
- VII. Nominations from the floor will be allowed at the discretion of the President-Elect and only if no other individuals have stepped forward to run for positions by the stated deadline.
- VIII. If a vacancy comes to exist in an Executive Council office, the remaining council members shall decide with majority vote the appropriate course of action and/or appoint a replacement for a term designated by the Executive Council (e.g. one year or remainder of term) in case of mid-year vacancies
- IX. All candidates' statements of intent will be distributed to each institution's voting member.
- X. Each candidate will be introduced to the electorate body during the business meeting at the annual conference.
- XI. Voting will take place by secret ballot and in accordance with the organizational voting procedures outlined in the voting section of this policy book.
- XII. Officer election results will be announced to the association during the closing luncheon at the annual conference.

### **Executive Council Position Removal Procedures**

- I. If a member of the Executive Council fails to fulfill the responsibilities of their position and/or does not attend the required 75% of Executive Board meetings, removal proceedings could ensue. The President will make the removal decision in conjunction with the Past President and President-Elect. Procedures for this process are as follows:
  - 1) Warning
    - i. Discuss concerns of missing information with the officer. Allow them the opportunity to correct the error within a reasonable time frame.
    - ii. Informed the officer verbally and in writing of concerns of missing information from the officer. Allow them the opportunity to correct the error within a reasonable time frame.
    - iii. If follow up attempts fail to produce necessary outcomes, move to the removal phase.
  - 2) Removal
    - i. Provide the officer the written details of the accusations against them.
    - ii. Allow the officer the opportunity to correct the error within a reasonable time frame.
    - iii. If the officer fails to correct the error, the President will need to determine, with support of the Past President and President-Elect, the appropriate course of action.
    - iv. The officer must be notified of the decision outcome.
    - v. The officer's institution may also be notified at the discretion of the President. Notification of the rest of the Executive Council will follow along with procedures to fill the now vacant position.
  - 3) If the President needs to be removed, a vote must take place by the Executive Council. A vote of 2/3 in the affirmative must be achieved in order to pass the motion.

### **NCHO Conference Policies**

- I. A host school or schools will be identified by the Executive Council two years in advance of the conference. The host school(s) will appoint a chair for the conference and that individual will serve on the Executive Council for the year in which they host the conference.
- II. If no institution or committee is identified, the Executive Council will find a central location and committee for the annual conference.
- III. NCHO will coordinate a joint conference with NCCPA every third year following the 2001 Conference.

During years where a joint conference occurs, NCCPA will receive a percentage of the profits based on the NCCPA attendance at the conference.

- IV. With the wrap-up report and closing budget, the host institution/committee will be responsible for ensuring that all funds for the amount of the pre-conference loan plus the amount of any excess money that was collected by attending schools and not needed for conference expenses have been deposited into the Conference Account. All closing reports and finances must be submitted to the NCHO Executive Council within 90 days of the annual conference.
- V. While planning the conference the conference staff is expected to continue certain Annual Conference “traditions”. These include: General Business Meeting, Silent Auction, First Timer’s Club , Conference Connections, Vendor Fair and connection opportunities, Conference Keynote Speaker (the host team is responsible for identifying a keynote)
- VI. In addition to the Conference Chairs, one member of the executive council will be responsible for ensuring that relationships with the Vendors are developed and sustained. Vendors will be charged a vendors fee to support the operating budget of NCHO. Additional sponsorship opportunities will be provided to support the operation of NCHO and the exposure of Associates to the state.
- VII. NCHO will charge a registration fee to the annual conference. The registration fee will be determined by the Executive Council each year.

## **NCHO RA Drive-In Conference Policies**

- I. Schools wishing to host the RA Drive-In Conference must submit a bid packet to the NCHO Member-at-Large. The school that is awarded the bid will then host the RA Drive-In during the fall of the next calendar year.
- II. The NCHO Member-at-Large and the NCHO President will select the RA Drive-In Conference Host with feedback from the Executive Council. The RA Drive-In host school will be announced during the opening of the Annual Conference and via the listserv.
- III. The selected host institution should be able to keep the conference registration fee to a minimal cost to participants and will work the NCHO Executive Council to set the registration cost.
- IV. Upon submission of a budget, NCHO will offer guidance, technical assistance, and up to a \$1500 pre-conference loan.
- V. The selected host institution should submit a written report to the NCHO Member-at-large during the months of February, May, and September specifically outlining the following:
  - 1) Conference budget/Budget changes
  - 2) Conference theme and theme incorporation
  - 3) Technological/Website needs
  - 4) Registration procedures and forms
  - 5) Program selection guidelines and forms
  - 6) Conference schedule, events and guest speakers
- VI. While planning the conference the conference staff is expected to continue certain RA Drive-In “traditions”. Those traditions include, slide show, conference t-shirt, delegation pictures, and a specific programming track/roundtables for Advisors/Professionals
- VII. The NCHO Member-at-Large will share the information from the Host Institution’s reports in the Executive Council meetings
- VIII. The host institution will be asked for a wrap-up report within 90 days from the closing of the conference, along with a final conference budget, expenses register, and transition notes and advice for next year’s conference host.
- IX. With the wrap-up report and closing budget, the host institution will be responsible for submitting a check,

made payable to NCHO, for the amount of the pre-conference loan plus the amount of any excess money that was collected by attending schools and not needed for conference expenses.

## **NCHO Finance Policies**

- I. Silent Auction Revenue
  - 1) The NCHO Past President will be responsible for soliciting items for the auction, determining auction protocol, collecting monies, distributing sold items, and reporting income to the Business Manager for deposit within 30 days of the end of annual conference. All receipts and a list of items sold at the auction must accompany the deposit slip.
  - 2) Revenue from the Silent Auction will be used to support scholarships as well as social justice/diversity initiatives or sponsorships
- II. Scholarships
  - 1) The Past President is responsible for coordinating the application and selection process for each scholarship offered by NCHO. Once awards are determined, the Business Manager is responsible for ensuring proper expenditures of allotted amounts (reimbursement to individual or payment to conference host).
  - 2) The following scholarships are awarded each year:
    - i. Small College and University NCHO conference registration (2)
    - ii. HBCU NCHO conference registration (2)
    - iii. Graduate Student NCHO conference registration (2)
    - iv. Undergraduate Student NCHO conference registration (1)
    - v. NHTI (1)
    - vi. SEAHO (2)
    - vii. RELI (2)
    - viii. ACUHO-I (1)
- III. Fiscal Year Timeline
  - 1) The NCHO fiscal year begins July 1 and runs through June 30 of the following year. Any purchases made towards the Annual or RA Drive-In Conference must come from the fiscal year budget during which that conference was held. All previous year expenditures must be closed out prior to the start of the new fiscal year.
- IV. Budget Proposal Request Process
  - 1) At the Spring Executive Board meeting, the Business Manager will provide a copy of the previous year's budget for planning purposes. Budget requests for the upcoming fiscal year must be to the Business Manager at least 2 weeks prior to the Summer Executive Council Meeting. A budget request consists of a line item prediction of what will be spent in your executive area during the next fiscal year. Each budget request should also contain a written explanation of any increases in budget request items from the previous fiscal year's budget expenditures.
- V. Bank Information
  - 1) NCHO has accounts with the Truist. This includes a checking account, (for the general organization and for the Annual Conference), money market account and shares. The Business Manager will bring the monthly statements to all Executive Council meetings and the President must review all statements. The Business Manager has the authority to transfer money from account to account with the approval of the President. NCHO will maintain the NCARH bank account in collaboration with the NCARH Advisor.
- VI. Signature Authority
  - 1) The Business Manager, President and President-Elect of NCHO shall have signature authority on all NCHO accounts and financial investments. It is the responsibility of the current or outgoing Business

Manager to coordinate the signature authority process immediately following elections and/or appointments to these positions.

VII. Conference Account

- 1) The Business Manager, President, President-Elect and Conference Chair(s) shall have signature authority on the Conference Account. The Business Manager will ensure \$1500 in seed money will be deposited in that account at the start of each fiscal year. Conference Chair(s) are responsible for ensuring that \$1500 is in the Conference Account at the close of financial business for the conference.

VIII. Conference Host Policies

- 1) All final reports and finances must be submitted to the Executive Council within 90 days of the close of the conference (this includes seed money)

IX. Investment Procedures and Approval

- 1) All investment decisions should be prudent for the NCHO organization.
- 2) Purposes for investing are as follows:
  - i. To offer NCHO financial stability;
  - ii. To use the current revenue to contribute positively to the NCHO membership;
  - iii. To provide funding for professional and educational development through grants and scholarships.

X. Investment Policies

- 1) The Business Manager will investigate investment options and make a recommendation to the Executive Council. The Executive Council will either approve or disapprove. If approved the investment opportunities will be voted on by the general membership during the annual business meetings. If timing becomes an issue, refer to the voting section for appropriate options. The President, President-Elect and Business Manager must approve all investments in writing.
- 2) All investments and NCHO operating budgets will be reviewed once a year as directed by the President of NCHO.

XI. Request for Reimbursement

- 1) Any individual or group requesting reimbursement from the NCHO organization checking account must submit the reimbursement form (including all appropriate documentation – receipts, conference registration forms, etc.) to the Business Manager. All reimbursement requests must fit within one of the specified account line items from that fiscal year's approved budget.
- 2) All reimbursement rates for mileage will be consistent with the current state policies.
- 3) Expenditures that exceed an approved line item or budget will not be reimbursed without the approval of the NCHO Executive Council.

XII. Allocation to Accounts

- 1) The amount in the NCHO Checking account will equal the amount approved by the Executive Council for the current fiscal year budget. Any overage will be deposited in the Money Market account. If the checking account does not have adequate funds to cover the approved budget it will remain at its balance and money will be transferred in later if needed.

XIII. Recognition & Awards

- 1) A maximum of \$25.00 may be allocated for recognition of each Executive Council member who will be departing their position.

XIV. Sponsorships and Donations

- 1) During each fiscal year a line item within the President's budget will be established for sponsorships and donations. The line item may be used at the discretion of the Executive Council for opportunities based on the interests of the organization. The line item may include a maximum of 15% of the previous year's budget surplus.

XV. Purchasing Policies

- 1) All items purchased must have the receipt and purchase form submitted to the Business Manager within 30 days of purchase.

## **Executive Council Responsibilities**

I. Executive Council Position Expectations

- 1) Fulfill all expectations as outlined in the Constitution and Policy Book.
- 2) All executive board members will sign a copy of the job description.
- 3) Each Executive Council member is required to attend 75% of meetings.

II. President

- 1) The President shall be the chief executive officer of the organization, chairperson of the Executive Council and presiding officer at all business sessions of NCHO.
- 2) Position Responsibilities
  - i. Chair the Executive Council meetings, which convene a minimum of 5 times annually.
  - ii. Chair the Business Meeting(s)/General Session of the annual conference.
  - iii. Have a comprehensive budgetary responsibility. Review operating budget and NCHO investment opportunities
  - iv. Review Constitution and Policy book annually
  - v. Act as a liaison with Vendors
  - vi. Benchmark “Best Practices” regarding multicultural competencies across nation (institution level, organizations, etc) and make it available to NCHO members
  - vii. Recruit outside agencies (departments, organizations that are not Housing) to come and attend/present at NCHO, and provide funding for this to occur.
  - viii. 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
  - ix. Perform other duties as necessary

III. President-Elect

- 1) 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.
- 2) 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

IV. Past President

- 1) The Past President is responsible for overseeing the organization’s annual awards and scholarships. The following procedures outline the expectations for this officer.
- 2) Position Responsibilities
  - i. 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

- ii. Annual Awards
  - a) Distribute information regarding the awards during spring, summer and fall. Develop strategies to encourage nominations. Share with the membership a list of previous award winners in an effort for them to see who has not received an award that they may think deserves the award.
  - b) Encourage submissions of service awards from each institution.
  - c) Establish awards deadline. The deadline must be at least one month prior to conference and scholarship awards prior to early- bird registration deadline.
  - d) Coordinate an Awards Committee. Make sure the number of people serving on the committee equals an odd number so there cannot be a tie in the voting process.
  - e) Work with the Professional Development Chair and Conference Chair to schedule the presentation of the awards during the conference. Write up the presentation with an explanation of the award as well as the background on the award recipient. Purchase and prints certificates for service awards.
  - f) After conference, provide the Business Manager, Technology Coordinator, SEAHO Representative and Communications Coordinator with a list of award/scholarship recipients for the archives. Publish this list in the next issue of the Signpost.
  - g) Make presentation of NCHO Service Pins to Executive Council members during the conference.
  - h) Award descriptions (see addendum)

- iii. Scholarships
  - a) Publish information regarding the scholarships in the summer/early fall Signpost. Ensure the details includes an explanation of what it entails i.e., graduate student registration to the annual conference, etc.
  - b) Collect scholarship applications and verify that all references and materials are submitted.
  - c) Scholarship applicants should always register for the conference when they submit scholarship applications. Reimbursement will be made once a scholarship is officially awarded.
  - d) The Awards Committee will review applications and select recipient(s).
  - e) Inform scholarship recipients of their award in writing.
  - f) Coordinate with Business Manager the reimbursement or awarding of the scholarship. Recipients will receive their awards for the NCHO conference from the Business Manager after they arrive at the conference.
  - g) Work with the NCHO Professional Development Chair to insure that recipients of scholarships are informed of their obligation to present or write an article for *The Signpost*.

- iv. Silent Auction
  - a) The Past President is responsible for overseeing the Silent Auction.

- V. Business Manager
  - 1) 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.
  - 2) 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.

## VI. Communications Coordinator

### 1) Position Responsibilities

- i. Responsible for publication of *The Signpost*
- ii. Maintains all NCHO social media accounts
- iii. Recruit for articles from membership and Executive Council
- iv. Edit articles submitted to *The Signpost*
- v. Select articles from *The Signpost* to be submitted to the SEAHO Report.
- vi. Develop/Compose a consistent look for *The Signpost* including formatting and online publication.
- vii. Develop/Compose consistent content for *The Signpost* (regular columns, features, professional calendar, staff announcements etc)
- viii. Publish *The Signpost* a minimum of 4 times a year
- ix. Work with Technology Coordinator to get *The Signpost* on the website
- x. Connect with other Newsletters
- xi. Create a consistent marketing plan/look to do all of the following:
  - a) Advertise for NCHO as an organization (get it's name out there)
  - b) Advertise to under-represented/not-represented groups in NCHO
  - c) Advertise incentives/benefits for being an active member within NCHO
  - d) Other areas/marketing campaigns as needed
- xii. Mangle the Design/Logos of advertising plan and ensure their accessibility to Executive Council
- xiii. Consult/liaison with other positions on the Executive Council to assist with marketing strategies and serve as a resource for each position regarding their marketing endeavor
- xiv. In addition to the President, the communications coordinator serves as the official point-person for NCHO, especially concerning media outlets
- xv. Responsible for maintaining pictorial records of NCHO as necessary for marketing efforts. Any records should be shared with the Technology Coordinator

## VII. Professional Development Chair

- 1) The Professional Development Chair is responsible for overall conference program at the annual conference. The Professional Development Chair will work closely with the Annual Conference Chair and Conference Committee. The following are procedures outlining the expectations of this position.
- 2) Position Responsibilities
  - i. Recruit and solicit members to serve on the Professional Development Committee.
  - ii. Convene and chair Professional Development Committee meetings.
  - iii. Coordinate and implement a quality professional development program for the annual conference.
  - iv. Serve as a member of the conference planning committee and communicate with the conference planning committee on a regular basis to ensure an effective conference program
  - v. Print, distribute, collect, and tabulate the program evaluations.
  - vi. Offer a case study program for the professional development of members.
  - vii. Coordinate the Conference Connections.
  - viii. Develop and manage the Professional Development Committee budget.

- ix. Coordinate any audio/visual needs that presenters may have in conjunction with the host site.
- x. Assist in recruiting the Professional Development Chair-Select.
- xi. Submit closing report to Annual conference Chair for inclusion in final report.
- xii. Collaborate with the NCCPA on years where the annual conference is jointly hosted with NCCPA.
- xiii. Host summer seminar regarding multiculturalism, diversity, and social justice (these can be partnered with already established items and or via the web).
- xiv. Liaison with conference host committee to ensure all access at conference
- xv. Ensure that the Professional Development Committee coordinate pre-conference workshops on diversity topics
- xvi. Ensure that the Professional Development Committee explores philanthropy options for retreats/conference/ of NCHO delegates throughout the year.
- xvii. Contact scholarship recipients to submit program proposals for the annual conference.

VIII. Professional Development Chair-Select

- 1) 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.
  - i. Develop a drive-in/one day style 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.

IX. SEAHO Representative

- 1) The SEAHO Representative is the communication link between the general membership of North Carolina and the Southeast Association of Housing Officers.
- 2) Position Responsibilities
  - i. Solicit programs for the SEAHO conference from the state membership.
  - ii. Submit articles for the SEAHO report and the NCHO Signpost.
  - iii. Attend the mid-year SEAHO Governing Council meeting.
  - iv. Disseminate SEAHO information to the NCHO membership.
  - v. Attend the annual SEAHO conference and chair the state caucus.
  - vi. Act as a resource to the state membership on all SEAHO related business/services.
  - vii. Connect with SEAHO Human Relations Committee and share information to/from NCHO.

X. Annual Conference Chair

- 1) The Annual Conference Chair is responsible for the Association's Annual conference from the point of host site selection to evaluation of conference. The Chair will work closely with the Professional Development Chair and Professional Development Committee.
- 2) Position Responsibilities
  - i. Report conference-planning progress.
  - ii. Coordination for the annual conference
    - a) Negotiate and secure hotel conference accommodations.
    - b) Negotiate and secure conference meals.
    - c) Secure adequate meeting space.
    - d) Arrange entertainment as necessary for the association.

- e) Coordinate Associate activity.
- f) Create conference schedule
- g) Ensure accessibility to conference services and facilities.
- h) Coordinate distribution of the annual conference program and other materials related to the conference.
- i) Coordinate conference registration.
- j) Coordinate printing, distribution, collection, and tabulation of the comprehensive conference evaluation.
- k) Provide the guest speaker for the opening banquet of the conference, in consultation with the Professional Development Chair.
- l) Coordinate conference technology.
- m) Submit end of conference report within 90 days to the Executive Council.
- n) Work in collaboration with Executive Council positions that have roles and responsibilities at the annual conference.

XI. Member- at- Large

- 1) The primary responsibility for the Member-at-Large is serving the needs of the membership on the Executive Council and through the Membership committee. The Member-at-Large will work closely with various segments of the organization as outlined below.
- 2) Position Responsibilities
  - i. Chair Membership Committee and ensure the completion of their duties:
    - a) Increase the diversity of institutional involvement beyond the annual conference.
    - b) Market and explain mission and values of the organization in conjunction with the Communications Coordinator
    - c) Membership outreach
    - d) Connect new members to NCHO
    - e) Assist with committee recruitment
  - ii. Create a clearinghouse for involvement
  - iii. Serve as the principal liaison for the RA Drive-In Conference
  - iv. Serve as the Membership Director for the Association by creating support materials and services
  - v. Assists the Business Manager and Technology Coordinator in maintaining the directory information on NCHO website
  - vi. Coordinate institutional contacts with the Executive Council

XII. Small College and University Representative

- 1) The Small College and University Representative is responsible for ensuring the issues and needs of small colleges and universities are being addressed by NCHO.
- 2) Position Responsibilities
  - i. Actively encourage all member small colleges to be participants in NCHO activities.
  - ii. Assist the Professional Development Committee in gathering program proposals from small colleges for presentation at the annual conference.
  - iii. Moderate the Small College Roundtable at the annual conference.
  - iv. Assist in membership outreach: establish a network, which encourages small college participation, professional recognition, award nomination, etc. within the association.

- v. Submit articles for *The Signpost*
- vi. Provide issues and topics concerning small colleges to the Executive Council and general members as appropriate.

XIII. Graduate Student Representative

- 1) 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.
- 2) 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.

XIV. NCARH Liaison

- 1) The North Carolina Association of Residence Halls is supported in purpose and effort by the North Carolina Housing Officers. The NCARH Liaison is responsible for the advising NCARH and serving as their voice on the Executive Council.
- 2) Position Responsibilities
  - i. Attend all State Board of Director (SBD) meetings of NCARH.
  - ii. Advise the members of the NCARH State Board of Directors in your capacity as liaison for NCHO and as outlined in the NCARH policies.
  - iii. Provide constructive and positive feedback to the State Board of Directors on matters concerning the operational, administrative, and financial functions of NCARH.
  - iv. Attend all NCHO Executive Committee meetings and report regarding the work and progress of NCARH.
  - v. The NCARH Advisor (or their appointed representative) shall attend the annual NCHO Conference and present a report to NCHO on all activities and issues pertaining to NCARH.
  - vi. The NCARH Advisor will make sure that the Director of NCARH invites a member of the NCHO Executive Committee that is not a NCARH participant, to attend the annual NCARH Conference and bring remarks from the NCHO organization.
  - vii. Act as a liaison/resource to other RHA/NRHH advisors in the state.

XV. HBCU Representative

- 1) The HBCU Representative shall be a member the association representing an institution identifying themselves as Historically Black College or University. The HBCU representative will serve a term of two years.
- 2) Position Responsibilities

- i. Actively encourage all HBCUs to participate in NCHO activities.
- ii. Provide input and perspectives to the decisions of the NCHO Executive Council as it affects HBCU's
- iii. Assist the Professional Development Committee in gathering program proposals from HBCUs for presentation at the annual conference.
- iv. Establish and maintain an information and communication network among HBCU professionals
- v. Moderate the HBCU roundtable at the annual conference.
- vi. Submit articles for *The Signpost*.
- vii. Assist in membership outreach: establish a network, which encourages HBCU participation, professional recognition, award nomination, etc. within the association.
- viii. Plan and execute the HBCU Drive-In.

XVI. New Professional Representative

- 1) The New Professional Representative shall be a member in the association representing a member institution of the North Carolina Housing Officers. The New Professional Representative shall serve a term of two years. When elected, the New Professional Representative shall be within their first three years of full-time professional employment.
- 2) Position Responsibilities
  - i. Support and encourage new professionals that work in the housing/residence life profession.
  - ii. Facilitate the first timers club during the annual conference
  - iii. Assess the needs of new professionals every two years
  - iv. Provide resources on “bench-marking” for new professionals
  - v. Manage blog content (including new professional information)
  - vi. Coordinate new professional “roundtable”
  - vii. Communicate professional development opportunities to new professionals
  - viii. Write articles for *The Signpost*

XVII. Technology Coordinator

- 1) 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.
- 2) 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).

XVIII. Assessment Coordinator

- 1) 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.
- 2) Position Responsibilities
  - i. Creation of a Needs Assessment for NCHO, to be distributed prior to the Annual Conference
  - 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

XIX. Senior Housing Officer Representative

- 1) The Senior Housing Officer Representative shall be a member in the association representing a member institution of the North Carolina Housing Officers. The Senior Housing Officer shall serve a term of two years. When elected, the representative shall currently be in the role as a Senior Housing Officer at their respective institution.
- 2) Position Responsibilities
  - i. Provide input and perspectives to the decisions of the NCHO Executive Council as it affects SHOs that work in the area of Student Affairs and Residence Life.
  - ii. Establish and maintain an information and communication network among SHOs that work in the areas of Student Affairs and Residence Life.
  - iii. Explores ways to engage Senior Housing Officers within NCHO professional development opportunity or strategic opportunities
  - iv. Moderate the Senior Housing Officers Roundtable and gathering opportunities at the annual conference.

## *Appendix*

### **NCHO Conference Hosts**

- 2020- Western Carolina University
- 2019- Wake Forest University
- 2018- Queens University
- 2017- UNC Asheville (Joint NCCPA conference)
- 2016- Winston Salem State University and UNC School of the Arts
- 2015 East Carolina University
- 2014 UNC- Greensboro / North Carolina Agricultural and Technical State University
- 2013- NCCU, NCSU, UNC-CH, & Duke (40<sup>th</sup> Anniversary)
- 2012- North Carolina Central University
- 2011 - Western Carolina University
- 2010 - UNC-Chapel Hill (NCHO and NCCPA)
- 2009 - UNC-Chapel Hill
- 2008 - Wake Forest University
- 2007 - East Carolina University (NCHO and NCCPA)
- 2006 - NC State University
- 2005 - Charlotte
- 2004 - Wilmington (NCHO and NCCPA)
- 2003 – Asheville (*UNC Chapel Hill assisted on Host Team*)
- 2002 - Greensboro
- 2001 - Greensboro (NCHO and NCCPA)
- 2000 - Appalachian State University
- 1999 - Greensboro (NCHO and NCCPA)
- 1998 - Western Carolina University and UNC Asheville
- 1997 - UNC – Wilmington
- 1996 - Lenoir- Rhyne College
- 1995 - NC State University
- 1994 - NC&TSU, Bennett C. Elon C, Greensboro C, High Point U and UNCG
- 1993 - Appalachian State University
- 1992 - UNC Wilmington
- 1991 - UNC Charlotte
- 1990 - Lenoir-Rhyne College
- 1989 - East Carolina University
- 1988 - Wake Forest University
- 1987 - NC State University
- 1986 - UNC – Chapel Hill
- 1985 - UNC – Greensboro
- 1984 - Appalachian State University
- 1983 - UNC – Wilmington
- 1982 - UNC – Charlotte
- 1981 - Western Carolina University
- 1980 – East Carolina University
- 1979 – Wake Forest/NC School of the Arts
- 1978 – NC State University
- 1977 – UNC – Greensboro/Queens College
- 1976 – UNC – Charlotte
- 1975 – Appalachian State University
- 1974 – Wake Forest University
- 1973 – UNC – Chapel Hill

## NCHO Presidents

2019- Aliana Harrison (Elon University)  
2018- Shelley Wald (UNC-Greensboro)  
2017- Ramona Richmond (UNC-School of the Arts)  
2016- Chester Miller (North Carolina State University)  
2015- Chris Gregory (UNC-Greensboro)  
2014- Mindy Bliss (Mars Hill University)  
2013 Hassel Morrison  
2012- Jennifer Wilder (NCCU)  
2011 - Lisa LaBarbera (NCSU)  
2010 - Dei Allard (UNC-CH)  
2009 - Steve Mysak (ECU)  
2008 - Heidi LeCount (Meredith)  
2007 - Scott Carter (East Carolina University)  
2006 - Barry Olson (NC State University)  
2005 - Rob Foreman (Gardner-Webb University)  
2004 - Tim Blair (NC State University)  
2003 - Dawn Dillon (Peace College)  
2002 - Doug Searcy Gardner-Webb University)  
2001 - Joe Boehman (UNC Chapel Hill)  
2000 - Carol Cooper (NC School of the Arts)  
1999 - Al Calarco (UNC Chapel Hill)  
1998 - Paul Barnes (Wake Forest University)  
1997 - Chris Kaberline (UNC – Wilmington)  
1996 - Don Miller (Lenoir-Rhyne College)  
1995 - Susan Grant (NC State University)  
1994 - Linda Inman (NCA&T SU)  
1993 - Doug Canipe (Appalachian State University)  
1992 - Chris Kaberline (UNC-Wilmington)  
1991 - Brad Reid (UNC- Charlotte)  
1990 - Don Miller (Lenoir-Rhyne College)  
1989 - Carolyn Fulgram (East Carolina University)  
1988 - Dennis Gregory (Wake Forest University)  
1987 - Cynthia Bonner (NC State University)  
1986 - Lydia Lewis (UNC – Chapel Hill)  
1985 - Steve Haulman (UNC – Greensboro)  
1984 - Bob Dunnigan (Appalachian State University)  
1983 - Charlie King & Gary Juhan (UNC – Wilmington)  
1982 - Jackie Simpson (UNC – Charlotte)  
1981 - Randy Rice (Western Carolina University)  
1980 - Dan Wooten (East Carolina University)  
1979 - Ed Cunnings & Susan Given (Wake Forest/NC School of the Arts)  
1978 - Paul Marion (NC State University)  
1977 - Shirley Flynn & Chuck Lynch (UNC Greensboro/Queens College)  
1976 - Penny Camp (UNC – Charlotte)  
1975 – Bob Dunnigan (Appalachian State University)  
1974 - -----  
1973 – Jim Condie (UNC – Chapel Hill)

## **NCARH Conference Hosts**

2020- Appalachian State University  
2019- UNC-Charlotte  
2018-Appalachian State University  
2017-UNC-Pembroke  
2016  
2015  
2014  
2013  
2012  
2011- UNC Chapel Hill  
2010- East Carolina University  
2009 - NC State University  
2008- Appalachian State University  
2007- Western Carolina University  
2006 -NC A&T University  
2005 - Gardner-Webb University  
2004 - UNC Greensboro  
2003 - UNC Wilmington  
2002 - UNC Charlotte  
2001 - Appalachian State University  
2000 - Western Carolina University  
1999 - UNC Chapel Hill  
1998 - UNC Wilmington  
1997 -  
1996 - UNC Charlotte  
1995 -  
1994 –  
1993 –  
1992 –  
1991 –  
1990 –  
1989 –

## **RA Drive – In Conference Hosts**

2020- UNC-Chapel Hill  
2019- UNG-Greensboro  
2018- East Carolina University  
2017- Louisburg College  
2016- Western Carolina University  
2015-Guilford College  
2014- Methodist University  
2013- NC State University  
2012 – UNC Greensboro  
2011- North Carolina Central University  
2010 – Appalachian State University  
2009 - N/A  
2008 – Fayetteville State University  
2007 – Winston Salem State University  
2006 - Johnson & Whales University  
2005 - UNC Chapel Hill  
2004 - Western Carolina University  
2003 - NC A&T University  
2002 - NC State University  
2001 - Gardner-Webb University  
2000 - UNC Wilmington  
1999 - Elon College  
1998 - Mar Hills College  
1997 - Louisburg College  
1996 -  
1995 - UNC Wilmington  
1994 - UNC Chapel Hill  
1993 - UNC Charlotte  
1992 - Elon College  
1991 -  
1990 -  
1989 - UNC Chapel Hill

### List GPS Hosts

2012 - NCCU  
2011- Western Carolina  
2009 – NC State University

## NCHO AWARDS

*Please take time to nominate individuals for NCHO Awards. All awards will be awarded at the Annual Conference.*

**All Award Nominations are due by  
(Date)**

### **Graduate Student of the Year**

The Graduate Student of the Year Award recognizes the contributions of a graduate student in housing or residence life. The recipient must currently be, or have been during the previous academic year, enrolled as part-time/full-time graduate student in NC and employed by a Housing/Residence Life Department. They have made an outstanding contribution to their campus position and/or academic program, which are considered to be above the expectations of a graduate student.

#### **Nominee Criteria:**

- Currently be, or have been during the previous academic year, enrolled as a part-time graduate student at an institution in North Carolina and employed by a Housing/Residence Life Department.
- Have made an outstanding contribution to their campus position and/or academic program that are considered to be above the expectations of a graduate student.

#### **Nomination Materials:**

- A completed Award Nomination Form
- One letter of support (not to exceed 2 pages):
  - Identifies how long, and in what capacity, the nominator has known the nominee.
  - Identifies nominee's activities pertinent to this award, including examples of achievements and contributions, student's future aspirations, etc.

### **Outstanding New Professional**

The Outstanding New Professional Awards recognizes a colleague in the first three years of professional level employment in Housing and Residence Life who displays exemplary service to the field and their own institution.

#### **Nominee Criteria:**

- Be currently employed by post-secondary institution in North Carolina.
- Be in the first three years of professional level employment.
- Have demonstrated outstanding performance in his/her position.
- Have made an outstanding contribution to their department and campus.
- Have demonstrated potential for successful and effective career in residence life work.

#### **Nomination Materials:**

- One completed Award Nomination
- One letter of support (not to exceed 2 pages):
  - Identify how long and in what capacity the nominator has known the nominee.
  - Identify activities that the nominee has been involved in that are pertinent to this award including examples of achievements and/or contributions, how he/she approaches his/her work efforts, how he/she works with others, etc.
  - Speak to the sustained exceptional performance of the nominee.

### **Bob Dunnigan Lifetime Service and Achievement Award**

This award is recognition for quality, long-term contributions and outstanding efforts of deserving professionals. It is acknowledgement of competent administrative skills, merited status among colleagues, and support of the recipient's campus community of students, faculty and staff. It is a tribute to the commitment to advancing the profession through leadership, research, and/or teaching, and the effectiveness of the recipient in developing junior staff members. The Bob Dunnigan Lifetime Service and Achievement Award reflects quality leadership in both university and community affairs.

#### **Nomination Material:**

- A completed Award Nomination Form
- One letter of support (not to exceed 2 pages):
  - Identify how long and in what capacity the nominator has known the nominee.
  - Identify activities, achievements, and contributions that the nominee has been involved in that are pertinent to this award.

### **Dan Wooten Award**

The Dan Wooten Award is awarded to the institution's student group known as RHA or RSA, or the group recognized as the governing body for residence hall students, for qualify contributions at the local (campus and community), state, and regional levels.

#### **Nomination Material:**

- A completed Award Nomination Form
- A letter of endorsement from the Director of Housing and/or residence life is required.
- One letter of support (not to exceed 2 pages);
  - Identify and explain accomplishments, results, and special initiatives of the group. (Due to the timing of the Annual NCHO conference, the nomination can be based on accomplishments of the prior academic year).
  - The nomination should address how the organization has worked to meet the needs of, and improve the quality of life for the residential students.

### **R. Randy Rice Service Awards**

R. Randy Rice Service Awards are given to those deserving staff at individual institutions that have gone beyond the call of duty and/or service to support the mission, goals, and/or activities of the Residence Life and/or Housing program. Any member of the campus community – housekeepers, maintenance staff, food service staff, secretarial staff, and faculty member – is eligible for this award.

#### **Nomination Material:**

- A completed Award Nomination Form
- A brief (short paragraph) explanation of service to you Residence Life/Housing program.

### **NCHO Service Pins**

Recognition pins will be awarded annually to members of the Executive Council and subcommittee chairs who have not already received a service pin. No more than five other pins may be awarded to individuals for outstanding service to NCHO, SEAHO or ACUHO-I or for "special recognition" outside of the above criteria.

#### **Nominating Materials:**

- A completed Award Nomination Form
- A brief (short paragraph) explanation of why the nominee should receive this recognition.