

North Carolina Housing Officers (NCHO)

Leadership Manual

Voted and approved on July 26th, 2024

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Governing Structure

Executive Board Responsibilities

- 1) Executive Council Position Expectations
 - a) Fulfill all expectations as outlined in the Constitution and Leadership Manual.
 - b) All executive council members will sign a copy of the job description.
 - c) Each Executive Council member is required to attend 75% of meetings.

President

- 1) The President shall serve a one year term beginning and ending at the state annual conference. At the end of their term, they will transition into the Past-President role. This individual serves as a voting member of the Executive Council.
- 2) Position Responsibilities
 - a) General
 - i) Chair the Executive Council meetings and the Business/State meeting at the state and regional annual conference. This includes preparing the meeting agendas.
 - ii) Oversee the development and implementation of NCHO's strategic plan.
 - iii) Review the operating budget and NCHO investment opportunities with the Business Manager.
 - iv) Review Constitution and Bylaws and Leadership Manual annually.
 - v) Before the end of their term, create a comprehensive transition plan.
 - vi) Perform other duties as necessary.

President-Elect

- 1) The President-Elect shall serve a one year term beginning and ending at the state annual conference. At the end of their term, they will transition into the President role. This individual serves as a voting member of the Executive Council.
- 2) Position Responsibilities
 - a) General
 - i) Assist with the President with the preparation of the meeting agendas for the Executive Council meetings and the Business/State meeting at the state and regional annual conference.
 - ii) Coordinate efforts to secure conference hosts/sites for the following year. This includes but is not limited to: Annual Conference and Student Leadership Drive In.
 - iii) Before the end of their term, create a comprehensive transition plan.
 - iv) Shadow and work closely with the current NCHO President
 - v) Perform other duties as necessary.
 - b) Serve as the Nominations/Elections Coordinator
 - i) Notify the body of elections and midterm officer vacancies
 - ii) Solicit candidates for open positions
 - iii) Coordinate the application process
 - iv) Coordinate the election and selection process

Past President

- 1) The Past President shall serve a one year term beginning and ending at the state annual conference. This individual serves as a voting member of the Executive Council.
- 2) Position Responsibilities
 - a) General
 - i) Assist the President with the preparation of the meeting agendas for the Executive Council meetings and the Business/State meeting at the state and regional annual conference.
 - ii) Before the end of their term, create a comprehensive transition plan.
 - iii) Perform other duties as necessary.
 - b) Annual Awards
 - i) Distribute information regarding the awards during spring, summer and fall.
 - ii) Develop strategies to encourage nominations.
 - iii) Coordinate with the Technology Coordinator to keep updated records of the past conference award winners on the NCHO website.
 - iv) Ensure the NCHO Google Drive has updated records of past award winners for all past conferences.
 - v) Encourage submissions of service awards from each institution.
 - vi) Establish awards deadline. The deadline must be at least one month prior to conference and scholarship awards prior to early- bird registration deadline.
 - vii) 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.
 - viii) Work with the Annual Conference Chair to schedule the presentation of the awards during the conference.
 - (1) Write up the presentation with an explanation of the award as well as the background on the award recipient.
 - (2) Purchase and print certificates for service awards.
 - ix) After the conference, provide the Business Manager, Technology Coordinator, and Communications Coordinator with a list of award/scholarship recipients for the archives. Publish this list in the next issue of *The Nest*.
 - x) Make a presentation of NCHO Service Pins to Executive Council members during the conference.
 - xi) Oversee the process of creating new awards or renaming of existing awards.
 - c) Scholarships
 - i) Publish information regarding the scholarships in the summer/early fall in *The Nest* and on the NCHO website.
 - ii) Ensure the details about the various scholarships include an explanation of what the scholarship entails i.e., graduate student registration to the annual conference, etc.
 - iii) Collect scholarship applications and verify that all references and materials are submitted.
 - iv) Scholarship applicants should always register for the conference when they submit scholarship applications. Reimbursement will be made once a scholarship is officially awarded.
 - v) The Awards Committee will review applications and select recipient(s).
 - vi) Inform scholarship recipients of their award in writing.

- vii) Coordinate with the 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.
- viii) Work with the Communication Coordinator to highlight the winners of recent scholarships.
- ix) Work with the Technology Coordinator to highlight the winners on the NCHO website.
- x) Work with the Professional Development Coordinator to ensure that recipients of scholarships share their experience and learning outcomes with NCHO membership.
- d) Silent Auction
 - i) Work with the Conference Planning committee to oversee the Silent Auction.

Business Manager

- 1) The Business Manager shall serve a two year term beginning and ending at the state annual conference. This individual serves as a voting member of the Executive Council.
- 2) Position Responsibilities
 - a) General
 - i) Before the end of their term, create a comprehensive transition plan.
 - ii) Perform other duties as necessary.
 - b) Payments & Distributions
 - i) File NCHO tax exempt status, annually. Ensure non-profit tax status stays updated.
 - ii) Collect and disburse the funds of the organization as authorized by the Executive Council and approved by the President and/or President-Elect.
 - c) Budget
 - i) Create and publish the yearly budget as approved by the Executive Council.
 - ii) Coordinate the budget approval process whereby all organizational entities request monies to support their position during the fiscal year.
 - iii) Publish a yearly expense report broken down by budget categories.
 - iv) Balance the budget monthly.
 - v) Present the financial report to the organization at the business meeting during the annual conference.
 - d) Business Meetings
 - i) Keep minutes and reports of all organizational activities including those of the Executive Council. File a copy of all documents for historical purposes.
 - e) Annual Conference
 - i) Approval Annual Conference budget and serve as a support for the conference planning committee.

Communications Coordinator

- 1) The Communications Coordinator shall serve for two years beginning and ending at the annual conference. This individual serves as a voting member of the Executive Council.
- 2) Position Responsibilities
 - a) General
 - i) Create and implement a communication plan to regularly update NCHO constituents and stakeholders about the ongoing work of NCHO.
 - ii) Before the end of their team, create a comprehensive transition plan.

- iii) Perform other duties as necessary.
- b) Newsletter
 - i) Responsible for formatting and publication of the NCHO newsletter called *The Nest*.
 - ii) Select and edit submitted articles to *The Nest* from membership and Executive Council.
 - iii) Publish *The Nest* a minimum of 4 times a year.
 - iv) Develop consistent content for the newsletter.
 - v) Select articles from the newsletter to be submitted to the SEAHO Report.
 - vi) Work with Technology Coordinator to publish the newsletter on the website.
- c) Marketing/Social Media
 - i) Manage the Design/Logos for NCHO and accessibility to the Executive Council.
 - ii) Manage social media accounts for NCHO (Instagram, Facebook, LinkedIn, etc.)
 - iii) Advertise for NCHO as an organization, to under-represented/non-represented groups, and the benefits of being an active member.
 - iv) Serve as a resource for other positions on the Executive Council for their marketing/social media needs with special events, etc.
 - v) In addition to the President, serve as the official point-person for NCHO, especially concerning media outlets.
 - vi) Responsible for maintaining pictorial records of NCHO as necessary for marketing efforts in conjunction with the Technology Coordinator.
- d) Apparel
 - i) Assist in the design and creation of NCHO apparel (t-shirts, lapel pins, stickers, etc.).
 - ii) Manage budget provided by Business Manager for apparel.
 - iii) Collaborate with vendors for competitive pricing and quality control of apparel.
 - iv) Implement ordering system and shipment of apparel to membership.
 - v) Provide inventory of apparel to the Executive Council.

Technology Coordinator

- 1) The Technology Coordinator shall serve for two years beginning and ending at the annual conference. This individual serves as a voting member of the Executive Council.
- 2) Position Responsibilities
 - a) General
 - i) Stay abreast of current trends in technology in order to advise the Executive Council on the best uses of technology for the organization.
 - ii) Maintain and update the NCHO Membership Directory in coordination with the Membership Coordinator.
 - iii) Make recommendations and suggest policies based on all technology issues.
 - iv) Facilitate pictorial documentation and storage of events and programs in coordination with Communications Coordinator.
 - v) Before the end of their term, create a comprehensive transition plan.
 - vi) Perform other duties as necessary.
 - b) Website Management
 - i) Develop and maintain the organization's web presence, to include hosting, domain registration, and layout/design of the site.

- ii) Coordinate with members of the Executive Council to post relevant content on the organization's website such as election information, recent and previous award winners, etc.
- iii) Manage the NCHO website in an inclusive manner (content, connection and access).
- c) ListServ Management
 - i) 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.

Assessment Coordinator

- 1) The Assessment Coordinator shall serve for two years beginning and ending at the annual conference. This individual serves as a voting member of the Executive Council.
- 2) Position Responsibilities
 - a) General
 - i) Creation of a Needs Assessment for NCHO, to be distributed as necessary.
 - ii) Coordinate with the Communications Coordinator to regularly update NCHO constituents and stakeholders about the ongoing work related to data gathered by NCHO.
 - iii) Serve as a resource to the 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 in the development of rubrics for assessment tools for on-going and one-time NCHO programs.
 - vi) Periodically submit assessment related content to *The Nest*.
 - vii) Before the end of their term, create a comprehensive transition plan.
 - viii) Perform other duties as necessary.
 - b) Annual Conference
 - i) Oversee assessment of the annual conference, including satisfaction, program offerings, "Best of NCHO" etc., in collaboration with the Professional Development Coordinator and Annual Conference Chair.

Professional Development Coordinator

- 1) The Professional Development Coordinator shall serve for two years beginning and ending at the annual conference. This individual serves as a voting member of the Executive Council.
- 2) Position Responsibilities
 - a) General
 - i) Manage webinars and online learning opportunities.
 - ii) Coordinate on-going professional development opportunities year round that include topics around multiculturalism, diversity and social justice.
 - iii) Coordinate with the Communications Coordinator to regularly update NCHO constituents and stakeholders about the ongoing work related to professional development.
 - iv) Conduct ongoing needs assessment and evaluation with the Assessment Coordinator related to professional development and identify strategies for improvement.
 - v) Advocate for equitable practices/policies/procedures related to professional development.
 - vi) Before the end of their term, create a comprehensive transition plan.

- vii) Perform other duties as necessary.
- b) Professional Development Committee
 - i) Recruit and solicit members to serve on the Professional Development Committee.
 - ii) Convene and chair Professional Development Committee meetings.
 - iii) Develop and manage the Professional Development Committee budget.
 - iv) Integrate professional competencies and standards (ACUHO-I, NASPA, ACPA, CAS) into a comprehensive curriculum for professional development and implement learning strategies to support it.
 - v) Develop resources for housing professionals to address the needs of college campuses.
 - vi) Develop and sustain peer mentoring networks across the state.
- c) Conferences, Drive-Ins, and Other Meetings
 - i) Serve in a supporting role to ensure that the sessions offered and topics covered are in alignment with the overall Professional Development outcomes outlined in the NCHO strategic plan.

Membership Coordinator

- 1) The Membership Coordinator shall serve for two years beginning and ending at the annual conference. This individual serves as a voting member of the Executive Council.
- 2) Position Responsibilities
 - a) General
 - i) Develop plans to share involvement opportunities with membership in coordination with the Communication Coordinator.
 - ii) Conduct ongoing needs assessment and evaluation with the Assessment Coordinator related to membership involvement and identify strategies for improvement.
 - iii) Recruit colleagues from state institutions previously inactive in NCHO and SEAHO.
 - iv) Before the end of their term, create a comprehensive transition plan.
 - v) Perform other duties as necessary.
 - b) Contact Information
 - i) Assist the Technology Coordinator in maintaining the directory information on NCHO website.
 - ii) Coordinate institutional contacts with the Executive Council.
 - iii) In partnership with the Senior Housing Officer (SHO) representative, take an active role in ensuring that each school has a current SHO contact and that information is correct.
 - c) Membership Committee
 - i) Serve as the chair of the membership committee which aims to increase the diversity of institutional involvement beyond the state conference and connect new members to NCHO.
 - ii) Create and implement the recruitment process for members to join the committee.
 - iii) Collaborate with the Communications Coordinator to market NCHO throughout North Carolina.

Annual Conference Chair

- 1) The Annual Conference Chair shall serve a one year term beginning and ending at the state annual conference. This individual is not a voting member of the Executive Council.
- 2) Position Responsibilities:
 - a) Accountable for facilitating all tasks associated with the annual conference.
 - b) Liaison between annual conference committee and Executive Council.
 - c) Establishes communication and meeting protocols.
 - d) Presents budget to the Executive Board for approval for conference registration rate.
 - e) Ensures the final report is presented to the Executive Council no later than January following the annual conference.
 - f) Work with the Business Manager on the conference budget (revenue, expenditures, etc.).
 - g) Coordinate with the Business Manager to: review/sign contracts, acquire funds for payment of conference expenses, depositing income of various sorts.
 - h) Oversee the development of the conference schedule, considering needs and input from the conference planning committee and Executive Council in addition to including diversity, equity, and inclusion programming efforts.
 - i) Work with Business Manager to obtain conference insurance.
 - j) Serve as primary contact for the conference from the planning stage, through the conference itself, the fulfillment of contracts, and until business is concluded.
 - k) Work with the Assessment Coordinator to distribute, collect and tabulate the program and conference evaluations.
 - l) Ensure the conference budget is closed out correctly with the Business Manager.
 - m) Provide resources to the incoming Annual Conference Chair-Select.
 - n) Ensure that the "NCHO Best of" session is provided to the Program Chair of SEAHO at their request.
 - o) Perform other duties as necessary.

Annual Conference Chair- Select

- 1) The Annual Conference Chair Select shall serve a one year term beginning and ending at the state annual conference. At the end of their term, they will transition into the Annual Conference Chair role. This individual is not a voting member of the Executive Council.
- 2) Position Responsibilities
 - a) Selects members of the annual conference planning committee approximately 12 months prior to the annual conference.
 - b) Shadow the current Annual Conference Chair.
 - c) Work closely with the President regarding the next annual conference location.
 - d) Begins budget development with the Business Manager.
 - e) Submits a budget request approximately 12 months prior to the annual conference.
 - f) Brainstorms theme options with host committee and President
 - g) Plans site visits.
 - h) Prepares the "Save The Date" promo items for the participants and corporate partners for distribution at the annual conference the year before.
 - i) Perform other duties as necessary.

Southeastern Association of Housing Officers (SEAHO) Representative

- 1) The Southeastern Association of Housing Officers (SEAHO) Representative shall serve for a term of office for two years and will transition their elected replacement at their last SEAHO Conference, following the fall election of a new representative.
- 2) Position Responsibilities
 - a) Serve as the primary liaison between SEAHO and the state housing officers. Communicate and publicize SEAHO events and activities to state membership with regularity over the course of the year, ideally every 4-6 weeks or more often as necessary.
 - b) Attend all meetings, training and events that are requested of the Governing Council.
 - c) Utilize a gmail account provided by SEAHO for all communication and document storage during the two-year term.
 - d) Serve as a member of the SEAHO Governing Council in all its deliberation and decisions; with voting rights.
 - e) Introduce yourself to the state membership via email within 30 days of election or appointment. Re-introduce in the month of March, following the annual SEAHO Conference.
 - f) Take an active role in ensuring that each school has a current SHO contact and that information is correct.
 - g) Write and submit semi-annual state transition reports for the Governing Council meeting due at the Mid-year Meeting and the Annual Conference.
 - h) Attend annual conferences and Mid-year meetings.
 - i) As a member of the Governing Council, you are a voting member on constitutional amendments, SEAHO business and the direction of the organization.
 - ii) Attend the Governing Council meeting prior to the start of the annual conference and the last day of the conference.
 - iii) Attend business meetings and check in SHOs to the business meeting.
 - i) Provide updates from SEAHO at your annual state conference.
 - j) Solicit feedback from state constituents on issues, and cast a state vote in accordance with that feedback. Serve as the voice of state membership on all SEAHO-related business and services.
 - k) Encourage volunteerism from state membership in SEAHO Committees and task forces.
 - l) Solicit and/or promote the following: Submissions for SEAHO report
 - m) Ensure State Association Page on SEAHO Website is kept up-to-date, working with the webmaster/web team on any changes/edits.
 - n) Ensure that state conference "Best of" sessions are provided to the Program Chair on their request.
 - o) Recruit colleagues from state institutions previously inactive in SEAHO.
 - p) Conference State Meetings: Depending on the state, the SEAHO representative either plans and facilitates the State Meeting OR assists the State President in doing so.
 - q) Present SEAHO service awards at state meetings held during the annual conference. This may include mailing award certificates for award recipients that are not attending the conference.
 - r) Participate in monthly/bi-monthly Zoom/Conference calls with the Director of State Representatives and other State Reps.

Senior Housing Officer (SHO) Representative

- 1) The Senior Housing Officer Representative shall serve a two year term beginning and ending at the state annual conference. This individual serves as a voting member of the Executive Council.
- 2) Position Responsibilities
 - a) General
 - 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) Coordinate with the Communications Coordinator to regularly update NCHO constituents and stakeholders about the ongoing work related to the Senior Housing Officers.
 - iii) Conduct ongoing needs assessment and evaluation with the Assessment Coordinator related to Senior Housing Officers and identify strategies for improvement.
 - iv) Advocate for equitable practices/policies/procedures related to Senior Housing Officers.
 - v) Establish and maintain an information and communication network among SHOs that work in the areas of Student Affairs and Residence Life.
 - vi) Explore ways to engage Senior Housing Officers within NCHO professional development opportunities or strategic opportunities.
 - vii) In partnership with the Membership Coordinator, take an active role in ensuring that each school has a current SHO contact and that information is correct.
 - viii) Before the end of their term, create a comprehensive transition plan.
 - ix) Perform other duties as necessary.
 - b) Conference
 - i) Moderate the Senior Housing Officers Meeting and set up opportunities to gather at the annual conference.

New Professional and Graduate Student (NPGS) Representative

- 1) The New Professional and Graduate Student Representative shall serve a two year term beginning and ending at the state annual conference. This individual serves as a voting member of the Executive Council. When elected, the New Professional and Graduate Student Representative shall be within their first three years of full-time professional employment.
- 2) Position Responsibilities
 - a) General
 - i) Create opportunities for new professionals and graduate students to connect virtually and in-person.
 - ii) Coordinate with the Communications Coordinator to regularly update NCHO constituents and stakeholders about the ongoing work related to new professionals and graduate students.
 - iii) Conduct ongoing needs assessment and evaluation with the Assessment Coordinator related to new professionals and graduate students and identify strategies for improvement.
 - iv) Advocate for equitable practices/policies/procedures related to new professionals and graduate students.
 - v) Collaborate with the Professional Development Coordinator to share and provide professional opportunities for new professionals and graduate students.
 - vi) Write articles for *The Nest* related to trends, interests, and needs of new professionals and graduate students.

- vii) Provide input and perspectives to the decisions of the NCHO Executive Council as it affects new professionals and graduate students.
 - viii) Assist in membership outreach as necessary and encourage new professional and graduate student recognition, award nominations, etc. within the association.
 - ix) Before the end of their term, create a comprehensive transition plan.
 - x) Perform other duties as necessary.
- b) Conference
- i) Facilitate the NPGS social during the annual conference.
 - ii) Assist the Conference Planning team in gathering program proposals from new professionals and graduate students for the annual conference.

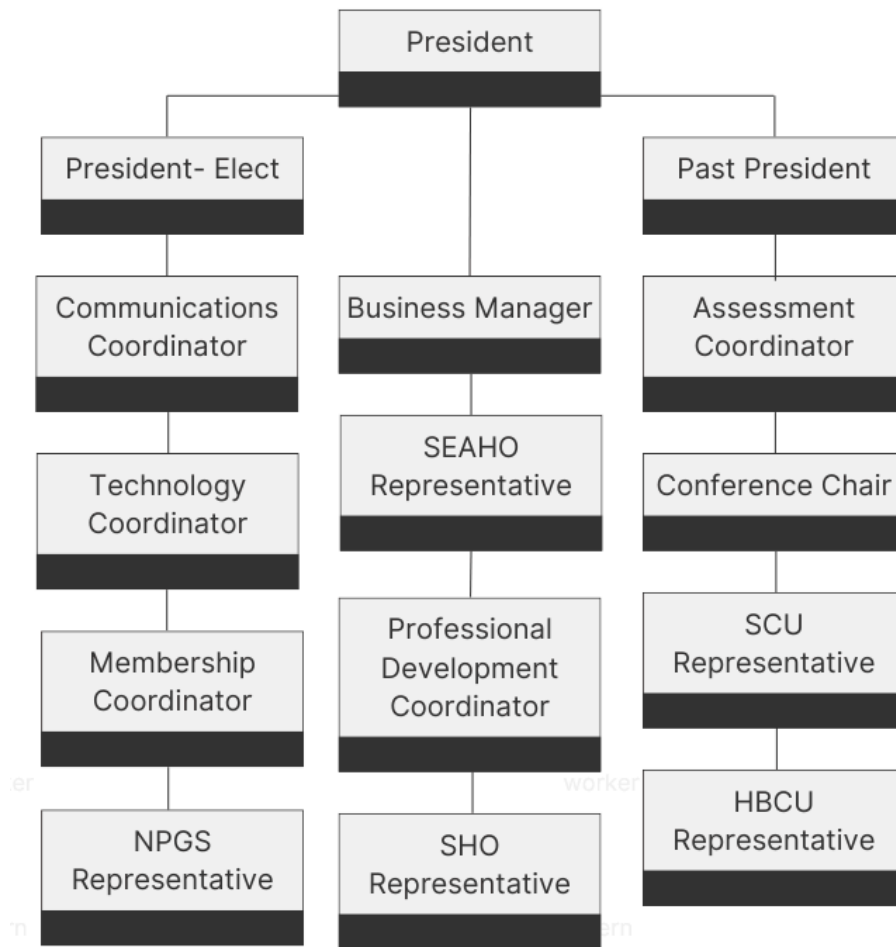
Historically Black College and University (HBCU) Representative

- 1) The Historically Black College and University (HBCU) Representative shall serve a two year term beginning and ending at the state annual conference. This individual serves as a voting member of the Executive Council. This individual must be a member of the association representing an institution identifying themselves as Historically Black College or University.
- 2) Position Responsibilities
 - a) General
 - i) Actively encourage all HBCUs to participate in NCHO activities.
 - ii) Create opportunities for individuals across different HBCU's to connect.
 - iii) Provide input and perspectives to the decisions of the NCHO Executive Council as it affects HBCU's.
 - iv) Coordinate with the Communications Coordinator to regularly update NCHO constituents and stakeholders about the ongoing work related to Historically Black Colleges and Universities.
 - v) Conduct ongoing needs assessment and evaluation with the Assessment Coordinator related to Historically Black Colleges and Universities and identify strategies for improvement.
 - vi) Advocate for equitable practices/policies/procedures related to Historically Black Colleges and Universities.
 - vii) Establish and maintain an information and communication network among HBCU professionals.
 - viii) Submit articles for *The Nest* related to trends, interests, and needs for HBCU Institutions.
 - ix) Assist in membership outreach: establish a network, which encourages HBCU participation, professional recognition, award nomination, etc. within the association.
 - x) Before the end of their term, create a comprehensive transition plan.
 - xi) Perform other duties as necessary.
 - b) Conference
 - i) Assist the Conference Planning team in gathering program proposals from HBCUs for presentation at the annual conference.
 - ii) Moderate the HBCU roundtable at the annual conference.
 - c) HBCU Drive In
 - i) Plan and execute the HBCU Drive-In.

Small College and University (SCU) Representative

- 1) The Small College and University (SCU) Representative shall serve a two year term beginning and ending at the state annual conference. This individual serves as a voting member of the Executive Council. This individual must be a member of the association representing an institution identifying themselves as a Small College or University.
- 2) Position Responsibilities
 - a) General
 - i) Actively encourage all member small colleges to be participants in NCHO activities.
 - ii) Assist in membership outreach: establish a network, which encourages small college participation, professional recognition, award nomination, etc. within the association.
 - iii) Submit articles for *The Nest* related to trends, interests, and needs for SCUs.
 - iv) Provide issues and topics concerning small colleges to the Executive Council and general members as appropriate.
 - v) Coordinate with the Communications Coordinator to regularly update NCHO constituents and stakeholders about the ongoing work related to Small Colleges and Universities.
 - vi) Conduct ongoing needs assessment and evaluation with the Assessment Coordinator related to Small Colleges and Universities and identify strategies for improvement.
 - vii) Advocate for equitable practices/policies/procedures related to Small Colleges and Universities.
 - viii) Before the end of their term, create a comprehensive transition plan.
 - ix) Perform other duties as necessary.
 - b) Conference
 - i) Assist the Conference Planning term in gathering program proposals from small colleges for presentation at the annual conference.
 - ii) Moderate the SCU roundtable at the annual conference.

Organization Chart



President-Elect

- Communications Coordinator
- Technology Coordinator
- Membership Coordinator
- New Professionals and Graduate Students Representative

President

- Business Manager
- SEAHO Representative
- Professional Development Coordinator
- Senior Housing Representative

Past President

- Assessment Coordinator
- Conference Chair
- Small Colleges and Universities Representative
- Historically Black Colleges and Universities Representative

Operations

Sample Agendas

Executive Council Meeting

Each Executive Council meeting will include the following key items, but the order of these items may change depending on the needs of the meeting:

- Welcome
- Call to Order
- Attendance
- Approval of previous meeting minutes
- Old business
- New business
- Presidential Report Outs
- Standing Reports from all executive council members
- Task items prior to the next meeting
- Plans for next meeting
- Adjourn

NCHO Annual Conference Business Meeting

During the Annual Conference Business Meeting, these are the following key items that are covered and additional items can be added at the President's discretion.

- Institutional Role Call
- NCHO Executive Council
- Yearly NCHO Accomplishments
- Executive Council Updates
- Service Awards
- Institutional Job Openings

SEAHO North Carolina State Meeting

During the NC State Meeting at SEAHO's annual conference, these are the following key items that are covered and additional items can be added at the President's discretion.

- Institutional Role Call
- NCHO Executive Council
- NC on SEAHO Governing Council
- Updates from Governing Council
- NCHO Executive Council Updates
- Upcoming Events
- Service Awards
- Institutional Job Openings

Annual Conference

Information regarding hosting the Annual Conference, including applying for the Conference Chair position, can be found in the Conference Hosting Manual.

Website

NCHO's website (www.ncho.org) is overseen by the Technology Coordinator. It is the primary source of organizational based communication and information. All requests for posting on the NCHO website must be approved by the Technology Coordinator. Executive Council members are the primary individuals who can ask for updates on the website and should ensure that the website stays up to date and accurate at all times.

Submitting Items for Posting

- Requests should be in either a google document or word document format.
- Requests should clearly outline which section of the website needs to be updated and the updates that are being requested.
- Requests for posting are generally reviewed, approved, and then posted within one week or less.
- Requests must be emailed to technology@ncho.org

Ten Year Planning Calendar

The purpose of this section is to outline, year by year, those items that do not occur on an annual basis and require sequencing among leadership positions and across years. The year listed references items that could be overseen by the President of that year or the President-Elect pending the item and completion date. Years are meant to guide the timeline and rollout of NCHO business and should be reviewed by the President Trio and Executive Board every quarter.

2024

Elected Officers

- President-Elect
- Communications Coordinator
- Membership Coordinator
- SEAHO Representative
- New Professional and Graduate Student Representative
- Historically Black College and University Representative

Appointed Positions

- Conference Chair-Select

Conference Coordinators

- The Conference Chair for the 2024 conference hosts a site visit in June 2024 in preparation for the annual conference in October 2024.

Strategic Plan

- President and President-Elect to facilitate the process for the new Strategic Plan starting January 2024 and present the final Strategic Plan at NCHO 2024 (Strategic Plan 2025-2027).

2025

Elected Officers

- President-Elect
- Professional Development Coordinator
- Business Manager
- Small Colleges and Universities Representative
- Senior Housing Officer Representative

Appointed Positions

- Technology Coordinator
- Assessment Coordinator

- Conference Chair-Select

Conference Coordinators

- The Conference Chair for the 2025 conference hosts a site visit in June 2025 in preparation for the annual conference in October 2025.

Strategic Plan

- Year 1 of 2025-2027

2026

Elected Officers

- President-Elect
- Communications Coordinator
- Membership Coordinator
- SEAHO Representative
- New Professional and Graduate Student Representative
- Historically Black College and University Representative

Appointed Positions

- Conference Chair-Select

Conference Coordinators

- The Conference Chair for the 2026 conference hosts a site visit in June 2026 in preparation for the annual conference in October 2026.

Strategic Plan

- Year 2 of 2025-2027 Strategic Plan
- Conduct Member Needs assessment during fall 2026 semester to inform the new Strategic Plan process development that will start January 2027.
- Conduct Corporate Partner Needs assessment during fall 2026 semester to inform the new Strategic Plan process development that will start January 2027.

2027

Elected Officers

- President-Elect
- Professional Development Coordinator
- Business Manager
- Small Colleges and Universities Representative
- Senior Housing Officer Representative

Appointed Positions

- Technology Coordinator
- Assessment Coordinator
- Conference Chair-Select

Conference Coordinators

- The Conference Chair for the 2027 conference hosts a site visit in June 2027 in preparation for the annual conference in October 2027.

Strategic Plan

- Final Year of 2025-2027 Strategic Plan
- President and President-Elect to facilitate the process for the new Strategic Plan starting January 2027 and present the final Strategic Plan at NCHO 2027 (Strategic Plan 2028-2030).

2028

Elected Officers

- President-Elect
- Communications Coordinator
- Membership Coordinator
- SEAHO Representative
- New Professional and Graduate Student Representative
- Historically Black College and University Representative

Appointed Positions

- Conference Chair-Select

Conference Coordinators

- The Conference Chair for the 2028 conference hosts a site visit in June 2028 in preparation for the annual conference in October 2028.

Strategic Plan

- Year 1 of 2028-2030

2029

Elected Officers

- President-Elect
- Professional Development Coordinator
- Business Manager
- Small Colleges and Universities Representative
- Senior Housing Officer Representative

Appointed Positions

- Technology Coordinator
- Assessment Coordinator
- Conference Chair-Select

Conference Coordinators

- The Conference Chair for the 2029 conference hosts a site visit in June 2029 in preparation for the annual conference in October 2029.

Strategic Plan

- Year 2 of 2028-2030
- Conduct Member Needs assessment during fall 2029 semester to inform the new Strategic Plan process development that will start January 2030.
- Conduct Corporate Partner Needs assessment during fall 2029 semester to inform the new Strategic Plan process development that will start January 2030.

2030

Elected Officers

- President-Elect
- Communications Coordinator
- Membership Coordinator
- SEAHO Representative
- New Professional and Graduate Student Representative
- Historically Black College and University Representative

Appointed Positions

- Conference Chair-Select

Conference Coordinators

- The Conference Chair for the 2030 conference hosts a site visit in June 2030 in preparation for the annual conference in October 2030.

Strategic Plan

- Final Year of 2028-2030 Strategic Plan
- President and President-Elect to facilitate the process for the new Strategic Plan starting January 2030 and present the final Strategic Plan at NCHO 2030 (Strategic Plan 2031-2033).

2031

Elected Officers

- President-Elect
- Professional Development Coordinator
- Business Manager
- Small Colleges and Universities Representative
- Senior Housing Officer Representative

Appointed Positions

- Technology Coordinator
- Assessment Coordinator
- Conference Chair-Select

Conference Coordinators

- The Conference Chair for the 2031 conference hosts a site visit in June 2031 in preparation for the annual conference in October 2031.

Strategic Plan

- Year 1 of 2031-2033

2032

Elected Officers

- President-Elect
- Communications Coordinator
- Membership Coordinator
- SEAHO Representative
- New Professional and Graduate Student Representative
- Historically Black College and University Representative

Appointed Positions

- Conference Chair-Select

Conference Coordinators

- The Conference Chair for the 2032 conference hosts a site visit in June 2032 in preparation for the annual conference in October 2032.

Strategic Plan

- Year 2 of 2031-2033
- Conduct Member Needs assessment during fall 2032 semester to inform the new Strategic Plan process development that will start January 2033.
- Conduct Corporate Partner Needs assessment during fall 2032 semester to inform the new Strategic Plan process development that will start January 2033.

2033

Elected Officers

- President-Elect
- Professional Development Coordinator

- Business Manager
- Small Colleges and Universities Representative
- Senior Housing Officer Representative

Appointed Positions

- Technology Coordinator
- Assessment Coordinator
- Conference Chair-Select

Conference Coordinators

- The Conference Chair for the 2033 conference hosts a site visit in June 2033 in preparation for the annual conference in October 2033.

Strategic Plan

- Final Year of 2031-2033
- President and President-Elect to facilitate the process for the new Strategic Plan starting January 2033 and present the final Strategic Plan at NCHO 2033 (Strategic Plan 2034-2036).

2034

Elected Officers

- President-Elect
- Communications Coordinator
- Membership Coordinator
- SEAHO Representative
- New Professional and Graduate Student Representative
- Historically Black College and University Representative

Appointed Positions

- Conference Chair-Select

Conference Coordinators

- The Conference Chair for the 2034 conference hosts a site visit in June 2034 in preparation for the annual conference in October 2034.

Strategic Plan

- Year 1 of Strategic Plan 2034-2036

Funding and Finances

Fiscal Values Statement

Association funds shall be maintained in a manner that will serve to protect and preserve the integrity and financial stability of the Association and shall be used only in cases where expenditures implement the general objective, mission, and purpose of the Association. Additionally, association funds may be used to defray the normal operating expenses of the Association.

Annual Operating Budget

- The Annual Operating Budget will be prepared by the Business Manager then approved by the President, President Elect, and Past President. The Executive Board will then vote on the proposal as presented by the Business Manager.
- The budget will be based on the revenue of the past year's conference while considering past years' actual expenditures and the anticipated needs of members of the Executive Board in carrying out their tasks in the coming year.

- Within the operating budget a reserve and conference start up fund must be maintained.
- Executive Board members will submit requests directly to the Business Manager with their assigned President's knowledge.
- The Business Manager with approval from the President may move budgeted funds between sub-categories within the budget as necessary.
- Any requests for additional funding of the Annual Operating Budget during the year must be approved by the Business Manager and President.

Establishing A Budget

- The budget cycle will operate within each calendar year (Jan-Dec), allowing new officers to on-board prior to engaging in the budget process.
- Following the Annual Conference, the Business Manager should send the current budget information to each Executive Board member.
- Prior to the 1st business meeting following the Annual Conference, Executive Board members should discuss their current and proposed budget with their assigned President and submit requests to the Business Manager.
- The Business Manager will compile requests, consult with the President, and create a budget to be presented at the first business meeting following the Annual Conference.
 - In cases where budget requests would create a large deficit based on anticipated funds, a secondary budget request process may be executed following the first business meeting.
- The Executive Board will be presented with a final budget proposal and vote to ratify it.

Taxes

The Business Manager is responsible for submitting the appropriate forms with the Internal Revenue Service as needed. Specifically, a Form 990 or 990-N must be completed annually following the end of the fiscal year, which runs from July 1-June 30.

- In order to qualify to submit the 990-N (e-Postcard), NCHO may only gross \$50,000 of income including all conference registrations, sponsorship, or any other incoming payments.

In the event that the organization has paid more than \$600 for a service (not reimbursement, not companies), the Business Manager will need to prepare a Form 1099 which is sent directly to the compensated individual.

Tax Exempt Status

NCHO maintains a federal tax exempt number in order to best represent our purpose and be able to contribute more financial resources to our missions. In order to maintain tax exempt status, taxes must be filled annually. A failure to file a Form 990 series return for three consecutive years will result in a revocation of the tax exempt status of the organization.

Internal Controls

Internal control is generally defined as the policies and procedures established to ensure that an organization's objectives can be achieved. Concerning financial management, this includes the safeguarding of assets; accurate and reliable record keeping; compliance with internal policies and funding requirements; and the separation of duties as listed below:

- In addition to the Business Manager, the President has online access to review or reconcile at any time all association administrative and reserve accounts.
- The Business Manager is responsible for recording transactions (record keeping).
- A central filing system for supporting financial documents — deposits, conference contracts, and agreements is used (record keeping).
- Required Internal Revenue Service (IRS) forms or other financial reports are filed on a timely basis (compliance) and can be viewed once approved on the IRS website.
- Financial statements and summaries should be consistently presented at quarterly business meetings and available to Executive Board members. Some examples of these statements include statements of actual expenses against approved budgets, cash flow and current cash position statements, and revenue and expense statements.

Travel

Individuals approved for traveling on behalf of the Association should endeavor to do so with an eye to the balance of efficiency and cost-effectiveness.

- Hotel accommodations: Sharing a room is encouraged as a cost savings measure.
- It is expected that anyone traveling for the association will utilize the most inexpensive and reasonable travel accommodation available.
- Travel and budget plans must be submitted to the Business Manager before travel to ensure proper planning.

All receipts for travel expenses need to be submitted to the Business Manager no later than 14 days after the travel concludes. No reimbursement for approved travel or scholarships will be dispersed until receipts are provided to the Business Manager.

Reimbursement Eligibility

- The North Carolina State Rep is required to travel to the SEAHO Mid-Year meeting and SEAHO Annual Conference. For these required travels, the State Rep can be reimbursed for transportation cost to the event, registration, and hotel.
 - In the case the State Rep is unable to attend or the position is vacant, the President will designate another representative who can attend and be reimbursed under the above guidance.
- Executive Council positions can also be reimbursed for travel as it relates to their role and its responsibilities. They must receive approval from the Business Manager before booking any travel.
- Scholarships granted are awarded at a specific amount which does not exceed the registration cost of a conference or event.

Food Costs

NCHO will provide reimbursement for meals for individuals traveling on behalf of the Association on a case by case basis and is not guaranteed. Please work with the Business Manager more about this process.

Mileage Reimbursement

NCHO will provide mileage reimbursement to executive council members and conference committee members who do not receive financial support to travel for NCHO business from their institution. The mileage rate will be determined by the currently approved IRS rate at the time of reimbursement. NCHO will calculate the mileage by determining the distance in miles from the individual's institution to the location of the NCHO meeting.

In order to receive the mileage reimbursement, individuals must first receive approval from the Business Manager and provide documentation that their institution does not provide financial support for them to travel

for NCHO business. Individuals will only receive the mileage reimbursement after they have completed the travel for NCHO business. The individual will then provide a copy of the map indicating the distance traveled for NCHO Business Manager and their preferred mailing address. Once documentation has been submitted, the Business Manager will write a check out to the individual based on the mileage rate and the mileage traveled.

Individuals can receive mileage reimbursement more than one time, but will still be required to receive approval before receiving the reimbursement.

Documentation for Support

If an executive council member or a conference committee member does not receive financial support to participate in NCHO business or have exhausted all their allotted professional development funds, a letter from their Senior Housing Officer is required before reimbursement is dispersed. The letter should ideally outline what type of funding the institution can provide and what funding the institution cannot provide which is why this individual is requesting reimbursement. This letter only needs to be provided to the Business Manager at the beginning of each fiscal year of the respective institutions as funding may differ each fiscal year OR once the individual has exhausted all their allotted professional development funds. For example, July is usually the start of many institutions' fiscal year so a letter from the Senior Housing Officer should be provided each July for that respective individual in order for them to receive reimbursement. Keep in mind each reimbursement request will still need to receive approval each time it is requested, but the individual does not need to provide documentation from the Senior Housing Officer for each request.

Awards & Recognition

Awards and Resolutions

Through the work of the Past President, NCHO confers a variety of awards. These awards are divided into two categories based on what the recipient of the award receives.

Recommended Timeline

<i>Item</i>	<i>Target Date</i>
Announcement of Awards timeline	July/August
Deadline for submissions	Mid-September
Committee considers nominees	Mid-September
Plaques Ordered	Late September
Speeches Written	Early October
Final Conference readiness checklist	Early October

Awards

Alexis (Lexie) Kamerman Dedication to Social Justice and Peace Award

Guidelines:

The Lexie Kamerman Dedication to Social Justice and Peace Award recognizes the contributions of professionals or programs in Housing or Residence Life that reach out to the institution/community/state/world to promote social justice and peace. They have demonstrated a significant contribution in their institution/community/state/world to increase inclusion and social justice working to further the cause of humanity.

Nominee Criteria:

- Be currently employed by a post-secondary institution in North Carolina.
- Have demonstrated a commitment to educating others on social justice and peace issues.
- Have enhanced the community's knowledge of social justice and inclusion issues.
- Have demonstrated a commitment to finding solutions to inclusion and social justice issues.
- Have collaborated with other departments, groups and/or organizations (including current students at the institution in the planning and implementation of the program(s)).

Nomination Materials:

- A completed Award Nomination Form.
- Description of Nominee's Qualifications, not to exceed 2 pages (part of the Nomination Form): Identify activities that are pertinent to this award including examples of programs and/or contributions to the institution/community/state/world.
- Speak of the nominee on his/her campus as well as how they have connected the community/state/world.

Graduate Student of the Year

Guidelines:

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 outstanding contributions 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 part-time/full-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 is considered to be above the expectations of a graduate student.

Nomination Materials:

- A completed Award Nomination Form.
- Description of Nominee's Qualifications, not to exceed 2 pages (part of the Nomination Form):

- Identifies nominee's activities pertinent to this award, including examples of achievements and contributions, student's future aspirations, etc.

Outstanding New Professional

Guidelines:

The Outstanding New Professional Award 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 a post-secondary institution in North Carolina.
- Be in the first three years of professional level employment.

Nomination Materials:

- A completed Award Nomination Form.
- Description of Nominee's Qualifications, not to exceed 2 pages (part of the Nomination Form):
- Identifies activities that the nominee has been involved in that are pertinent to this award including examples of achievements and/or contributions, how they approach their work efforts, how they work with others, etc.

Outstanding Mid-level Professional

Guidelines:

The Outstanding Mid-Level Professional Award recognizes a colleague that is within 3 to 7 years professional level employment in Housing and Residence Life. The recipient must display a commitment to exemplary service to the field and their own institution; this includes involvement within the profession, development of junior staff members, and exceptional commitment and work to further the mission of Housing and Residence Life.

Nominee Criteria:

- Be currently employed by a post-secondary institution in North Carolina.
- Be in their third to seventh year in the field.

Nomination Materials:

- A completed Award Nomination Form.
- Description of Nominee's Qualifications, not to exceed 2 pages (part of the Nomination Form):
- Identifies activities that the nominee has been involved in that are pertinent to this award including examples of achievements and/or contributions, how they approach their work efforts, how they work with others, etc.

AI Calarco Commitment to Excellence Award

Guidelines:

The AI Calarco Commitment to Excellence Award recognizes the contributions of seasoned professionals with a minimum of 8 years of experience in the field. They have demonstrated outstanding performance, made a significant contribution to their campus and profession and have demonstrated a commitment to developing junior staff members.

Nominee Criteria:

- Be currently employed by a post-secondary institution in North Carolina. Nominees must be with their current institution for at least two years.
- Be in the profession a minimum of eight years.
- Have demonstrated outstanding performance and commitment to excellence.
- Have made an outstanding contribution to their campus and profession.
- Have demonstrated a commitment of developing junior staff members.

Nomination Materials:

- A completed Award Nomination Form.
- Description of Nominee's Qualifications, not to exceed 2 pages (part of the Nomination Form):
- Identify activities that are pertinent to this award including examples of achievements and/or contributions, they approach their work ethics, how they work with others.
- Speak to the exceptional performance of the nominee on his/her campus as well as the nominee's role of developing junior staff members.

Bob Dunnigan Lifetime Service and Achievement Award

Guidelines:

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.

Nominee Criteria:

- Be currently employed by a post-secondary institution in North Carolina. Nominees must be with their current institution for at least two years.
- Be in the profession for a minimum of ten years.

Nomination Materials:

- A completed Award Nomination Form.
- Description of Nominee's Qualifications, not to exceed 2 pages (part of the Nomination Form):
- Identifies activities, achievements, and contributions that the nominee has been involved in that are pertinent to this award.
- Identifies ways in which the individual has contributed to the profession through leadership, research and/or teaching and development of staff members.

- Identifies commitment to the university and the community

Scott Braswell Award

Guidelines:

The Scott Braswell Housing Function Award was established to recognize outstanding teams or individuals who work in functional areas within Housing or Residence Life programs at North Carolina institutions. To be eligible for this award the team or individual must be employed in a housing / residence life department and work in one of the following functional areas:

Assignments, Technology, Dining, Maintenance/Facilities/Housekeeping, Marketing, Operations, Finance

Nomination Criteria:

- Be currently employed in housing or residence life program in North Carolina
- Have made an outstanding contribution to their department
- Enhanced the living environment by providing excellent services to students and the housing or residence life department that they serve

Nomination Materials:

- A completed Award Nomination Form.
- Description of Nominee's Qualifications, not to exceed 2 pages (part of the Nomination Form):
- Identifies activities that the nominee/functional has been involved in that are pertinent to this award including examples of achievements and/or contributions, how they approach work efforts, how they work with others, etc.
- Speak to the sustained exceptional performance of the nominee or functional area

Dan Wooten Award

Guidelines:

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 quality contributions at the local (campus and community), state, and regional levels.

Nomination Materials:

- A completed Award Nomination Form.
- A letter of endorsement from the Director of Housing and/or Residence Life is required (please email to the current NCHO Past President).
- Description of Nominee's Qualifications, not to exceed 2 pages (part of the Nomination Form):
- 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.

Susan Grant Award for Outstanding Membership

Mentorship is critical to the development and sustainability of future HRL practitioners. To recognize the contributions and importance of outstanding mentors, NCHO has established the The Susan Grant Award for Outstanding Mentorship. An extraordinary mentor and leader for more than 30 years in the state of North Carolina, Susan Grant played a pivotal role in nurturing the next generation of housing professionals. Her mentorship and guidance has empowered countless entry-level staff, colleagues, and peers to reach their full potential, and her unwavering support and commitment to professional development has created a legacy of leaders who continue to shape the field of student housing today.

Effective mentoring involves getting to know a mentee's personal strengths and future goals, then providing tailored advice and encouragement. This award is presented to individuals who demonstrate exceptional dedication and commitment to offering guidance and support to students or staff members within the realm of housing and residence life. Recipients of this award go above and beyond in their mentorship and support efforts, setting a high standard for excellence in their role as housing staff members. Through their actions, they inspire and positively impact the personal and professional development of those they mentor, fostering a supportive and nurturing environment within the housing and residence life community. This award serves as a way to honor their remarkable contributions and their role in enhancing the educational and personal experiences of those they mentor.

Guidelines:

- Be currently employed by a post-secondary institution in North Carolina.
- NCHO will consider a number of characteristics that define outstanding mentorship to guide the selection of the award recipient. These include:
 - actively cultivating in mentees the pursuit of professional excellence, whether in housing operations, residential living and learning, student leadership, faculty engagement, or another housing related functional area;
 - investing in their mentee's professional development and career progress, providing guidance and constructive feedback while encouraging the mentee to gain confidence in their own skills and intellectual independence, regardless of their ultimate career interest;
 - challenging mentees to achieve their full potential, which includes the completion of trainings, presentations, projects and meaningful contributions to the housing and residence life community

Nomination Materials:

- A completed Award Nomination Form.
- Description of Nominee's Qualifications, not to exceed 2 pages (part of the Nomination Form):
 - Identify activities that are pertinent to this award including examples of achievements and/or contributions, their work ethic and professional ethics, and how they work with others.
 - Speak to the exceptional performance of the nominee on his/her campus as well as the nominee's role of developing junior staff members
- Selection for this award will be based on first-hand knowledge of an individual's influence as a mentor. Current or former trainees can nominate faculty members who served as their mentors, and nominees will then be invited to submit additional supporting information

R. Randy Rice Service Award

Guidelines:

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; housekeeping staff, maintenance staff, food service staff, secretarial staff, and faculty members are eligible for this award.

Nomination Materials:

- A completed Award Nomination Form.
- Description of Nominee's Qualifications and a short paragraph (part of the Nomination Form) explaining the Nominee's service to your Residence Life/Housing program.

NCHO Service Pins

Service 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.

Nomination Materials:

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

NCHO Awards and Recognition Guidelines

Award	Given	When Presented	Selected By
Alexis (Lexie) Kamerman Dedication to Social Justice and Peace Award	Plaque	Closing Session	Awards & Recognition Committee
Graduate Student of the Year	Plaque	Closing Session	Awards & Recognition Committee
Outstanding New Professional	Plaque	Closing Session	Awards & Recognition Committee
Outstanding Mid-level Professional	Plaque	Closing Session	Awards & Recognition Committee
Al Calarco Commitment to Excellence Award	Plaque	Closing Session	Awards & Recognition Committee
Bob Dunnigan Lifetime Service and Achievement Award	Plaque	Closing Session	Awards & Recognition Committee
Scott Braswell Award	Plaque	Closing Session	Awards & Recognition Committee
Dan Wooten Award	Plaque	Closing Session	Awards & Recognition Committee
Susan Grant Award for Outstanding Membership	Plaque	Closing Session	Awards & Recognition Committee
R. Randy Rice Service Award	Certificate	Business Meeting	Individual Institution

Scholarships

North Carolina Housing Officers (NCHO) Annual Conference

NCHO awards funds annually to delegates across the state to inspire a diverse attendance at our annual state conference. The NCHO scholarships are need-based. They only cover the cost of early registration.

Southeastern Association of Housing Officers (SEAHO) Annual Conference

NCHO awards funds annually for delegates across the state to attend the annual regional state conference. The NCHO scholarships are need-based. They only cover the cost of early registration. The scholarships are intended to make conference attendance more financially viable for housing professionals from the state of North Carolina.

SEAHO Regional Entry Level Institute (RELI)

The Regional Entry Level Institute (RELI) is an intensive professional development experience for entry-level professionals who aspire to mid-level positions in housing and residence life. RELI is open to housing/residence life professionals with one to three years of experience. Participants are clustered with other participants and a faculty member who is a mid- to senior-level professional. In an effort to maintain the mentoring environment and ensure faculty/participant engagement, only 32 participants are selected per year.

In order to apply for a scholarship, the following information should be prepared before starting the application:

- First and Last Name
- Institution
- Position Title
- Length of Time in Current Position
- Length of Time in Housing/Residence Life
- Indicating whether you are a professional staff member or a graduate student
- Mailing Address (for reimbursement check if selected)
- Phone Number
- Email
- Which scholarship are you applying for?
- Essay Questions
 - What do you hope to gain from this professional development experience?
 - How would this experience allow you to further support and enhance your residential community and/or department?
 - Will you be able to attend the event if you do not receive these funds?
- Supervisor Support
 - Does your supervisor support you attending this conference or institute?
 - Have you been approved to attend this conference or accepted into this institute?
 - Supervisor's First and Last Name
 - Supervisor's Email Address
 - Supervisor Approval: Please add a screenshot, upload signed paperwork, or an email from your supervisor showing your approval to attend this conference or institute.
- Resume
 - Please upload a current resume

External Relationships

Association of Residence Halls for the Carolina's (ARHC)

As of January 2024, Association of Residence Halls for the Carolina's (ARHC) has made the decision to dissolve the organization and based on the ARHC Constitution and Bylaws, NCHO has taken full ownership of any business financial accounts related to ARHC.

Southeastern Association of Housing Officers (SEAHO)

To formalize the relationship between NCHO and Southeastern Association of Housing Officers (SEAHO) regarding representation at mid-year meetings and annual conferences, as well as the SEAHO State Representative position, NCHO and SEAHO are in the process of developing a Memorandum of Understanding that is still in development as of July 2024.