

GreatLakesAffiliate

of College and University Residence Halls

Regional Advisor and Regional NRHH Advisor Bidding Guide



Regional Advisor Qualifications

To bid for the GLACURH Regional Advisor position, you must meet the following qualifications as outlined in Article X, Section 8 of the GLACURH Governing Documents:

- Be a member of the professional housing community from a member school in good standing
- Employed in a full-time student personnel position with at least two years of full-time professional experience (not including graduate assistantships) in housing and/or residence life
- Must have previous experience advising a residential student organization
- Preferred to have completed the ART program
- Must have attended two NACURH conferences and have been present in boardroom
- Must be employed by a NACURH-affiliated institution within GLACURH

Regional NRHH Advisor Qualifications

To bid for the GLACURH Regional NRHH Advisor position, you must meet the following qualifications as outlined in Article X, Section 9 of the GLACURH Governing Documents:

- Be a member of the professional housing community from a member school in good standing
- Employed in a full-time student personnel position with at least two years of full-time professional experience (not including graduate assistantships) in housing and/or residence life
- Must have previous experience NRHH advising
- Must have been previously inducted into NRHH
- Preferred to have completed the ART program
- Must have attended two NACURH conferences and have been present in boardroom
- Must be employed by a NACURH-affiliated institution within GLACURH

Bidding Timeline for Both Positions

- | | |
|--|-----------------------|
| • Bid Intents open (link will be published) | Close of RBC 2022 |
| • Bid Intents due | March 13th, 2022 |
| • Bids due to gl_bids@nacurh.org | March 31st, 2022 |
| • Bid constitutionality checks completed | April 3rd, 2022 |
| • Regional Board of Directors select up to two finalists | April 10th, 2022 |
| • Finalists notified | April 13th, 2022 |
| • Finalists present to the Regional Board of Directors | April 18th-29th, 2022 |
| • Incoming Regional and Regional NRHH Advisors confirmed | NACURH 2022 |
| • Regional Advisor and Regional NRHH Advisor terms begin | Close of NACURH 2022 |

Regional Advisor-Elect Responsibilities

- Shall work directly with the Regional Advisor
- Shall represent the professional housing community at all regional board meetings and conferences and at the NACURH conference
- Shall assist the Regional Advisor in their assigned duties when appropriate
- Shall communicate with the Regional Advisor at least twice a month
- Shall be responsible for communicating with the upcoming Regional GLACURH conference, conference staff along with the Regional Advisor

Regional Advisor Duties

- Shall act as an official liaison between GLACURH and its professional counterparts
- Shall represent the professional housing community at all regional board meetings and conferences and at the NACURH conference
- Shall be responsible for overseeing the checking and/or savings account as directed by the Regional Board in which the Director, Associate Director for Administration and Finance, and Advisor have the power to sign
- Shall be responsible for recruiting bids for a Regional Advisor during the second year of the individuals term
- Responsible for frequent contact with the Regional Board of Directors
 - Weekly: Director, ADAF, ADNRRH, and Regional NRHH Advisor
 - Twice a month: Coordinating Officers and Conference Chairs
- Serve as a resource for all regional interests and concerns
- Shall provide an effective transition, both oral and written, for the Regional Advisor-Elect in the the second year of the individual's term, including transfer of files
- Shall communicate with the Regional Advisor-Elect at least twice a month

A detailed description of duties can be found in Article XI, Section 7 of the GLACURH Governing Documents

Regional Advisor Involvement

Part of the responsibilities as Regional Advisor is to attend all conferences and retreats. Conferences dates are typically established 7-12 months in advance and the retreat dates are established two-three months in advance or much earlier if the Director decides to plan that far ahead. Below is a timeline of involvement for the academic year. These timeframes may change from year to year depending on the conference dates.

Fall Commitments

September	RLC Site Visit
October	RBD Fall Retreat
November	Regional Leadership Conference

Winter/Spring Commitments

January	NACURH Semi-Annual Business Meeting
January	RBC Site Visit
February	RBD Winter Retreat
Feb./March	Regional Business Conference
April/May	RBD Transition Retreat

Summer Commitments

May/June	NACURH Conference & Pre-Conference
----------	------------------------------------

Ongoing

1 on 1's	With RBD & NRHH Advisor
RBD Chats	Biweekly RBD meetings
NACURH Chats	Monthly Chats with NACURH Advisors & some attendance at other chats

Regional NRHH Advisor-Elect Responsibilities

- Shall work directly with the Regional NRHH Advisor
- Shall represent the professional housing community at all regional board meetings and conferences and at the NACURH conference
- Shall assist the Regional NRHH Advisor in their assigned duties when appropriate
- Shall communicate with the Regional NRHH Advisor at least twice a month
- Shall be responsible for communicating with the upcoming Regional GLACURH conference, conference staff along with the Regional NRHH Advisor

Regional NRHH Advisor Duties

- Shall act as an official liaison between GLACURH and its professional counterparts
- Shall represent the professional housing community at all regional board meetings and conferences and at the NACURH conference
- Shall be responsible for recruiting bids for a Regional NRHH Advisor during the second year of the individuals term
- Responsible for frequent contact with the Regional Board of Directors
 - Weekly: ADNRRH and Regional NRHH Advisor
 - Twice a month: Director, ADAF, Coordinating Officers, and Conference Chairs
- Serve as a resource for all regional interests and concerns
- Shall provide an effective transition, both oral and written, for the Regional NRHH Advisor-Elect in the the second year of the individual's term, including transfer of files
- Shall communicate with the Regional NRHH Advisor-Elect at least twice a month
- Shall coordinate Advisor Resource Training (ART) programming for the Region in association with the Regional Advisor
 - Shall work directly with the conference host staff to coordinate educational sessions at the GLACURH Regional Leadership Conference and GLACURH Regional Business Conference
 - Shall be responsible for collecting attendance sheets from ART sessions and submitting them to the NACURH ART Standards Committee

A detailed description of duties can be found in Article XI, Section 7 of the GLACURH Governing Documents

Regional Advisor NRHH Involvement

Part of the responsibilities as Regional Advisor is to attend all conferences and retreats. Conferences dates are typically established 7-12 months in advance and the retreat dates are established two-three months in advance or much earlier if the Director decides to plan that far ahead. Below is a timeline of involvement for the academic year. These timeframes may change from year to year depending on the conference dates.

Fall Commitments

September	RLC Site Visit
October	RBD Fall Retreat
November	Regional Leadership Conference

Winter/Spring Commitments

January	NACURH Semi-Annual Business Meeting
January	RBC Site Visit
February	RBD Winter Retreat
Feb./March	Regional Business Conference
April/May	RBD Transition Retreat

Summer Commitments

May/June	NACURH Conference & Pre-Conference
----------	------------------------------------

Ongoing

1 on 1's	With RBD & Regional Advisor
RBD Chats	Biweekly RBD meetings
NACURH Chats	Monthly Chats with NACURH Advisors & some attendance at other chats

Bid Requirements

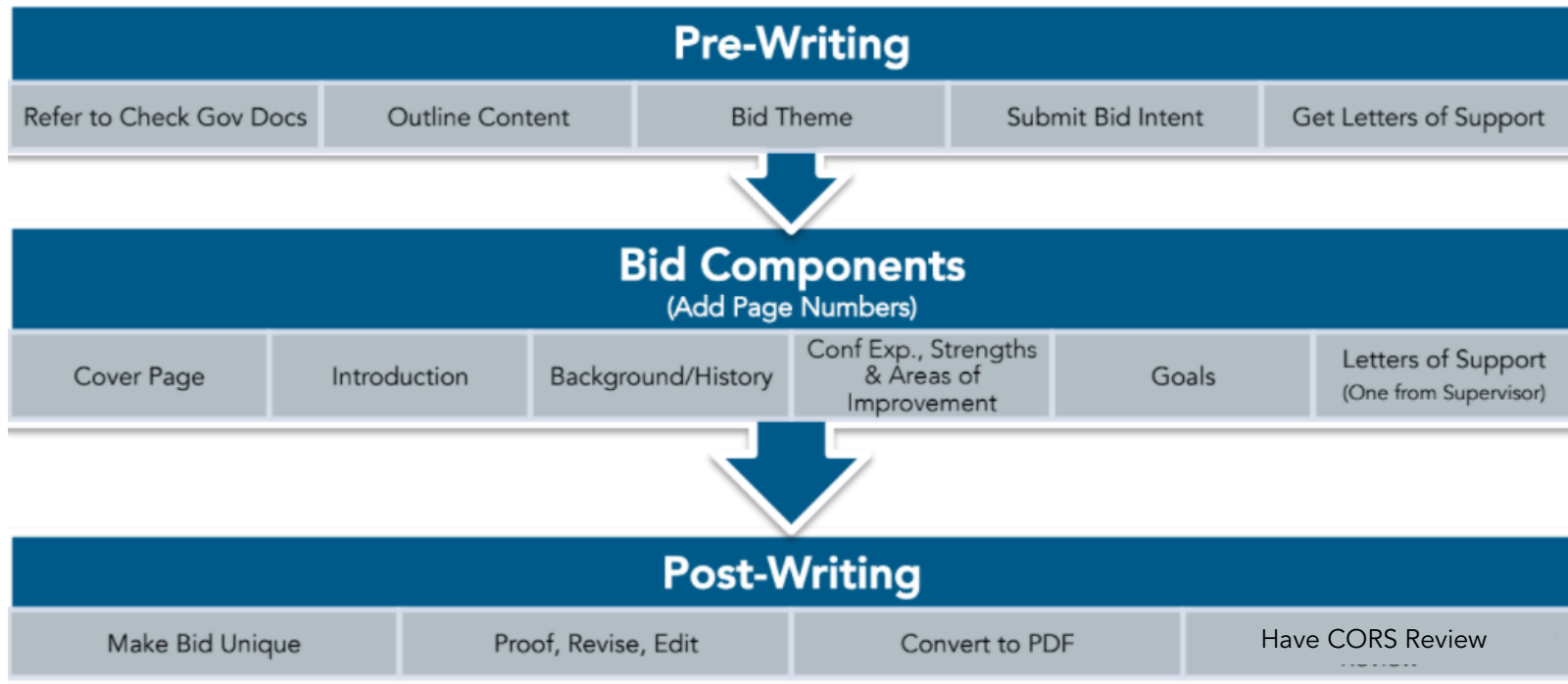
To ensure that your bid meets policy requirements, please use the requirements outline below as well as the GLACURH Governing Docs. If your bid does not meet policy requirements, it may be ineligible to be considered.

Important Requirements for Regional Advisor & Regional NRHH Advisor Bids

- Body Text: Must be 10-12 point font
- Page Size: All pages shall be 8.5"x11"
- Title Page: Every Bid must have a cover and title page that includes position, nominee name, institution, region, and the conference it is being presented at.
- File Type: Bids must be submitted in PDF format
- Page Numbers: All bids shall contain page numbers except title pages
- Page Count: Bids may not exceed 12 pages
 - Pages include, but not limited to, appendices, letters of recommendation, table of contents, and dividers
- Specific bid details can be found in Article XXII, Section 1 of the GLACURH Governing Documents

Bid Writing Process

Here is a bid writing process and checklist that you can use to help craft your bid. Make your bid stand out by including a unique theme, pictures, and show GLACURH why you would make a great Regional Advisor or Regional NRHH Advisor.



Selection and Confirmation Process

The Regional Advisor & Regional NRHH Advisor shall be selected through an application and confirmation process, which will include the submission of a bid, a virtual presentation, and a question and answer process to be completed by the Regional Board of Directors.

Presentations follow this outline:

- 10 minute virtual presentation
- 5 minute question and answer session
- 5 minute pro/con session
- 10 minute discussion of candidates