

# Hosting a GLACURH RBD Member

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Official Regional Guide



## Document Details

*Adapted from "Guide to Hosting a CAACURH Regional Board of Directors Member"*

*Created for GLACURH by Christina Aichele (GLACURH Regional Advisor 2010-2013) in 2012; Updated in 2013*

*Revamped and Updated by Abbas Hill (GLACURH Regional Advisor 2012-2017)*

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## **A | About the Regional Board of Directors (RBD)**

The GLACURH Regional Board of Directors (RBD) is a group of student leaders elected and/or appointed by their membership to oversee the region's major functions, including the management of finances, recognition programs, spirit and philanthropy projects, bidding and awards, recruitment, and the creation of resources for member schools. The RBD's mission is to ensure the organization's focus remains on the student leaders who are actively engaged in and committed to the betterment of the residence communities on their campuses.

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## **B | GLACURH's Directorship**

A portion of GLACURH's RBD is known as the Regional Directorship. This group of leaders has required responsibilities on the NACURH level, reporting to members of NACURH's Executive team and the Directorships in the other seven of NACURH's geographical regions. Their positions encompass the following roles and responsibilities:

### ***Regional Director***

- Sitting as a voting member of the National Board of Directors (NBD) of NACURH.
- Functioning in a coordinating role for GLACURH and its member schools and representing the interests of the region at the semi-annual and annual NBD meeting.
- Reading and signing the NACURH Corporate Liability Form.
- Keeping GLACURH in good standing with NACURH.
- Carrying out national and regional policies.
- Carrying out the directives of the NBD.
- Carrying out the directives of the collective body of NCCs or designees.
- Maintaining communication between GLACURH member schools, maintaining communication of NACURH news to the RBD, and maintaining communication of GLACURH news to the NBD.
- Overseeing the recruitment and retention of new member schools.
- Signing jointly with the ADFA and Regional Advisor on the GLACURH account.
- Overseeing jointly with the ADFA and Regional Advisor the financial records of the region.
- Coordinating the recruiting of regional officers.
- Contacting professional associations.

### ***Associate Director for Finance and Administration (ADFA)***

- Representing GLACURH as a member of the NBD of NACURH.
- Assisting the Director in his/her duties.
- Assuming the duties of the Director in the event of his/her absence and in the event that the Director is unable to complete his/her term.
- Reading and signing the NACURH Corporate Liability Form.
- Signing jointly with the Director and Regional Advisor on the GLACURH account.
- Maintaining and presenting the regional budget and distributing all financial records to any parties (NCCs, RBD, NBD, etc.).
- Submitting monthly financial reconciliation reports to the National Associate for Finance, Director and Regional Advisor by the 1st of the second month following the month in question.
- Maintaining records and receipts of the region.
- Taking minutes of meetings and distributing them to the NCCs within three weeks following each conference.
- Updating the GLACURH governing documents.
- Maintaining affiliation records of schools in GLACURH.

### ***Associate Director for National Residence Hall Honorary (AD-NRHH)***

- Representing GLACURH as a member of the NNB of NACURH.
- Assisting the Director in his/her duties.
- Reading and signing the NACURH Corporate Liability Form.
- Evaluating Of The Months (OTMs) on a regional level, submitting the regional winners to the national OTM committee for review and selection.
- Following established guidelines as stated in the NACURH Policy Book.
- Coordinating additional recognition activities.
- Coordinating affiliation and re-affiliation of NRHH chapters.
- Recruiting and retaining NRHH chapters.

- Facilitating the regional NRHH business meetings at conferences.
- Ensuring all requirements of the NRHH are met and completed satisfactorily.

### **C | GLACURH's Regional Advisor**

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GLACURH has one Regional Advisor who advises each of the student members of the RBD. The Regional Advisor is a full-time housing professional with three or more years of experience in the field. They are elected at the regional conference every three years and serve a three-year term. Their position encompasses the following roles and responsibilities:

- Serving as a non-voting member of the Regional Board of Directors.
- Establishing relationships with professional associations.
- Regularly promoting GLACURH projects to professional associations.
- Seeing that the policies of GLACURH and NACURH are carried out.
- Overseeing the Regional Board of Directors during periods of transition.
- Regularly communicating with advisors of member schools.
- Regularly communicating with conference advisors.
- Assisting in the oversight of regional finances.
- Developing/updating advisor resources.
- Maintaining advisor listservs and distributing relevant information accordingly.

### **D | GLACURH's Coordinating Officers (COs)**

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Coordinating Officers (COs) serve as a liaison to assist the schools in the region. COs strengthen the region through communication and the mission of GLACURH. In addition, COs are responsible for carrying out the major roles of position in addition to the following general duties:

#### **General Duties of all COs**

- Assists the Regional Director, all Associate Directors, and Advisors.
- Provides training and assists in transitions for CCs and RBD members.
- Respects the views of states and provinces within the GLACURH region.
- Directs appropriate tasks to RBD members.
- Serves as the first line of communication between CCs and GLACURH.
- Acts as a liaison between NRHH-CCs and the AD-NRHH of GLACURH.
- Fulfills assigned duties that are appointed by the Director and Director-Elect.
- Fulfills all the duties outlined in the NACURH Policy book (check-in where applicable).
- Utilizes resources to support RHA and NRHH Chapters.
- Serves as a resource to member schools that have concerns about procedures within each individual RHA and NRHH Chapter in the region.

#### **Coordinating Officer for Bidding and Awards**

- Serves as a resource for all bids, awards, and legislation.
- Works with the CO for Technology to update the GLACURH website and online Archive.
- Works with the AD-NRHH in regards to OTMs, OTM resources, and the OTM Committee.
- Creates and coordinates the regional bid timeline and guides.
- Creates and/or distributes bid writing information and materials electronically.
- Updates and maintains the Bidding Guide and ensure that it is consistent with both the GLACURH governing docs, NACURH policy book, and NRHH policy book.
- Is responsible for promoting the submission of quality awards and positional bids.

#### **Coordinating Officer for Outreach and Special Projects**

- Maintains contact with RHA Presidents and serves as a resource for all RHA and NRHH organizations.
- Creates bi-monthly Newsletters to communicate with RHA and NRHH presidents.
- Aids schools on program development for conferences and on campuses.
- Coordinates all Philanthropy efforts within the GLACURH region in conjunction with the ADFA.
- Works with the Philanthropy committee to select a regional philanthropy on every even number year.
- Executes special projects that may arise under the discretion of the GLACURH Director and AD-NRHH.
- Creates, distributes, analyzes and presents the Regional Assessment Report.
- Creates an RBD positional assessment survey every five years.

#### **Coordinating Officer for Recruitment and Retention**

- Coordinates recruitment documents between schools, NRHH chapters and the NIC.

- Serves as a resource for the affiliation process for the GLACURH region.
- Actively recruits new member schools through newsletters, flyers, videos, and other forms of media.
- Creates and/or distributes publication materials to prospective member schools.
- Works with the AD of NRHH to help start up and affiliate new NRHH Chapters.
- Assists in creating the Regional Assessment Survey on every odd numbered year.
- Keeps schools involved in GLACURH through the RFI, social media and other forms of communication.

#### **Coordinating Officer for Training and Member Resources**

- Serves as a reference for all NCCs and NRHH-CCs.
- Creates training and transition recourses for CC's C.
- Creates Parli Pro resources specific to GLACURH practices with Parliamentarian.
- Helps schools navigate the RFI database in conjunction with the NIC.
- Seeks evaluation of suggestions to increase retention and involvement (i.e. the creation of resources, documents, or evaluation for evaluations of the member schools in order to help with the needs of the region and member schools.
- Creates, distributes, analyzes and presents the Regional Assessment Report.

#### **Coordinating Officer for Technology**

- Shall maintain regional website.
- Works with CO for Bidding & Awards and Director to update all bids and awards prior to conferences.
- Works with the RBD to maintain updated resources on the regional website.
- Oversees regional social media outlets (Facebook, Twitter, YouTube, etc.).
- Communicates with the NIC to maintain an up-to-date regional contact information.
- Maintains and updates all information for conference websites, unless the host institution has opted out of regional involvement.
- Aids the conference staff in all regional technology concerns

#### **E | GLACURH's Parliamentarian**

GLACURH has an appointed Parliamentarian.

- Being familiar with Roberts' Rules of Order, Newly Revised, and the GLACURH governing documents.
- Being the mediator of any debate and interpreting Roberts' Rules of Order, Newly Revised.

#### **F | Regional Conference Chairpersons**

GLACURH considers its Regional Conference Chairs and No Frills Conference Chairs to be members of the Regional Board of Directors. This has served the organization well in helping the Chairs and, subsequently their conference staffs and Advisors, in better understanding and implementing regional and national policies. The Chairs also provide the RBD with their unique perspectives as campus leaders so they can better serve their membership via their conference experience. Their duties include:

- Submitting a monthly report to the RBD.
- Being responsible for making sure the conference operates within all objectives set by NACURH.
- Establishing committees necessary to run an effective conference.
- Presenting a report to the CCs at No Frills regarding conference updates (Regional Conference Chairs).
- Presenting a report to the CCs at GLACURH regarding conference updates (No Frills Conference Chairs).
- Maintaining a planning log regarding specific information, strategies, and organizational aspects utilized in planning the conference, as well as all financial records and other statistical information.
- Having the conference staff write and publish a final report as soon after the completion of the conference as possible, to submit to the Directorship, next host school, and Conference Resource Consultant (CRC).
- Providing an effective transition for the incoming Conference Chairperson(s) and host school.

#### **G | General Responsibilities of the RBD**

- Carrying out such directives as are adopted at scheduled GLACURH business meetings.
- Carrying out such directives as are included in the GLACURH governing documents.
- Carrying out such directives as are in the NACURH governing documents and as issued by the NBD.
- Attending all regional business meetings, retreats and conferences.

#### **H | RBD Eligibility**

Student leaders and professionals who meet the following requirements are eligible to bid for and be elected/appointed to the GLACURH Regional Board of Directors:

- The Director, Associate Director for Finance and Administration and Coordinating Officers (COs) shall be students from a member school and shall remain so throughout their term of office. The Associate Director of NRHH shall be from a member school that has an established NRHH Chapter and shall remain so throughout the individual's term of office.
- The Regional Advisor shall be a member of the professional housing community from a member school and shall have at least one of the following NRHH experiences: NRHH member, NRHH (chapter/campus) advisor, completed NRHH ART course.
- The Regional Conference Chairperson(s) and the No Frills Conference Chairperson(s) shall be from the member schools chosen to host the next regional conference and No Frills conference and shall remain until the close of each respective conference.
- The Director shall have attended at least one regional and national conference. The AD-NRHH, ADFA, and COs shall have attended at least one regional or one national conference prior to the conference where they are bidding for the position.
- All RBD members, with the exception of the Regional Advisor, shall live in housing that is owned and operated by that member's respective college or university housing department throughout their term of office, excluding summer and winter breaks.
- No RBD Members may concurrently serve as a NCC or NRHH-CC with the exception of a two-week transition period where the newly elected RBD member can transition their school's newly elected CC.
- The RBD members shall maintain good academic standing, the equivalent of which being a 2.5 GPA on a 4.0 scale for the current academic session, or at the institution's discretion, and disciplinary standing with their respective institutions. Each RBD member shall send an authorized letter of verification of their academic standing each academic session (prior to bidding for office and during their term).
- All RBD members shall be students at a member school in good standing. The institutions standing shall remain good throughout the individual's RBD term, unless otherwise stipulated. If this fails to occur, the individual will be removed from the position in cooperation with the Director and the Regional Advisor.
- All RBD Members and RBD-Elects must maintain the support of their host institution, stated in their letter(s) of support, for the entirety of their terms of office, including the interim period between their election and installation in office.
- All RBD Members and RBD-Elects must maintain 'full-time' student status for the entirety of their terms of office, including the interim period between their election and installation in office. 'Full-time' student status is determined by the host-institution guidelines or individual academic program requirements.

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## H | RBD Term of Office

The incoming members of the RBD elected at the No Frills conference will be considered position-elects until the close of the proceeding NACURH Conference.

- The term of office for all student members of the Regional Board shall be for one year from the close of the annual NACURH Conference to the close of the following annual NACURH Conference.
- The term of office of the Regional Advisor shall be from the annual NACURH Conference proceeding election to the annual NACURH Conference three years after.
- Elections for the Regional Advisor will occur every three years at the regional conference.

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## I | Time Commitments

Much of the work of RBD members is done at a distance from one another, usually at their home institution via email, telephone, conference call, chat rooms, etc. Here are some of the general ways in which RBD members spend time doing regional work:

- 1:1 phone or video meetings with Regional Advisor (every week or every two weeks).
- 1:1 phone or video meetings with Regional Director (once or twice a month).
- RBD chats (every other week).
- Regular email communication with broad GLACURH membership (likely 2-3 times per week).
- Online chats with special groups i.e. NCCs, RHA Presidents, NRHH Presidents, etc. (likely bi-monthly or monthly).
- Administrative work on projects/initiatives (5-10 hours per week, higher prior to conferences).
- National and regional committees (varies, and are often optional).

### **Retreats and Conferences**

All RBD members are expected to attend scheduled retreats (pre-conference or transitional retreats) and regional and national conferences as an important part of their responsibility to GLACURH and NACURH. Here is a general timeline of those events, although specific dates can vary somewhat year-to-year:

- Transition Retreat (Incoming) (3 days in duration, Friday-Sunday; occurs in April or May) – this provides elects with the opportunity to transition into their new positions with the current student or advisor holding that position.
- NACURH Conference (Incoming) – this occurs in May or June (attending as a member of their delegation) and is an important part of their induction and transition to their new role. They will be sworn into their roles during the conference.
- Fall Retreat (3 days in duration, Friday-Sunday; generally occurs in September or October) – this is the first gathering of the RBD as a complete entity after officially being sworn in. This time usually is dedicated to team-building, additional goal setting and planning of initiatives for the coming year.
- GLACURH Regional Conference (4 days in duration, Thursday-Sunday; generally occurs in late October or throughout November) – GLACURH’s Regional Conference is our largest, most intensive conference that hosts hundreds of delegates from our member schools. RBD members arrive for pre-conference preparations on Thursday, while delegations arrive on Friday.
- Winter Retreat (3 days in duration, Friday-Sunday; February) – this is a gathering of the RBD prior to No Frills to prepare for the business meeting.
- GLACURH No Frills Conference (4 days in duration, Thursday-Sunday; generally occurs early March) – No Frills is GLACURH’s business meeting – the focus is on legislation, award bids and elections. Work is usually done in individual boardrooms (NCC and NRHH) and “no frills” means that there is a lesser reliance on spirit and entertainment as the substance for the conference.
- Transition Retreat (Outgoing) (3 days in duration, Friday-Sunday; occurs in April or May) – this provides elects with the opportunity to transition into their new positions with the current student or advisor holding that position.
- NACURH Conference (Outgoing) (5-7 days in duration; Directorship typically arrives on the Monday prior to the conference start, others typically arrive on Wednesday; occurs in May or June) – RBD members attend the NACURH Conference at the end of their term to transition their successor and wrap up projects.

In addition, the GLACURH Directorship attends the NACURH Semi-Annual Business Meeting (Semis), hosted at the site of the school that is hosting the upcoming NACURH National Conference. NACURH Semis is approximately 6 days in duration, and usually occurs the first week of January.

The GLACURH Director and Regional Advisor attend two site visits throughout the year; the GLACURH site visit (typically in September) and the No Frills site visit (typically in December or January).

The GLACURH Director and Regional Advisor also are able to attend, by special arrangement, the Great Lakes Association of College and University Housing Officers (GLACUHO), the Upper Midwest Region Association of College and University Housing Officers (UMR-ACUHO) or the Ontario Association of College and University Housing Officers (OACUHO) conferences in the fall. The Director and Regional Advisor may have the opportunity to present sessions and are available for consultation with attending member institutions regarding their RHAs/NRHH Chapters.

## **J | Funding and Budgets**

One of the major topics of discussion the RBD engages in throughout the year is the state of the region’s finances. GLACURH does provide full monetary support to many of the RBD members in their positions; the exception is if there is more than one chair for conferences (annual conference or No Frills) – registration and travel expenses for retreats and conferences are covered by the region for only one chair. The host school and/or student is responsible for covering travel expenses for the other chair(s).

## **K | Continuing School Support and Grade Submissions**

Per GLACURH Policy, each Regional Board of Directors member must have verification of support from their host institution (completed host school acknowledgement form) and must submit a grade report at the end of each academic semester or term to the Regional Advisor. All RBD members must maintain a cumulative grade point average of at least 2.5 (or the equivalent of) on a 4-point scale throughout their term.

As a result, RBD members will be expected to submit documents to the Regional Advisor at the following times:

- May/June after their No Frills election, when spring term grades are available
- December/January after fall term grades are available
- Any other term (i.e. summer session, January or “J”-term) when the RBD member completes coursework that impacts their GPA

Since many institutions vary in their release and timing of grades, the Regional Advisor can make individual accommodations with RBD members as necessary. Grade verifications sent to the Regional Advisor must clearly show the student's name, a date corresponding to the most recent academic semester/term, and the most recent cumulative GPA figure. Grades can be submitted in the following forms:

- An official institutional transcript.
- An unofficial printed or electronic grade report.
- A letter, fax or e-mail directly from an institutional official stating the above information and endorsing that the student has met the above published requirements to maintain their RBD position.

The Regional Advisor will request these materials and will publish a deadline for RBD members as necessary. It is the responsibility of the RBD member to ensure the Regional Advisor is in receipt of their items, even if they are being sent by campus officials.

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## **L | Common Issues and Stressors of RBD Members**

As with any leadership position, a GLACURH Regional Board of Directors position can involve a host of challenges and points of stress for students involved. Some of these issues are unique to GLACURH as a regional organization and may differ from some of the ones they may have previously encountered on their respective campuses.

### **Distance**

Given that the RBD only gathers a few times throughout the year, distance can be a common disruption to group cohesion, in keeping one another accountable to completing tasks and communicating well, and in some members feeling thoroughly engaged in their position. RBD members need to be good self-starters and possess intrinsic motivation to fulfill their responsibilities. This is often where campus advisors are necessary in helping their students feeling supported consistently.

### **Peer Accountability**

As GLACURH is purely a student-run organization with an internal peer accountability structure, many RBD members struggle in seeing themselves and their student colleagues as authority figures. Many RBD students look to the Regional Advisor or to professionals connected to NACURH and GLACURH to resolve problems or to provide explicit directions. While there is an opportunity to receive good guidance and advice from those individuals, decisions and changes can only, ultimately, be made by the student stakeholders of the organizations.

### **Conference Mode**

Workload in the organization can be very cyclical, with upticks in activity and stress levels just prior to each GLACURH and NACURH-related conference or meeting. To help balance this somewhat, the RBD participates in regular phone calls, video meetings, chats, and communicates consistently through email so that tasks and expectations are distributed and assigned ahead of time. This stressor is good for campus advisors to be aware of, as RBD members may come to you for additional emotional and administrative support, or may need to request items such as last-minute funds for unexpected printing or office space on campus for them to complete their work.

### **Transitioning Issues**

NACURH's and GLACURH's leadership is transient and essentially recycles itself every 12 months. While there often are students who return to each regional and national board and the Regional Advisor are available to assist, there is still the possibility for gaps in transitioning and training to exist. The quality of transitioned materials and mentorship can vary from person to person and position to position.

### **Politics and Conflict**

As in any other organization, officers and membership invest their time and energy into its work for various reasons and motivations. Sometimes, those interests can conflict, as can individual work, learning and communication styles. This can be very difficult for student leaders to navigate, particularly given that interpersonal relationships and networking are highly valued within GLACURH and NACURH. Campus advisors can be of tremendous help in helping to diffuse tension and walk the RBD member through possible solutions and strategies to resolve issues.

### **School v. RBD Loyalty**

Part of being an RBD member is ensuring that all member schools within GLACURH and NACURH are served equitably and with as little bias as possible. This can be difficult given that RBD members obviously don't end their allegiance to and affiliation with their host schools when they take office. While our organization wants RBD members to be good stewards of their campuses, RBD members are not permitted to participate in activities or processes that could potentially show favoritism to their campuses or provide their host schools with a possible advantage when bidding for awards, positions or engaging in other competitions within GLACURH and NACURH.

## **M | Things Campus Advisors Can Do**

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Many advisors at the host schools of RBD members ask what they can do to best support their students during their terms. Here are a few suggestions:

- Offer to have a regular, standing meeting with the student to check in – often having an extra venue through which they can process, ask for perspective or simply vent can be very helpful and cathartic.
- Connect them to campus and local resources for personal support that will help them to balance their workload, manage stress, etc., when necessary. More practically, referring them to information/technology, graphic design/printing, and apparel/merchandise outlets can assist them in completing specific projects for the region. Your knowledge of many of the offices, vendors, or people that you communicate with in your job regularly can be valuable.
- When conflicts or issues arise associated to their GLACURH and NACURH work, encourage your student to resolve them directly with the individuals involved. The organization relies on successful working relationships between its officers and members, and students need to be at the center of addressing problems within the organization. On the other hand, if you feel an issue needs to be brought to the attention of the Directorship and you and your student are having a hard time discerning what next steps are necessary, don't hesitate to contact the Regional Director or Regional Advisor.
- We hope that hosting an RBD member is a source of pride for your residence life/housing department, your RHA and/or your NRHH Chapter. We encourage you to recognize your student's work on a campus level and share their accomplishments.
- As the RBD member's position winds down en route to the NACURH conference in May/June of each year, it's not unusual for the student to feel a sense of loss or withdrawal. Campus advisors can be instrumental in helping them to transition back to campus involvement and help them find ways to transfer the skills and experience they've gained to other outlets.