

What Does a Delegation Advisor Do?

Developed by MACURH; Updated for GLACURH, October 2011

Pre-Conference

- 1) Learn as much as you can about the conference; visit the conference website to get specifics.
- 2) Typically, it is the NCC(s) and NRHH CC from your school that will lead the process of recruiting and preparing a delegation for the conference. It will be your job to work closely with these students to help them do well in this endeavor.
- 3) Know that your NCC(s) and NRHH CC will be in meetings for a lot of the conference - NCCs and NRHH CCs meet to discuss legislation, bids and more. They will attend few, if any, programming sessions (with the exception of GLACURH U and NACURH U programming).
- 4) Assist the NCC(s) and NRHH CC in preparing for the conference (transportation, payment, building delegation relationships and more).
- 5) Connect with your NCC about bids: what is going to be bid for at the conference, who is bidding and for what, have they started reading the bids, etc.
- 6) Talk with the delegation about what to bring and what not to bring. The closing ceremony is a semi-formal event so ask your delegates to bring clothing to fit the event.

During the Conference

- 1) Check in with your NCC(s), NRHH CC and rest of the delegation regularly - it is good to schedule a delegation meeting after checking in to the conference to talk about who is interested in which sessions, setting times/places to meet, eat as a delegation, etc.
- 2) Attend Advisor track and/or other programs.
- 3) Visit with your NCC(s) and NRHH CC as the conference timeline allows to talk about legislation discussed, how they are doing, etc.
- 4) Spend time in the boardroom and NRHH boardroom; get a feel for what your NCC(s) and NRHH CC are doing.
- 5) Bids for the next GLACURH conference will be presented at GLACURH and bids for the next No Frills business meeting will be presented at No Frills. A "bid" is the information collected that is presented to the NCCs and NRHH CCs in an effort to be awarded host of the conference. It is a good idea to take time to attend some of the conference bids. You can learn a lot about what goes into preparing a bid and more!
- 6) Have fun and network with other professionals in your region!

Post-Conference

- 1) It is a good idea to visit with your NCC(s) and NRHH CC about having a post-conference wrap up delegation meeting. This is a time where delegation members can share what they got out of the conference, program handouts, and more.
- 2) Follow up with anything that presented itself during the conference.

General Things to Learn About as the Delegation Advisor

The following are things to be aware of or that you may want to ask about at your school:

- 1) Who arranges for transportation?
- 2) How do you pay for gas on the trip (fleet card, out of pocket - reimbursed)?
- 3) Who pays for the transportation (RHA/NRHH, school, combination)?
- 4) Who is driving (some schools only allow employees to drive)?
- 5) Does your school require some kind of trip permit to attend conferences?
- 6) Are you (as a professional staff member) reimbursed by your school for out of pocket

expenses (meals to and from the conference for example)?

7) Registration costs - who pays for the advisor?

8) Expectations of delegates - does your school or RHA/NRHH have specific expectations of the delegation?

*Some schools ask delegates to sign an agreement about attending all sessions, or presenting a program from something learned while at the conference, etc.

9) Will your delegation be creating delegation t-shirts? If so, who will make them, how, when, who pays for them, etc.