

GreatLakesAffiliate

of College and University Residence Halls

ART Coordinator Bidding Guide



Position Qualifications

To bid for the GLACURH Regional ART Coordinator position, you must meet the following qualifications as outlined in Article XII, of the GLACURH Governing Docs:

- ◆ The ART Coordinator shall be an ARTist holding a certificate through the ART institute.
 - Must have completed ART program and been grandfathered into the new ART curriculum*
 - OR-
 - Must have completed at least one of the levels of the new ART curriculum*
 - Must be presenter eligible for either level one or level two of the new ART curriculum*
- ◆ The ART Coordinator shall be a full-time professional at a GLACURH-affiliated school.
- ◆ The ART Coordinator shall not hold a position on the GLACURH Regional Board of Directors.

* These requirements are further clarified here to acknowledge the changes made to the new ART curriculum. For verification of your ART status, please email Justin Schuch, ART Coordinator at gl_art@nacurh.org.

Bidding & Elections Timeline

ART Coordinator Bidding Guide Available	December 21, 2015
Bid Intents Due at http://glacurh.net/bidintents by 11:59pm CST	January 23, 2016
Bids Due to gl_bids@nacurh.org by 11:59pm CST	February 2, 2016
Presentations & Elections at GLACURH No Frills 2016	March 4-6, 2016
GLACURH Regional ART Coordinator Term Starts	March 6, 2016

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Resources

GLACURH Governing Docs

<http://glacurh.net/glacurh/documentation/governing-documents>

If you have any questions after reviewing this guide and the Governing Docs, please feel free to contact us using the information below:

Justin Schuch, GLACURH ART Coordinator
gl_art@nacurh.org

Abbas Hill, GLACURH Regional Advisor
gl_advisor@nacurh.org



Life as ART Coordinator

By Justin Schuch, GLACURH ART Coordinator 2014-2016

This is a very brief summary of some of the aspects of being the GLACURH ART Coordinator. The ART Coordinator role is an exciting experience to assist many professionals throughout the region and I hope you consider fully running for the position!

While ART has undergone some major changes over the past couple of years, the overall goal of providing advisors a common skillset in order to assist our students has remained firm. Over the past two years I have had the pleasure to working with advisors from throughout our region and was able to get to know many professionals along the way.

Serving as ART Coordinator requires a level of strategic processing and planning to be able to provide the needed sessions during conferences. It requires a time commitment and strong organizational skills to be executed well. It's a matter of collecting information, communicating and scheduling.

The weeks leading up to a conference and the week following are the busiest for the GLACURH ART Coordinator. The Coordinator needs to work very closely with the conference host team to ensure information is communicated back and forth. Once advisors are registered for the conference, the ART Coordinator will go through the list of names and see how many advisors are ART Certified, what sessions are needed, and who may be able to assist in presenting. With the changes to ART over the past couple of years there is a small number of presenters, but those who can are very committed and fantastic to work with. This is also the time when the ART Coordinator will get many inquiries from advisors about what they need to complete their certification. Over the past two years, I have emailed the advisors attending with a short update of their status and

always had the most updated list for review at the conference.

The ART Coordinator will have monthly 1:1s with the Regional Advisor where you can discuss ART and work through the plans for the upcoming conference offerings. GLACURH will cover the registration cost for the ART Coordinator to attend the GLACURH Annual Conference and GLACURH No Frills. I traveled with my host institutions during this time. Most of the ART Coordinator's time at conferences is spent in the ART room – not in the Regional Board Room or with the delegation.

With GLACURH being a virtual organization, it is important to check and respond to emails on a regular basis. The ART Coordinator is a representative of GLACURH, so untimely responses can reflect badly on the overall organization. Email is the primary method of communication in this role.

Being GLACURH ART Coordinator is remarkably rewarding. The ART Coordinator is able to develop professional relationships with colleagues, support a wonderful organization, and foster many mentor relationships and connections for rising professionals.

Overall, I thoroughly enjoy being GLACURH ART Coordinator. It has been fantastic being able to give back to the region and supporting the work of our students. If you are interested in bidding for GLACURH ART Coordinator position, I highly recommend that you review the GLACURH Governing Docs posted on the GLACURH website.

If you have any questions after reading through these materials, please email me at gl_art@nacurh.org or at jl-schuch@wiu.edu.

Position Responsibilities

Some of the responsibilities of the GLACURH ART Coordinator are:

- ◆ Shall be in attendance at the GLACURH annual conference and No Frills conference.
- ◆ Shall work directly with the conference host staff to coordinate programming sessions at the GLACURH annual and GLACURH No Frills conferences.
- ◆ Shall be responsible for collection and sending the attendance of ART sessions to the NACURH ART Committee for the GLACURH region in a timely manner.
- ◆ Shall assist facilitation between NACURH ART Committee and advisors to provide access to the ART documents to those that have a certificate in ART as ARTists within the Advisor Recognition and Training program.
- ◆ Shall be responsible for assisting the NACURH ART Committee in their endeavors. The ART Coordinator shall serve a two year term.



Bid Requirements

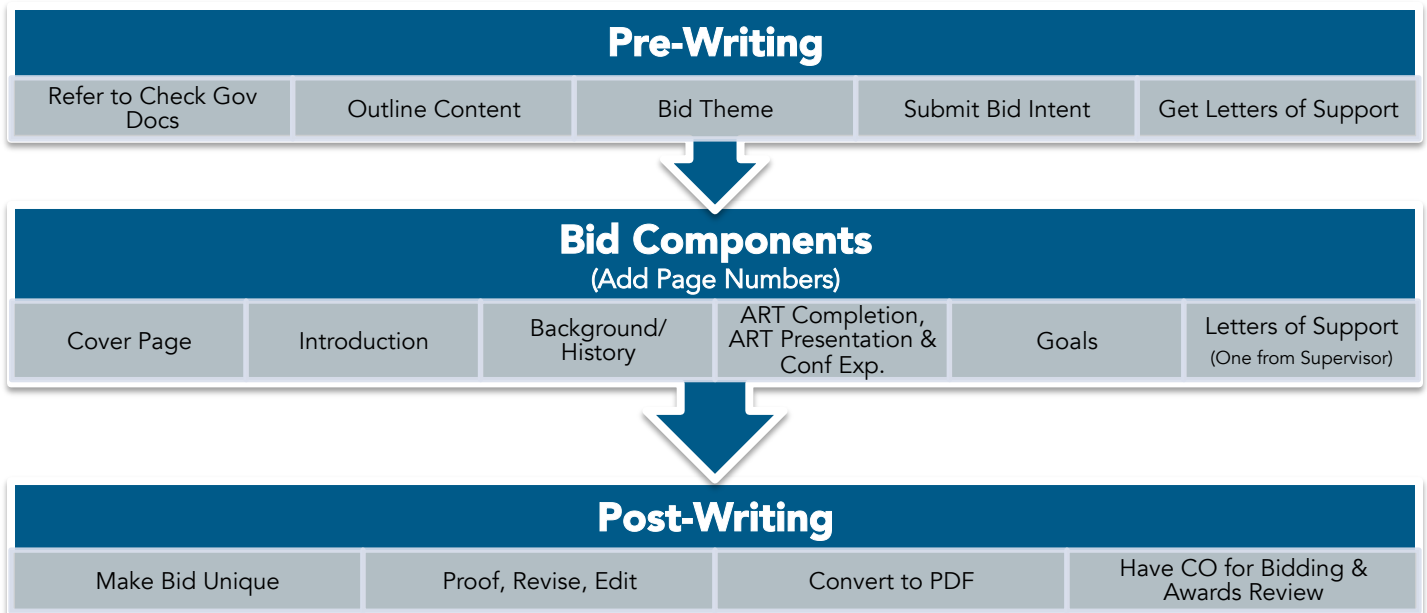
To ensure that your bid meets policy requirements, please use the requirements outline below as well as the GLACURH Governing Docs. If your bid does not meet policy requirements, it may be ineligible to be considered.

Important Requirements for GLACURH ART Coordinator Bid:

- ◆ **Body Text:** Must be 10-12 point type.
- ◆ **Cover & 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.
- ◆ **Deadlines:** Bids and Bid Intents must be submitted by the deadlines outlined by the RBD.
- ◆ **File Type / Format:** Bids must be submitted in PDF format.
- ◆ **Page Count:** Bids may not exceed 12 pages. A page is defined as a side with print.
 - Pages include, but not limited to, appendices, letters of recommendation, table of contents, and dividers
 - Cover page is **not** included in the page count.
- ◆ **Page Numbers:** Each page (except covers) must be numbered.

Bid Writing Process

Here is a bid writing process and/or checklist that you can use. Make your bid stand out by coming up with a unique theme, include pictures, and show GLACURH why you would be a great GLACURH ART Coordinator.



ART Coordinator Elections Process

- ◆ The term of the ART Coordinator shall be from close of No Frills 2016 to the close of No Frills 2018.
- ◆ The ART Coordinator shall be elected by the voting members (NCCs) at No Frills 2016.
- ◆ The ART Coordinator Elections will take place as follows:
 - Five minute Oral Presentation
 - Five minute Question and Answer session*
 - Five minute Pro/Con session
 - Ten minute Discussion of all candidates*

*If time has exhausted in Q & A and Discussion, they are extendable by a simple majority of voting members.

