

# WHAT ADVISORS SHOULD KNOW ABOUT THE ROLE OF THE NCC

The NCC is the main link between the member school, the region and nation. It is through the effectiveness of the NCC that the schools residence hall organization may enjoy the benefits of SAACURH and NACURH.

There are some vital responsibilities that come with the job. This is designed to help you better understand those responsibilities. The whole idea of the organization is the improvement of the residence hall life & through the sharing of programs, ideas & resources, can this goal be accomplished. The NCC is needed in sharing this information. For additional information, please ask your NCC for a copy of the NCC Handbook (also available from the NIC).

Expectations/responsibilities of the NCC

1. Serve as the liaison between the school, region & nation:
  - Official voting rep for the school at all conferences
  - Being knowledgeable of NACURH services & purpose
2. Organize & submit NIC Report.
3. Work with NRHH to submit OTMs.
4. Organize & submit SAACURH/NACURH awards.
5. Keep a notebook on all correspondence received & sent to SAACURH & NACURH:
  - Monthly newsletter to schools & SEC
  - Answer all correspondence (including emails) promptly
  - Keep IMPACT & national newsletters for reference (share with advisor)
  - Submit articles to the IMPACT when requested
6. See that your school takes advantage of all NACURH services
  - Request pages from NIC
  - Use all corporate sponsor discounts
  - Request conference bid information from SEC & CRC
7. Serve as the delegation chairperson for all conferences:
  - Recognized spokesperson for delegation
  - Official representative at conference business meetings
  - Responsible for all conference registrations/other paperwork
  - Report to delegation all business from conference
  - Update delegation at conferences
8. Responsible for making sure that all affiliation dues are paid.
9. Responsible for sharing all pre-conference information, materials & conference information:
  - Make sure all registration forms & fees are completed & in on time
  - Inform delegation of accepted programs
  - Share bid information
10. Give reports on your region and NACURH at RHA meetings.
11. Train new NCC & assist in transition. Share & explain all files. Explain what the NCC Handbook is & how it will be the key to success.
12. Meet regularly with your advisor to share information, newsletters, concerns, etc.