



# **BID TO HOST** THE NACURH CORPORATE OFFICE

# A NOTE FROM THE CHAIRPERSON

Hey NACURH!

Have you ever wondered what it would be like to serve not just a school, not just a region, but all of NACURH? Now, you can have that chance, because the NACURH Corporate Office is up for bid!

One school will have the opportunity to be at the heart of all the action in NACURH. The NACURH Corporate Office serves the entire corporation as the hub for affiliation, merchandising, and all administrative tasks of the corporation. Members of the office staff will serve as members of NACURH leadership and have the opportunity to travel to all regional conferences as a representative of the office. It is essentially the home base of the entire corporation.

This guide takes you through the responsibilities and requirements of hosting the NACURH Corporate Office. It will also explain the bidding process for any schools that are interested in making the possibility of hosting into a reality.

Hosting the Corporate Office is a prestigious honor and responsibility. This is a chance to serve thousands of student leaders and contribute to the forward motion and upward growth of all of NACURH. It is a new and unique leadership opportunity for many students on campus, and a non-traditional way to be deeply involved with the everything that makes NACURH work. The students who work with the office will have a chance to interact with each individual member school through the affiliation process, coordinate RFI submission, create NACURH merchandise and oversee substantial budgets on behalf of NACURH.

The opportunities provided by hosting the NACURH Corporate Office are truly one of a kind. NACURH is focused on empowering and motivating residence hall leaders while allowing students to develop the skills necessary to be a positive part of their campus and the world. This can all be found in the office hosting experience. If your institution is interested or would like to learn more, please don't hesitate to reach out to me at [chair@nacurh.org](mailto:chair@nacurh.org)

On behalf of NACURH, Inc.,



Shannon Mulqueen  
NACURH Chairperson

# OFFICE INFORMATION

## OFFICE HOSTING RESPONSIBILITIES

### Duties

All information can be found in Title 9 of the NACURH Policy Book, located [here](#).

1. Serve as the official organizational address for NACURH.
2. Assist potential schools with the affiliation process.
3. Compile a membership report, in conjunction with the NAF, to be included in each office report as defined in the governing documents.
4. Attend Annual and, when financially feasible, regional conferences.
5. Maintain active liaison relationships with professional organizations.
6. Manage the affiliation process for NACURH and NRHH membership including:
  - a. Assisting current and potential schools with the affiliation process.
  - b. Dues collection
  - c. Affiliation materials collection
  - d. Affiliation materials approval
7. Manage all technology dependent NACURH services, including:
  - a. Provide hosting for regional websites
  - b. Maintaining the official NACURH website and annual conference website
  - c. Provide hosting for the National Residence Hall Honorary website and help maintain
  - d. Electronic mail services
  - e. Databases
8. Store pertinent NACURH documentation including:
  - a. Annual and Semi-Annual regional, office, and executive reports
  - b. NACURH and regional financial information
  - c. Corporate Business Meeting minutes
  - d. All Regional and No Frills/Minis conference wrap up reports
  - e. All bids (position, conference, award, etc.) submitted to NACURH or its regional affiliates
9. Manage the Resource File Index
10. Coordinating the "Of the Month" process.
11. Publishing NACURH newsletters as defined by the NACURH governing documents.
12. Coordinate the creation and sale of NACURH and NRHH apparel.
13. Coordinate the creation and sale of all pins, except for those pins that are region- or member school-specific.
14. Produce a semi-annual and annual report in a manner specified by the NAA
15. Produce monthly financial reports in a manner specified by the NAF
16. Remain open year round
17. Other duties as determined by the NACURH Chairperson
18. Other duties as determined by the NBD and/or NNB through legislation

# OFFICE INFORMATION

## OFFICE HOSTING RESPONSIBILITIES

### Term

- The NACURH Corporate Office (NCO) terms will be defined as three (3) years

### Officers

- The NCO will be composed of 9 officers and up to 2 advisors
  - Office Director
  - AD for Administration and Finance (ADAF)
  - CO for RHA Affiliation (CO-RHA)
  - CO for NRHH Affiliation (CO-NRHH)
  - CO for Marketing (CO-MA)
  - CO for Merchandise (CO-ME)
  - CO for Technology (CO-T)
  - CO for Operations (CO-O)
  - CO for Resources & Development (CO-RD)
  - Office Advisor(s)
- All officer responsibilities can be found in Title 9.
- All officer responsibilities

### General Requirements

- All correspondence should be acknowledged and responded to within 48 hours
- Order requests must be completed within seven (7) days of receipt
  - ***All other correspondence requirements are located in Title 9, Section 6 of the NACURH policy book, located [here](#).***
- Maintain the Resource File Index (RFI)
- Maintain NACURH technology, including the website
- Create membership report
- Coordinate the Leadership Education and Development Program
- Create and sell the NACURH Philanthropy Pin
- Maintain all resources pertaining to corporate documents and necessary office services

# OFFICE INFORMATION

## OFFICER RESPONSIBILITIES

No officer shall concurrently serve as a NCC, regional board member, or NACURH Executive

### Office Director

1. Shall serve as Chief Officer of the NACURH Corporate Office.
2. Shall serve as a financial account signatory for the NACURH Corporate Office.
3. Shall represent and act on behalf of the NACURH Corporate Office at any applicable event or meeting of the NACURH Board of Directors, including the NACURH Semi-Annual Business Meeting, Annual Business Meeting, and Annual Conference.
4. Shall coordinate all meetings and correspondence of the NACURH Corporate Office.
5. Shall oversee incoming Office transition and the transition of all incoming Office staff members.
6. Shall create and maintain transition materials for the incoming NACURH Corporate Office Director.
7. Shall maintain active communication with the NACURH Executives, NACURH Board of Directors, and each of NACURH's regional affiliates
8. Shall oversee and address band standing policies
9. Shall maintain communication with the NACURH Annual Conference Staff

### AD for Administration & Finance

1. Shall serve as the Chief Financial Officer of the NACURH Corporate Office.
2. Shall serve as a financial account signatory for the NACURH Corporate Office.
3. Shall represent and act on behalf of the NACURH Corporate Office, in coordination with the Office Director, at any applicable event or meeting of the NACURH Board of Directors, including the NACURH Semi-Annual Business Meeting, Annual Business Meeting, and Annual Conference.
4. In the case of a vacancy of the Office Director, the ADAF shall assume the vacant position for the remainder of the current term.
5. Shall submit monthly financial reports on behalf of the NACURH Corporate Office to the NACURH Associate for Finance and all account signatories.
6. Shall oversee the purchasing and sales of all Office merchandise, in coordination with the CO-ME.
7. Shall prepare a budget for the NACURH Corporate Office to be presented to the NACURH Board of Directors at the Semi-Annual Business Meeting.
8. Shall be responsible for setting the price of all merchandise sold through the NACURH Corporate Office.
9. Shall create and maintain transition materials for the incoming NCO ADAF.

# OFFICE INFORMATION

## OFFICER RESPONSIBILITIES

### CO for RHA Affiliation (CO-RHA)

1. Shall oversee and carry out the NACURH RHA affiliation process, including the collection of all RHA affiliation materials from member schools.
2. Shall work in coordination with the ADAF to oversee the collection and tracking of all NACURH affiliation dues.
3. Shall maintain the NACURH Resource File Index (RFI) and oversee the collection of all submitted RFI materials.
4. Shall communicate updated affiliation statuses with all NACURH member schools and the NACURH Regional Affiliates.
5. Shall track Bronze Pins sold to NACURH member schools.
6. Shall maintain and update all NACURH membership listservs.
7. Shall create and maintain transition materials for the incoming NACURH Corporate Office CO-RHA.
8. Shall attend all applicable meetings of the NACURH Coordinating Officers.
9. Shall attend the NACURH Annual Conference.

### CO for NRHH Affiliation (CO-NRHH)

1. Shall oversee and carry out the NACURH NRHH affiliation process, including the collection of all NRHH affiliation materials from member schools.
2. Shall review and maintain all submitted member schools' NRHH constitutions and membership lists.
3. Shall assist each AD-NRHH to facilitate and carry out all regional NRHH affiliation processes.
4. Shall coordinate printing and distribution of NACURH winning OTM Certificates, Pins, and Pens.
5. Shall produce and maintain NRHH Induction Certificates in coordination with the CO-ME.
6. Shall track Outstanding Leadership Service Pins sold to NACURH Member Schools
7. Shall assist the CO-RHA in the facilitation of the NACURH Affiliation Process as needed
8. Shall train the Regional AD-NRHHs on the NRHH affiliations process.
9. Shall create and maintain transition materials for the incoming CO-NRHH
10. Shall attend all applicable meetings of the NACURH Coordinating Officers
11. Shall attend the NACURH Annual Conference

# OFFICE INFORMATION

## OFFICER RESPONSIBILITIES

### CO for Marketing (CO-MA)

1. Shall create all promotional materials and publications for the NACURH Corporate Office in line with the NACURH Brand.
2. Shall assist with the development and updating of marketing and design elements for the online store and NCO merchandise catalog.
3. Shall assist in the coordination and execution of NACURH social media and develop NCO specific posts and/or content.
4. Shall be responsible for maintaining all NACURH member school placards.
5. Shall assist with the creation of The LINK publications and provide content pieces as needed.
6. Shall coordinate all feedback and assessments of the NCO, specifically the NACURH Corporate Office performance assessment.
7. Shall create and maintain transition materials for the incoming NCO CO-MA.
8. Shall attend all applicable meetings of the NACURH Coordinating Officers.
9. Shall attend the NACURH Annual Conference.

### CO for Merchandise (CO-ME)

1. Shall coordinate all merchandise selection and purchasing for the NACURH Corporate Office.
2. Shall be responsible for the NACURH Philanthropy Pins.
3. Shall be responsible for tracking NCO inventory, analyzing merchandise trends, and ensuring product availability.
4. Shall coordinate with the Office Director and ADAF in the purchasing of all NCO merchandise.
5. Shall be responsible for phasing out old and poorly performing NACURH merchandise.
6. Shall establish and maintain vendor relationships for the NACURH Corporate Office.
7. Shall be responsible for the coordination of NCO merchandise sales at the NACURH Annual Conference.
8. Shall attend the NACURH Annual Conference as an incoming and outgoing office staff member.
9. Shall create and maintain transition materials for the incoming NCO CO-ME.
10. Shall attend all applicable meetings of the NACURH Coordinating Officers.
11. Shall attend the NACURH Annual Conference.

# OFFICE INFORMATION

## OFFICER RESPONSIBILITIES

### CO for Technology (CO-T)

1. Shall maintain the NACURH Website and any related technology services provided through NACURH, Inc.
2. Shall provide support and training regarding Wix websites to each of the Regional Boards.
3. Shall oversee the development and access to all NACURH domain websites.
4. Shall be responsible for the maintenance and updates of the NACURH Store website.
5. Shall assist with all NACURH domain email accounts and oversee NACURH Google Apps.
6. Shall coordinate with the CORHA in the management of the RFI and past NACURH bids.
7. Shall create and maintain transition materials for the incoming NCO CO-T.
8. Shall attend all applicable meetings of the NACURH Coordinating Officers.
9. Shall attend the NACURH Annual Conference.

### CO for Operations (CO-O)

1. Shall be responsible for the order management of the NACURH Store.
2. Shall oversee and carry out the shipping and distribution of NACURH Merchandise.
3. Shall maintain the general NACURH Corporate Office email account.
4. Shall be responsible for the NACURH membership reporting of the NCO.
5. Shall oversee all administrative functions of the NCO and the processing of all NCO merchandise orders.
6. Shall be responsible for maintaining any office supplies and equipment owned by the NACURH Corporate Office.
7. Shall create and maintain transition materials for the incoming NCO COO.
8. Shall attend all applicable meetings of the NACURH Coordinating Officers.
9. Shall attend the NACURH Annual Conference.

### CO for Resources and Development (CO-RD)

1. Shall oversee the development and execution of the LEAD Program.
2. Shall develop resources and guides pertaining to NACURH Affiliation and the NACURH Online Store.
3. Shall assist with the implementation of the NACURH Advancement Society, in coordination with the NACURH Executive Team and NCO staff.
4. Shall assist in the development of the Resource File Index and collection of RFI submissions and materials from NACURH member schools.
5. Shall work on special projects as assigned by the Office Director.
6. Shall update any forms and documents of the NCO as necessary.
7. Shall create and maintain transition materials for the incoming NCO CO-RD.
8. Shall attend all applicable meetings of the NACURH Coordinating Officers.
9. Shall attend the NACURH Annual Conference.

# OFFICE INFORMATION

## OFFICER RESPONSIBILITIES

### Office Advisor(s)

1. Shall monitor all functions and personnel of the NACURH Corporate Office.
2. Shall consult with and advise the NCO staff members
3. Shall oversee all NCO financial records, specifically once a month, concerning transactions and serve as a signatory of the financial accounts
4. Shall coordinate the purchasing card process and all financial transactions in coordination with the NCO ADAF
5. Shall attend all NACURH Annual Conferences during the time of their appointment
6. Shall assist with booking travel for all NCO staff members
7. Shall be responsible for understanding all NACURH policies and governing documents
8. Shall correspond regularly with all Regional Advisors and coordinate a quarterly roundtable Advisor meeting
9. Shall alert the NACURH Chairperson and NACURH Advisor of any immediate issues that affect NACURH, Inc.

## IMPORTANT INFORMATION TO CONSIDER

- The NACURH Corporate office is wrapping up a transition year and moving into its first term as one office rather than two offices or one office in two locations.
  - The transition for this process will take place with both current office hosts, University of Nebraska at Lincoln and Kent State University
- Recently, NACURH has entered a partnership with Flight by Canto as an RFI Management software
- LEAD and NACURH U are partnering and will be run in coordination with the NAA
- An in-person transition retreat will be required
- Each office staff member will be required to travel to various NACURH conferences

# GENERAL BIDDING INFORMATION

## BID PROCESS

### Submission

- All office bids must be submitted at [www.nacurh.org/submit](http://www.nacurh.org/submit) by 11:59 PM Eastern Daylight Time on April 15, 2017. Bids must be less than 20MB. Bids over 20MB will not be accepted.
- Late bids will not be accepted under any circumstances.
- Upon successful submission of a bid, the submitter will receive an email.
- If you are having trouble uploading bids through the submission link, please email the NACURH Chairperson at [chair@nacurh.org](mailto:chair@nacurh.org) for troubleshooting.

### Presentation

- All office bids include and oral bid or presentation component. The bidding Director and bidding Advisor should present the bid, along with any other appropriate NCO officers
- The presentation should not exceed thirty (30) minutes followed by a question and answer session
- All votes will be cast by the NBD and the winner will be announced during the close of the annual conference
- Bidding schools should plan to arrive the day prior to the start of the annual conference

### Timeline

- **April 1, 2017 @ 11:59 PM EST** | Letter of Intent should be submitted at [www.nacurh.org/corporateofficebid](http://www.nacurh.org/corporateofficebid)
- **April 1, 2017 @ 11:59 PM EST** | All interested parties should also contact the current Office Directors and Advisors via email to discussion expectations and responsibilities
- **April 15, 2017 @ 11:59 PM EST** | Bids submitted at [www.nacurh.org/submit](http://www.nacurh.org/submit)
- **May 25, 2017** | Arrive to Purdue University for presentation practice
- **May 26, 2017** | Presentation to NACURH Boards
- **May 28, 2017** | New Office Host announced at closing banquet

### Resources

- Current NCO Officer and NACURH Chairperson
- [Policy Books](#)
  - Title 9 of the policy book (Page 51) contains all information in regard to the responsibilities and bid process related to the NACURH Corporate Office. The policy book is linked above.
- Past NIC and NSRO host bids

# GENERAL BIDDING INFORMATION

## BID FORMAT

### Submission

- Bids for the NACURH Corporate Office must contain the following:
  - Composition of the Office Staff and Responsibilities
  - Biography of the Director, Associate Director, and Advisor including classification, background experience, dedication, why they want the bid, goals, available time, current activities, conferences attended, etc.
- Description of the facilities available for the NCO's use. This includes:
  - Room Size (including computer security, and extra area for storage)
  - Telephone Services
  - Network Services (Ethernet lines, networking capabilities, computer services support)
  - Room features and furniture
- Description of the institution's Residence Hall Association and National Residence Hall Honorary Chapter, how active it is in NACURH, has it utilized and been in contact with NACURH services in the past, etc.
- Institution information such as its geographic location, available office supplies, semester or quarter sessions, letters of support, etc.
- Miscellaneous items of special interest, such as intended expansion of the NCO, recruitment plans and ideas, overall objectives, etc.

# FREQUENTLY ASKED QUESTIONS

## **How do you run the NACURH store?**

- The NACURH store is virtually ran through the Ecwid online platform. This system combines invoicing, Inventory management, and promotional features. The NACURH Store is also physically present at the NACURH Annual Conference and has a limited presence at all eight Regional Leadership Conferences.

## **When will the NACURH office open?**

- The fully transitioned and functioning NACURH Corporate Office will open on August 1st

## **What does running the office look like from day to day?**

- An average day at the Corporate Office will involve filling store orders, designing and ordering merchandise, answering member school affiliation questions, and directing member school questions to the appropriate persons.

## **How does the office fit into the structure of NACURH?**

- The office serves as ex-officio members of the NACURH executive board. Members are given speaking rights on the NBD and voting rights in the election of NACURH executives. Because the office coordinates the majority of the administrative and back-end tasks, they work very closely with the NACURH Executive Team in many aspects.

## **How do the office finances work?**

- The NACURH Corporate Office operates one of the largest budgets within NACURH. The Associate Director for Administration and Finance will be in charge of tracking and managing this budget using NACURH provided templates and accounting software. The office is fully funded by revenue generated by sales of the NACURH Store. The incoming host will inherit the bank accounts of the NCO, which will better aid their day to day operations. Schools are not expected to fund any of the NCO operations, but to manage the substantial existing funds.

## **What type of experiences can working with the office provide?**

- Working with the office provides a wide variety of experiences for students who are involved. There is a chance to work in-depth with finances and large accounts, use marketing and graphic design skill, develop interests with technology and website design, and all officers still have the chance to network and develop skills in customer service and professional relations.

## **How can my campus benefit from hosting the NCO?**

- The benefits of hosting the NCO are greatest for the students directly involved in the operation of the office. Positions within the office are the ultimate internship. Running NACURH, Inc.'s Corporate Office provides incredible real life experience in numerous fields of study including, but not limited to, Management, Finance, Customer Service, Public Relations, and Communication Studies. Your campus will also benefit from a unique insight into NACURH, Inc. beyond the conference experience. Your institution will also be recognized around the world as a hub of dedicated and passionate student leaders.

# CHECKLIST

- Intent submitted to NACURH Chairperson (April 1, 2017)
- Current Office Directors contacted (April 1, 2017)
  - Office Directors may be contacted at the following emails: [nco\\_kentdirector@nacurh.org](mailto:nco_kentdirector@nacurh.org) and [nco\\_unldirector@nacurh.org](mailto:nco_unldirector@nacurh.org)
- Office Bid Submitted (April 15, 2017 at 11:59 PM EST)
  - Composition of the Office Staff and Responsibilities
  - Biography of the Director, Associate Director, and Advisor including:
    - Classification
    - Background experience
    - Dedication
    - Why they want the bid
    - Goals
    - Available time
    - Current activities
    - Conferences attended, etc
  - Description of facilities, including:
    - Room Size (including computer security, and extra area for storage)
    - Telephone Services
    - Network services (Internet lines, networking capabilities, computer services support)
    - Room features and furniture
  - Description of the institution's Residence Hall Association and National Residence Hall Honorary Chapter
  - Institution information
    - Geographic location
    - Available office supplies
    - Semester or quarter sessions
    - Letters of support, etc.
  - Any items of special interest
- Prepare for oral presentation
  - Book travel to arrive at NACURH one day early



NATIONAL ASSOCIATION OF COLLEGE AND UNIVERSITY RESIDENCE HALLS, INC.



NACURH



**NACURH**  
NATIONAL ASSOCIATION OF COLLEGE  
& UNIVERSITY RESIDENCE HALLS, INC.

1115 North 16th St, Lincoln, Nebraska 68588

P: 424-262-2874

chair@nacurh.org [www.nacurh.org](http://www.nacurh.org)