



What should I do?

PACURH

RBD Hand Book

I'll Tell You!





No-Frills to NACURH (once get elected)

- Advisor – set up list serve for new RBD
- Advisor – update transition schedule and send out to current and newly elected RBD members
- Director, Advisor – set up bi-weekly RBD chats for newly elected RBD (see sample agenda in appendix)
- Director, Advisor – update and send out RBD chat protocol for RBD elect (see sample in appendix)
- Director – put together agenda for RBD Retreat. (see sample in appendix)
- Director, ADAF and Advisor – figure out site/food/housing accommodations for RBD Retreat
- RBD - Start transitioning with outgoing RBD (see sample transition schedule in appendix)
- RBD - Figure out weekend to meet for RBD Retreat. The best times are in June or July
- ADAF – purchase/reimburse tickets for RBD Retreat or designate RBD to purchase tickets

Monthly Items

- RBD - Monthly reports (See sample in appendix). Due 1st of each month
- RBD – Bi-weekly meetings
- RBD – submit articles for PACURH Wave to RTC
- RBD – recruit new schools
- Director – check in with NCCs
- ADAF – submit monthly financial statement
- ADNRRH – announce regional OTM winners
- ADNRRH – submit OTMs nationally
- ADNRRH – create certificates for regional OTM winners
- RCCs – check in with NCCs
- PRC – check in with Presidents
- RTC – solicit and collect articles for PACURH Wave
- RTC - publish PACURH Wave once a month
- Advisor – check in with Advisors
- Advisor – check monthly bank statements and financial reports

June

- RBD – put together RBD binder at retreat – binder subjects: Official Documents; Contact Info; Agenda/Minutes; Finance/Budgets; RBD Info; Newsletters; Publications; Conferences; NRHH; NACURH; Advisor; Positional
- Director – e-mail region to introduce new RBD
- Director - e-mail region to introduce NACURH forum
- Director – collect summer addresses from RBD
- Director – collect fall addresses from RBD
- Director, Advisor – figure out weekly one on one meeting time
- Director, Advisor – write member schools and thank them for membership, summarize year and goals for up-coming year
- Director, Advisor – make copies of all documents for retreat
- Director, RTC – send out an end of the year PACURH Wave, announcing winners of all regional and national awards
- ADAF, Advisor – figure out bi-weekly one on one meeting time
- ADNRRH, Advisor – figure out bi-weekly one on one meeting time
- ADAF – compile retention and recruitment report to present at retreat (see sample in appendix)

- ADAF – figure out and present budget information to RBD at retreat
- ADNRHH – compile retention and recruitment report for NRHH chapters to present at retreat.
- ADNRHH – update NRHH list serve
- RBD - Possible Summer retreat in June
- RCCs – update sub-regional list serves
- RCCs – start working on retention of schools (after retreat)
- PRC – update President’s list serve
- RTC – update recruitment packet
- RTC – update regional list serve
- Advisor – send out Alumni application form for post NACURH
- Advisor – figure out schedule for RBD check in meetings each month (not including Director and AD of Admin)
- Advisor – prepare and present Alumni Report at retreat
- Advisor – update Advisor list serve
- Advisor – update Alumni list serve
- Advisor – send out Alumni newsletter summarizing year’s accomplishment
- Advisor – send out Advisor newsletter summarizing year’s accomplishment

July

- RBD - Possible Summer retreat should have occurred by the end of July
- RBD – figure out Regional Calendar dates (see sample in appendix)
- RBD – figure out RBD Calendar dates (see sample in appendix)
- RBD – review documents on jump drive to insure consistency
- Director – Figure out region’s committee and collateral status.
- Director – contact Conference Chairs and initiate monthly reports (template in policy book)
- Director – Plan Regional Conference Site Visit
- Director – determine and publish due dates for intents of all bids
- Director, Advisor – make copies of all documents for retreat
- ADAF – submit monthly financial statement
- ADAF – compile retention and recruitment report to present at retreat (see sample in appendix)
- ADAF – Figure out and present budget information to RBD at retreat
- ADAF – purchase/reimburse tickets for RBD travel to PACURH or designate RBD to purchase tickets
- ADNRHH – compile retention and recruitment report for NRHH chapters to present at retreat.
- RCCs – Start planning Pre-PACURH
- RCCs – Given collaterals at Retreat to start working
- RCCs – start working on retention of schools (after retreat)
- RTC – start updating regional website
- RTC – start updating and distributing regional publications (see appendix for list of regional publications)
- RTC – update recruitment packet
- Advisor – prepare and present Alumni Report Director at retreat
- Advisor – start communicating with Regional Conference and No-Frill Conference Advisors
- Advisor – send out “Now that You’re Advising A PACURH Conference” publication to conference advisors
- Advisor – send out “Now that you’re Advising an RBD member” publication to RBD’s home advisors
- Advisor – check with RBD’s home advisors on academic standing

August

- RBD – start publicizing NACURH resources – RFI, NRHH, etc in newsletters, e-mails, etc.
- RBD – check in with schools
- RBD – start publicizing Program of the Year, Student Award for Leadership Training, and hosting PACURH
- RBD – send out recruitment packet to prospective schools
- RBD – review regional policy book to start on changes/corrections

September

- RBD – publicize Program of the Year, Student Award for Leadership Training, and hosting PACURH
- RBD – publicize attending PACURH – registration; send registration information to prospective member schools
- RBD – make sure respective representatives know of publications, resources, web site information, etc
- RBD – work on PACURH U for PACURH conference
- Director, ADAF, Advisor – start weekly meetings with regional conference staff
- Director, ADAF, Advisor, Conference Staff – finalize budget and registration materials
- ADNRHH – order plaques for POY and SALT awards. Additionally, order plaque for Conference staff (Conference Chair(s), Conference Advisor and Host School) (see appendix for example of what plaques should say)
- RCCs – send out “How to Be PACURH NCC” and “Regional Conference Survival Guide”
- PRC – send out President’s manual
- Advisor – start weekly one-on-ones with Regional Conference Advisor
- Advisor – send out “How to Be a PACURH Advisor”

October

- RBD – publicize Program of the Year, Student Award for Leadership Training, and hosting PACURH
- RBD – publicize attending PACURH – registration; send registration information to prospective member schools
- Director, ADAF, Advisor – start communicating with no-frills conference staff
- Director, ADAF, Advisor, No-Frills Conference Staff – finalize budget and registration materials
- Director – publicize due dates for intents and bids
- Director – contact conference guests to ensure registration for PACURH – corporate partners, WACUHO representative, NBD
- Director – make sure conference staff engraves conference hosting traveling plaque
- RCCs – host Pre-PACURH conferences
- Advisor – start communication with No-Frills Conference Advisor

November

- Director, RTC – collect bids for Program of the Year and Student Award for Training; make sure bids fulfill PACURH policy
- RTC – post bids for POY and SALT on regional web site
- PACURH
 - RBD - arrive on Wednesday by 5PM
 - RBD – get spirit items and business meeting toys for NCCs
 - RBD – have dinner or lunch with OCM to strengthen relationship – usually on Friday
 - RBD - Discussion Items on the following topics for the conference: Parli-Pro, Conference Bids, Award Bids, Policy Proposals

- RBD - Help Conference Staff with logistics of the conference
- RBD – remind NCCs to read bids and bring copies to the conference
- RBD – collect bids for conference as RBD positions. Make sure they follow PACURH policies
- Director – inform schools bidding for PACURH as to the amount of copies
- Director – put together agenda for RBD Pre Conference (see sample in appendix)
- Director – present NCC Business Meeting Agenda. Make copies for NCC Business Meeting once completed (see sample in appendix)
- Director – Designate Parliamentarian for the NCC & NRHH Business Meetings
- Director – opens conference at Opening Ceremony (bring gavel) and has Conference Chair close conference at Closing Ceremony
- Director, ADNRRH, Conference Chair & Banquet Chair – Review Banquet Schedule which typically include:
 - Keynote speaker (if applicable)
 - Conference Staff Time - Thank you by Conference Chair and recognition of other conference staff members
 - RBD Time: Director: Recognition of Conference Chair, Recognition of Host Site (Presented to the President of the RHA); Advisor: Recognition of Conference Advisor
 - Conference Staff – presents conference awards
 - ADNRRH – designates presenters for Program of the Year and Commitment to Diversity Awards, Three Year Service Pins and other awards that will be presented
 - Director – announces the next year’s conference host
 - Conference Chair – presents new conference staff with conference traveling plaque
- Conference Chair – closes the conference at closing ceremony – Sunday morning
- ADAF – Get up to date affiliation and schools in good standing information from the NIC Office
- ADAF – Get Financial Information ready and copied for meeting
- ADAF – Make placquards for schools for voting and discussion during NCC Business Meeting (possibly collaborate with RCCs)
- ADAF – Meet with conference Finance Chair regarding conference budget
- ADAF – Get the Add on Fee Check from the Finance Chair
- ADNRRH – present NRHH Business Meeting Agenda. Make copies for NRHH Business Meeting once completed (see sample in appendix)
- ADNRRH – create certificates for Conference staff
- ADNRRH – check in with Conference Staff to make sure that awards for Most Spirited Delegation, Best Roll Call, Best Banner, Best Display, and Top Ten Programs are ready (typically something associated with the theme)
- ADNRRH – once awards have been presented, responsible for documenting award winners for historic purpose and for newsletters
- ADNRRH – work with Programming Chair on NRHH schedule
- PRC – work with Programming Chair on President’s schedule
- Advisor – prepare Advisor Conference Schedule and all related items in the schedule. Make copies when complete.
- Advisor – work with Programming Chair on Advisor’s schedule
- Director – prepare conference summary for PACURH Wave and to send to NBD
- Director – send out information to schools as to date/time/process of submitting bids for POY and SALT

- Director, Advisor – send thank you letters to all schools that bid for awards and to host the conference
- Director, Advisor – send thank you letters to conference staff
- RBD – send feedback on bids for POY and SALT
- RBD – publicize POY and SALT on national level
- RBD – follow up with schools post PACURH
- RBD – follow up with prospective schools that attended PACURH
- RBD – update respective list serves
- RBD – figure out date/time/site for Spring RBD retreat (typically March)
- ADAF – send out regional minutes
- ADAF – update regional policy book and send out to region
- ADAF – follow up with NIC office regarding completion of affiliation for PACURH schools
- ADAF – purchase/reimburse tickets for RBD travel to No-Frills or designate RBD to purchase tickets
- ADAF – purchase/reimburse tickets for RBD travel to Spring retreat or designate RBD to purchase tickets
- ADAF/Director – purchase tickets and register for Semi-Annual conference
- ADNRRH – purchase tickets and register for RAD conference
- ADNRRH – send out NRHH minutes
- RTC – update regional list serves
- RTC – update regional web site to include items from PACURH – award winners, policy book, publications, etc

December

- Director, ADAF – send out holiday cards to member schools, NBD, corporate sponsors, etc
- Director, Advisor – check updated regional policy book to make sure changes from PACURH have been made
- RBD – start publicizing bidding for No-Frills Awards, RBD positions and No-Frills conference
- RBD – publicize attending No-Frills registration; send registration information to prospective member schools

January

- RBD – start publicize bidding for No-Frills Awards, RBD positions and No-Frills conference
- RBD – publicize attending No-Frills registration; send registration information to prospective member schools
- Director, ADAF – prepare regional report for Semi-annual conference
- Director, ADAF, Advisor – start weekly meetings with No-Frills conference staff
- Director – publicize due dates for intents and bids
- Director – contact conference guests to ensure registration for No-Frills – corporate partners, WACUHO representative, NBD
- Director – make sure conference staff engraves conference hosting traveling plaque
- Director – contact WACUHO President to start planning attendance to WACUHO
- Director, ADAF – attend semi-annual conference
- ADNRRH – order plaques for all regional awards. Additionally, order plaque for Conference staff (Conference Chair(s), Conference Advisor and Host School) (see appendix for example of what plaques should say)
- RCCs – send out “No-Frills Conference Survival Guide”
- Advisor – be available during semi-annual conference for Director/ADAF in case things come up
- Advisor – start weekly meetings with No-Frills conference Advisor

February

- Director, RTC – collect bids for Awards ; make sure bids fulfill PACURH policy
- ADAF – create new fiscal budget for up-coming year
- RTC – post bids for awards on regional web site
- No-Frills
 - RBD - arrive on Wednesday by 5PM
 - RBD – get spirit items and business meeting toys for NCCs
 - RBD – have dinner or lunch with OCM to strengthen relationship – usually on Friday
 - RBD - Discussion Items on the following topics for the conference: Parli-Pro, Conference Bids, Award Bids, Policy Proposals
 - RBD – discuss and choose awards designated by regional policy book
 - RBD - Help Conference Staff with logistics of the conference
 - RBD – remind NCCs to read bids and bring copies to the conference
 - RBD – collect bids for conference as RBD positions. Make sure they follow PACURH policies
 - Director – inform schools bidding for No-Frills and individuals bidding for positions as to the amount of copies
 - Director – put together agenda for RBD Pre Conference (see sample in appendix)
 - Director – present NCC Business Meeting Agenda. Make copies for NCC Business Meeting once completed (see sample in appendix)
 - Director – Designate Parliamentarian for the NCC & NRHH Business Meetings
 - Director – opens conference at Opening Ceremony (bring gavel) and has Conference Chair close conference at Closing Ceremony
 - Director, ADNRRH, Conference Chair & Banquet Chair – Review Banquet Schedule which typically include:
 - Conference Staff Time - Thank you by Conference Chair and recognition of other conference staff members
 - RBD Time: Director: Recognition of Conference Chair, Recognition of Host Site (Presented to the President of the RHA); Advisor: Recognition of Conference Advisor
 - Conference Staff – presents conference awards
 - ADNRRH – designates presenters for all regional awards
 - Director – announces the new RBD
 - Director - announces the next year’s conference host
 - Conference Chair – presents new conference staff with conference traveling plaque
 - Conference Chair – closes the conference at banquet
 - ADAF – Get Financial Information ready and copied for meeting
 - ADAF – Make placquards for schools for voting and discussion during NCC Business Meeting (possibly collaborate with RCCs)
 - ADAF – Meet with conference Finance Chair regarding conference budget
 - ADAF – Get the Add on Fee Check from the Finance Chair
 - ADNRRH – present NRHH Business Meeting Agenda. Make copies for NRHH Business Meeting once completed (see sample in appendix)
 - ADNRRH – create certificates for Conference staff
 - ADNRRH – check in with Conference Staff to make sure that awards for Top Ten/Five Programs are ready (typically something associated with the theme)
 - ADNRRH – once awards have been presented, responsible for documenting award winners for historic purpose and for newsletters

- ADNRHH – work with Programming Chair on NRHH schedule
- PRC – work with Programming Chair on President’s schedule
- Advisor – prepare Advisor Conference Schedule and all related items in the schedule. Make copies when complete.
- Advisor – work with Programming Chair on Advisor’s schedule
- Director – prepare conference summary for PACURH Wave and to send to NBD
- Director, Advisor – send thank you letters to all schools that bid for awards, hosting conference and for RBD positions
- Director, Advisor – send thank you letters to conference staff
- Director – send out information to award winners on when/how to submit bids nationally
- RBD – send feedback on all bids representing PACURH to NACURH
- RBD – follow up with schools post No-Frills
- RBD – follow up with prospective schools that attended No-Frills
- RBD – update respective list serves
- ADAF – send out regional minutes
- ADAF – send out RBD minutes to schools that bid for awards that RBD chose
- ADAF – update regional policy book and send out to region
- ADAF – follow up with NIC office regarding completion of affiliation for PACURH schools
- ADNRHH – send out NRHH minutes
- RTC – update regional list serves
- RTC – update regional web site to include items from PACURH – award winners, policy book, publications, etc

March

- RBD – attend Spring RBD retreat (see appendix for sample agenda)
 - Group Expectations: Communication, Communication at conferences, Conference Expectations, General Expectations, Job Expectations/Responsibilities, Wellness, Team Building; Administrative: Reports, Publications; NACURH Conference Updates; Philanthropy and Community Service Initiatives; Update of Recruitment – entire RBD.
- RBD – start planning transition with new RBD
- RBD – start planning for NACURH – t-shirts, roll call, regional display, regional banner, philanthropy, regional social
- RBD – start initial planning for PACURH U
- Director – put together agenda for RBD Retreat
- Director – start publicizing AAFN
- Director, Advisor – check updated regional policy book to make sure changes from No-Frills have been made
- ADAF - purchase/reimburse tickets for RBD travel to NACURH or designate RBD to purchase tickets
- ADAF – register RBD for the NACURH conference
- ADAF – complete End of the Year Financial Report
- Advisor – send out PACURH Alumni Form

April

- RBD – transition with new RBD
- RBD – work on NACURH preparation
- RBD – work on PACURH U – topics include: Bid writing, Board room etiquette, Affiliation – how to, Programming, PACURH Presidents, Conference Preparation, NRHH Roundtable, NCC Roundtable, Advisor Roundtable, Handbooks & Publications, Policy Book Review, State

of the Region, How to Be a PACURH NCC (forum, list serves, yahoo groups), Regional Goal Setting

May

- ❑ RBD – bring transitional reports and finish transitioning new RBD members; hand over RBD manuals and jump drives
- ❑ RBD – present PACURH U
- ❑ RBD – finish up planning for NACURH
- ❑ Director – prepare Silver Pins
- ❑ ADAF – prepare Certificates of Excellence Awards
- ❑ Advisor – recognition items for out-going RBD at NACURH
- ❑ Advisor – prepare Outstanding Advisor Service Pins