

Advisor & NRHH Advisor Memo



PACURH

**PACIFIC AFFILIATE OF COLLEGE
& UNIVERSITY RESIDENCE HALLS**

To: PACURH Region

From: Isha Khirwadkar, Ian Tjan, and Anthony Ching, PACURH Director & Associate Directors

Subject: Regional Advisor & Regional NRHH Advisor Vacancy Timeline Memo

Date: October 12th, 2025

Dear PACURH Region,

On October 1, 2025, Danielle Terrell notified the region of her resignation from the Regional Advisor position. On October 5, 2025, during the PACURH Business Meeting, the region approved MM 26-05/NRHH 26-01 which creates a Regional NRHH Advisor position and changes regional level advisor positions from three-year terms to two-year terms to allow for more flexibility in the regional level advisor roles.

The PACURH Regional Board of Directors (RBD) is accepting intents for the 2025-2027 Regional Advisor & 2025-2026 Regional NRHH Advisor Positions. Detailed in this memo are the eligibility requirements, role descriptions, application, and selection timelines for both positions. The primary responsibilities of these roles is to advise and support the PACURH Regional Board of Directors, voting representatives, and campus-level advisors.

The Regional Advisor term will continue with the current advisor term cycle which began in May 2025, and go until the close of the NACURH Annual Conference 2027. The inaugural Regional NRHH Advisor will serve a one-year term ending on NACURH Annual Conference 2026, with the first two-year Regional NRHH Advisor term being selected later this affiliation year at RBC 2026. This will allow for one regional level advisor to always return and provide transitional and historical context as needed.

The responsibilities and eligibility requirements of the Regional Advisor can be found in the [PACURH Policy Book](#) under Article 2, Section 10. The responsibilities and eligibility requirements of the Regional NRHH Advisor can be found in the [PACURH NRHH Policy](#)

[Book](#) under Article 3, Section 3. A summary of these responsibilities and eligibility can be found below.

With the passage of MM 26-05/NRHH 26-01 and the timing of the Regional Advisor vacancy, we are waiving the traditional bid timeline for both positions for an application-based process. The application for both roles can be found [here](#).

Eligibility

1. All Regional Board of Director members and Regional Board of Director-Elect members must be from an affiliated institution in good standing of PACURH.
2. All Regional Board of Director members and Regional Board of Director-Elect members must maintain the support of their host institution, as stated in their host acknowledgment form, for the entirety of their terms of office, including the interim period between their election and installation in office.
3. All Regional Advisors must be an employee in their Department of Housing/Residence Life of a school in good standing for the entirety of their terms of office, including the interim period between their election and installation in office unless an exception is granted by the NACURH Chairperson. Proof of employment is shown via the PACURH Regional Board of Directors Host Institution Acknowledgement Form.
4. The Regional NRHH Advisor is strongly recommended to be a current or former advisor of an NRHH chapter and/or have an NRHH chapter on their campus.

The timeline for the Regional Advisor and Regional NRHH Advisor position is outlined below:

- Applications Open - October 13th, 2025
- Applications Close - October 24th, 2025 11:59 PM HST
- Interviews - October 25th, 2025 to October 29th, 2025
- Decisions - October 30th, 2025
- Applications Released to Region - October 31st, 2025
- Confirmation - November 15th, 2025

[The application](#) will collect information about applicants, interview time preferences and will ask applicants to upload the following documents:

- A cover letter, including:
 - Interest and motivation
 - Philosophy on Advising
 - Goals synthesis

- Positional and personal goals
- Working with the RBD, Campus Advisors, and Voting Representatives
- Co-advising philosophy
- Collaborations and partnerships
- A current resume
- Your signed Host School Acknowledgement Form
 - (make a copy and upload as a scanned document)
https://docs.google.com/document/d/1Qzswnkjx3JeWRK0B-oPJ05sJvYO70oD_jPQQFZS3qdA/edit?usp=sharing
 - If you are unable to have this form by the application deadline, please let the PACURH Director know at pa_director@nacurh.org. Forms must be in prior to the confirmation process at RLC.

Interviews will take place with at least one of the NACURH Advisors and at least one of the PACURH Director & Associate Director team members. Interviews will be recorded for the rest of the RBD to review after the interview. The RBD does not confirm the advisors, only nominate a candidate. The NCCs and/or NRHH Representatives at RLC will be able to vote on the Regional Advisor and Regional NRHH Advisor candidates selected by the RBD during RLC with a simple majority vote (50% + 1).

All questions related to the Regional Advisor and Regional NRHH Advisor positions should be directed to PACURH Director at pa_director@nacurh.org and the PACURH Advisor at pa_advisor@nacurh.org (this email is being monitored by the NACURH Advisors).

Regional Advisor Responsibilities

The Regional Advisor serves as the primary advisor for the Regional Director, ADAF, COLD, CORN, COCT, NCCs, and RHA Presidents in the region and supports the overall operations of the region. The Regional Advisor also provides support to Campus-Level RHA Advisors.

1. Responsibilities
 - a. Shall be a non-voting member of the PACURH Regional Board of Directors.
 - b. Shall carry out the responsibilities of the Regional NRHH Advisor in the event of absence or vacancy.
 - c. Shall be responsible for seeing that the policies of the region are carried out.

- d. Shall be available for consultation at all times to officers, NCCs, RHA Presidents, and personnel at all member schools.
- e. Shall be responsible along with the Coordinating Officer for Relations & NCCs for the recruitment and expansion of PACURH.
- f. Shall be responsible to the member schools regarding the financial condition of the region and the RBD fulfillment of duties.
- g. Shall be responsible with the Associate Director for Administration and Finance and the Regional Director to maintain the PACURH bank accounts.
- h. Shall maintain regular and consistent contact with the other members of the RBD, NBD/NNBD, other Regional Advisors, and the NACURH Advisor.
- i. Shall maintain constant communication with RHA Advisors in PACURH.
- j. Shall keep RHA Advisors up-to-date on PACURH happenings via newsletter and/or other form of communication.
- k. Shall maintain the PACURH Advisor listserv.
- l. Shall work with the Conference Advisor(s) to plan the advisor track programming.
- m. Shall be in charge of coordinating ART (Advisor Resource Training) within the PACURH region, as per the NACURH Policy Book and the ART Task force:
 - i. Maintaining accurate records of advisor progress and completion status in Advisor Resource Training (ART)
 - ii. Ensuring the recognition of advisers who have completed all components of Advisor Resource Training (ART)
 - iii. Coordinating Advisor Resource Training (ART) programming at Regional Conferences
- n. Shall work with the Regional Director and the Associate Director for Administration and Finance to ensure that PACURH and NACURH policies are upheld at regional conferences.
- o. Shall work with the Regional NRHH Advisor provide and/or coordinate three advisor webinars per year.
- p. Shall verify the voting outcome for all award, RBD, conference host site, and annual budget votes in Joint, NCC, and RHA Presidents Business Meetings.
- q. Shall be in attendance of PACURH Regional Leadership Conference, PACURH Regional Business Conference, NACURH Annual Conference, RBD Retreats, the NACURH Semi Annual Business Meeting (when invited), the NACURH Annual Business Meeting (when invited).

- r. Shall work with the Regional Director and/or Director-Elect to find potential hosts for any RBD retreats.
- s. Shall work with the Regional Director and/or Director-Elect to set the agenda for and RBD retreats.

Regional NRHH Advisor Responsibilities

The Regional NRHH Advisor serves as the primary advisor for the ADNRRH, COSR, and NRHH Representatives in the region and supports initiatives that align with service, recognition, spirit, and bidding. The Regional NRHH Advisor also provides support to Campus-Level NRHH Advisors and the Regional Advisor.

1. Responsibilities

- a. Shall be a non-voting member of the PACURH Regional Board of Directors.
- b. Shall serve as acting Regional Advisor in the event of absence or vacancy.
- c. Shall be responsible for seeing that the NRHH policies of the region are carried out.
- d. Shall be available for consultation at all times to officers, NRHH Representatives, and advising personnel at all member schools.
- e. Shall be responsible along with the Associate Director for NRHH for the recruitment of NRHH chapters in PACURH.
- f. Shall maintain regular and consistent contact with the other members of the RBD, NBD/NNBD, other Regional NRHH Advisors, and the NACURH NRHH Advisor.
- g. Shall maintain constant communication with NRHH Advisors in PACURH.
- h. Shall keep NRHH Advisors up-to-date on PACURH happenings via newsletter and/or other form of communication.
- i. Shall maintain the PACURH Advisor listserv.
- j. Shall be responsible for coordinating all aspects of the PACURH Alumni Association.
- k. Shall help coordinate the maintenance and updates to the PACURH History Book.
- l. Shall work with the Regional Advisor to provide and/or coordinate three advisor webinars per year.
- m. Shall verify all voting outcomes for all award and RBD votes in NRHH Business Meetings.
- n. Shall be the recipient of all bids along with the Coordinating Officer for Service & Recognition and will check them to ensure that they meet

established regional policy before submission to the region for consideration.

- o. Shall be responsible along with the Associate Director for Administration & Finance and Associate Director for NRHH for ordering all conference recognition and award plaques on behalf of the region.
- p. Shall work with all other members of the Regional Board of Directors to help recruit potential conference host sites and potential RBD members.
- q. Shall be in attendance of PACURH Regional Leadership Conference, PACURH Regional Business Conference, NACURH Annual Conference, and RBD Retreats.

Application Link:

<https://docs.google.com/forms/d/e/1FAIpQLScbt3iKglGEN9Unkanr-zGHZDUyJlqzioAPfycO22QpEZ-Rg/viewform?usp=header>

With Regional Love,

Isha Khirwadkar, Ian Tjan, and Anthony Ching

PACURH Director & Associate Director (DADs) Team