



CAACURH

CENTRAL ATLANTIC AFFILIATE
NATIONAL ASSOCIATION OF COLLEGE
& UNIVERSITY RESIDENCE HALLS, INC.

To: Central Atlantic NCCs
From: Central Atlantic RBD
Re: NCC Master Checklist

FALL SEMESTER

PREPARING FOR THE SCHOOL YEAR

- ☐ Communicate with Advisor and Affiliates your Institution
- ☐ Get appropriate persons on email lists (yourself, RHA, NRHH, Advisor, etc.)
- ☐ Determine and start drafting any bids for RLC (See Policy Book for which bids are all RLC)
- ☐ Read through policy book and familiarize yourself with the organizational policy books

AUGUST/SEPTEMBER

- ☐ Get in contact with RHA President and NRHH President to make sure all is checked:
 - ☐ Members are registered for CAACURH Newsletter
 - ☐ Reps are in their respective Discord channels
 - ☐ Members follow CAACURH and NACURH on Instagram
 - ☐ Campus Administrator is identified and in the discord
 - ☐ Promote committees and task forces (and apply for any you are interested in!)
 - ☐ Committee applications will be shared in CAACURH Newsletters
 - ☐ Committees can be regional and national
 - ☐ Start gathering RLC delegate information
 - ☐ Communicate with NRHH Rep on the promotion and encouragement of OTM involvement
 - ☐ Finalize bids for RLC and submit them per COBRaS instructions
 - ☐ Attend NCC Chats
 - ☐ Attend and Promote all Regional Chats available
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OCTOBER

- ☐ Determine RLC Delegation and register for the conference
 - ☐ Prepare an Ed Session to present at conference
 - ☐ Attend NCC Chats
 - ☐ Attend and Promote all Regional Chats available
 - ☐ Prepare conference spirit:
 - ☐ Create clothespins (trading pin)
 - ☐ Follow Conference social media for possible spirit opportunities
- (*May not apply to your institution.)



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- ☐ Preparing Delegates for conference:
 - ☐ Make sure they are aware of the schedule and answer any questions they have about what is on the schedule
 - ☐ Prepare Ed Session presenters
 - ☐ Inform them of who the RBD and the conference team is
 - ☐ Voting Rep Preparation
 - ☐ Read Legislation
 - ☐ Review Parli Pro
 - ☐ Make sure Voting Reps submit discussion points and read all bids they need to
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NOVEMBER

- ☐ Conference prep
 - ☐ Prep for voting- make pros and cons lists, write out discussion points, etc
 - ☐ Review the policy book and bylaws again if needed
 - ☐ Ensure you and your delegation have a positive RLC experience!
 - ☐ Debrief after the conference (what educational sessions did they attend, etc.)
 - ☐ Start discussing which Bids you want to write for RBC
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DECEMBER

- ☐ Determine and start drafting any bids for RBC
- ☐ Create Bid Teams
- ☐ Prepare your RBC Team and register for the conference
- ☐ Final preparations (if any) before Winter Recess/Break

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SPRING SEMESTER

JANUARY

- ☐ Finalize bids for RBC and submit them per COBRaS instructions
 - ☐ Promote committees and task forces (and apply for any you are interested in!)
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FEBRUARY

- ☐ Conference prep
 - ☐ pros/cons, read bids, read legislation
 - ☐ Submit discussion points
 - ☐ Ensure you and your delegation have a positive RBC experience!
 - ☐ Debrief after the conference (effects of legislation, share experience)
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MARCH

- ☐ Look at NACURH Annual Conference website and information
 - ☐ Help transition next NCC
 - ☐ Follow any post-RBC special elections timelines (if needed)
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APRIL

- ☐ Determine NACURH Delegation and register for the conference
 - ☐ Order any pins/certificates/materials from the NCO
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MAY

- ☐ Prepare conference spirit (clothespins, cheers, and anything on the website)
- ☐ Conference prep (pros/cons, read bids, read legislation, etc.)
- ☐ Ensure you and your delegation have a positive conference experience!

(*May not apply to your institution.)