



NACURH

NATIONAL ASSOCIATION OF COLLEGE
& UNIVERSITY RESIDENCE HALLS, INC.

TO: The NACURH Boards, Member Institutions, and Advisors
FROM: The NACURH Executives
SUBJECT: NAN Resignation & Vacancy
DATE: October 18, 2015

I regret to inform you that Coty Behanna, NACURH Associate for NRHH has decided to resign from his position. I have attached his resignation letter to this email. As per policy, the NACURH Executive Team have met and determined the best course of action regarding the vacancy we have in the NACURH Associate for NRHH position.

With only a few weeks before the start of regional conferences we feel it is in the best interest of the corporation, the NACURH Boards, and the Executive Team to appoint an individual to serve out the remainder of the term. We came to this decision because there is a large amount of time left in the term and we feel as though it is possible to fill the position before the Semi-Annual Business Meeting. NRHH and the NRHH National Board have a lot of big plans this year and we want them to have the direct support and leadership they need. Below we have outlined the process for which this vacancy will be filled. Any NRHH member who attended the 2015 Semi-Annual Business Meeting and is a student currently living on campus is eligible to apply.

Vacancy Timeline

- **October 26th** | Application is distributed to eligible applicants
- **November 8th** | Application will close
- **Week of November 9th** | Interviews
- **Week of November 15th** | Confirmation Vote of NNB and announcement released

Duties of the NACURH Associate for NRHH

- Shall oversee the business of the National Residence Hall Honorary and report such business to the NACURH Chairperson, NACURH Associate for Administration, and NACURH Associate for Finance.
- Shall act as the NACURH Executive Officer of NRHH and chair all NRHH National Board meetings.
- Shall coordinate, in conjunction with the NBD schedule, the NNB boardroom meeting schedule at the Semi-Annual Business Meeting and NACURH, with input from the NACURH Chairperson.

- Shall work to advance the quality of NRHH on a NACURH level by working with the NNB and NACURH Standing Committees.
- Shall work with the NSRO to provide NRHH related information for the official NACURH newsletter.
- Shall oversee and administer the NACURH OTM selection process.
- Shall be responsible for the transposing and distributing copies of the minutes from the NNB meetings within forty-five (45) days of the meeting.
- Shall send out NRHH Policy Book revisions and additions within forty-five (45) days of the Semi-Annual Business Meeting and Annual Conference.
- Shall be responsible for the maintenance and update of the NACURH NRHH Website.
- Serve on or chair any committees as outlined by the NACURH Policy Book.
- Shall coordinate the NRHH Diamond Award processes in conjunction with the NNB.

The NAN email account will be managed by the NACURH Chairperson. I will work to ensure that all messages are filed properly so as not to leave the incoming NAN with an unsorted email account. All communication received to the NAN account by students will be directed to the appropriate Executive for a response. Thank you for your understanding as we've taken time to determine the best course of action to fill the vacant NAN position. If you have any questions, please do not hesitate to contact me.

On behalf of the NACURH Executives,

A handwritten signature in black ink, appearing to read 'Nathan Tack', with a long horizontal flourish extending to the right.

Nathan Tack
NACURH Chairperson