

NOBCChE Regional Advisory Council (RAC)

Role Descriptions, Expectations & Operating Framework

1. Purpose of the Regional Advisory Council (RAC)

The Regional Advisory Council (RAC) serves in an advisory and operational support capacity to the Regional Chair and does not supersede the authority of the Regional Chair or National Board. The Council translates national priorities into regionally responsive action. The RAC does not hold independent governing authority and does not supersede the decision-making power of the Regional Chair or National Board. All RAC recommendations, programs, and financial proposals operate under the final approval and oversight of the Regional Chair, in alignment with national governance structures.

The RAC is designed to:

- Strengthen regional infrastructure and chapter health
- Promote leadership development and succession planning
- Ensure constitutional compliance and accountability
- Support consistent, high-quality programming across chapters
- Maintain strong communication between chapters, regions, and national leadership

2. RAC Structure Overview

The RAC is composed of **Core Committee Co-Chairs, Committee Members**, and **Liaison Roles**, operating under a **co-chair leadership model** to support sustainability, shared responsibility, and leadership development. Core Committees shall consist of **2 Co-Chairs and 3–5 Committee Members**, for a total of **5–7 members per committee**.

Core Committees:

- Communications Committee
- Programming Committee
- Finance Committee

Each committee may establish **subcommittees**.

All RAC members including Regional Student Representatives and Presidential Liaisons must be **paid National NOBCChE members**.

3. Co-Chair Positions (Core Leadership Roles)

Role Purpose (All Co-Chairs)

Co-Chairs jointly lead a regional committee and are responsible for strategic direction, coordination, accountability, and delivery of committee objectives. The co-chair model ensures leadership continuity, shared workload, and succession planning.

Term Policy

Co-Chairs shall serve a standard term of **two (2) years**. To support leadership continuity and effective transition, **one Co-Chair per committee may serve an extended three (3) year term** during designated transition cycles.

- **Student Co-Chairs** (upper-level undergraduate students and graduate students) may serve a maximum of **two (2) consecutive terms**, provided they have **at least two (2) years remaining in their academic program** at the time of appointment.
- **Professional and Postdoctoral Co-Chairs** may serve **unlimited renewable terms**, subject to satisfactory performance and approval by regional leadership, and provided they **remain active members within the region** for the duration of their term.

General Co-Chair Responsibilities

- Provide strategic leadership for assigned committee
- Convene and facilitate committee meetings
- Coordinate committee deliverables and timelines
- Serve on the Regional Advisory Council Executive body
- Collaborate with other committee chairs and the Regional Chairperson
- Ensure committee work aligns with NOBCChE mission, constitution, and regional goals
- Support onboarding and mentorship of committee members

4. Committee-Specific Co-Chair Descriptions

A. Communications Committee Co-Chairs

Primary Focus: Regional communications, documentation, visibility, and engagement.

Key Duties

- Oversee regional newsletters, announcements, and official messaging
- Maintain records: minutes, attendance, correspondence
- Manage chapter submission pipelines (updates, photos, achievements)
- Supervise sub-roles (Recorder/Secretary, Social Media Manager)
- Ensure alignment with national branding and communication standards

B. Programming Committee Co-Chairs

Primary Focus: Regional programming strategy and execution.

Key Duties

- Lead planning of regional professional development, outreach, K-12, and chapter development programming
- Coordinate regional symposia, town halls, and conferences
- Serve as liaison to National Programming Committee
- Establish and oversee programming subcommittees
- Evaluate program impact and collect feedback

C. Finance Committee Co-Chairs

Primary Focus: Financial management, grants acquisition and sustainability.

Key Duties

- Oversee regional budgeting and financial reporting

- Secure regional funding through grants and other sources, coordinate grant submissions and compliance, and oversee the distribution of funds to advance regional programs and initiatives
- Develop and implement fundraising and sponsorship strategies
- Maintain transparency and compliance with national financial standards

All financial recommendations, budgets, and funding allocations proposed by the Finance Committee require final approval by the Regional Chair and must comply with National NOBCCHE financial policies.

5. Committee Members (Non-Chair Roles)

Role Purpose

Committee members support planning, execution, and reporting of committee initiatives while gaining leadership experience and exposure to regional governance.

Term Policy

Committee Members shall serve a one (1) year term, with the option for annual renewal based on continued interest, availability, and satisfactory participation.

There is no maximum limit on the number of renewable terms for Committee Members, provided they remain active members within the region.

Expectations

- Actively participate in committee meetings and assigned tasks
- Contribute to at least one committee deliverable per term
- Serve as a liaison between committee work and their chapter (when applicable)
- Support data collection, reporting, and implementation

6. Regional Student Representatives

Role Purpose

The Regional Student Representative (one per region) shall assist the Regional Chairperson in the coordination and implementation of the Organization's programs, initiatives, and strategic priorities within the region. The Regional Student Representative shall serve as a **liaison**,

advocate, and primary point of contact for student and professional chapters within the region, working closely with Chapter Presidents and regional leadership to support alignment, engagement, and chapter development.

Expectations

- Support regional leadership in advancing student-focused programs, initiatives, and events
- Serve as a consistent communication bridge between student chapters, professional chapters, and regional leadership
- Engage **at least quarterly** with Chapter Presidents to assess chapter health, needs, and opportunities for growth
- Promote student engagement, recruitment, and retention across diverse demographic groups
- Support the onboarding, reactivation, and development of student chapters within the region
- Report to the Regional Chairperson on student engagement trends, chapter activities, challenges, and growth opportunities
- Participate in **monthly Regional Student Representative meetings** focused on evaluating progress toward the expectations shared above, strengthening regional consistency, and sharing best practices

7. Presidential Liaisons (Chapter Presidents)

Role Purpose

Student and professional Chapter Presidents automatically serve as **Presidential Liaisons** for their respective chapters. In this role, Presidential Liaisons act as the primary connection between their chapter and regional leadership, supporting the effective communication, implementation, and feedback of regional and national initiatives at the chapter level.

Presidential Liaisons play a critical role in ensuring that regional priorities are translated into meaningful chapter activities, while also elevating chapter needs, successes, and challenges to regional leadership.

Expectations

- Implement and support **regional initiatives, programs, and directives** at the chapter level in alignment with organizational goals, policies, and values
- Serve as a **point of contact** between their chapter and regional leadership, ensuring timely communication and follow-through
- Meet at least **quarterly** with the Regional Student Representative to discuss chapter activities, engagement levels, challenges, and opportunities for growth
- Provide **chapter-level feedback, insights, and data** to regional leadership to inform planning, decision-making, and continuous improvement
- Support student engagement, recruitment, retention, and leadership development within their chapter
- Collaborate with Regional Student Representatives and Regional Chairs to strengthen chapter alignment and participation across the region
- Ensure that chapter activities conducted under the Organization's name remain within the scope of approved programs and uphold organizational standards

8. Time Commitment Expectations

Co-Chairs & Members

- Monthly committee meeting with task-based work between meetings
- Quarterly RAC meetings (for committee co-chairs only)
- Additional planning meetings during key periods (elections, conference prep, reporting cycles)

Regional Student Representatives and Chapter Presidents

- **Monthly Regional Student Representative Meetings**
- **Quarterly Liaison Meetings** between Regional Student Representatives and Chapter Presidents (serving as Presidential Liaisons)
- **Quarterly Meetings with Regional Chairs**, with additional meetings scheduled **as needed** between Regional Student Representatives and their respective Regional

Chairs

- **Ongoing Communication** between Regional Student Representatives and Chapter Presidents to support timely coordination, issue resolution, and effective implementation of regional and chapter-level activities

9. Minimum Meeting Requirements

Body	Minimum Meetings
Regional Advisory Council	Quarterly
Committees	Monthly or as needed especially during active projects
Liaison Check-ins	Monthly for Regional Student Representatives and quarterly with Chapter Presidents

10. Deliverables & Accountability

Required Annual Deliverables (By Committee)

Each committee shall be accountable for the completion and submission of the following annual deliverables:

- Clearly defined **committee goals** aligned with established regional priorities and strategic objectives
- An **annual activity summary report** documenting initiatives, outcomes, and progress for inclusion in regional and national reporting
- Demonstrated **contributions to chapter support, capacity building, or regional infrastructure improvement**, as applicable to the committee's scope of work

Committees may be required to provide interim updates or additional documentation as requested by regional leadership.

11. Professional Conduct & Expectations

All Regional Advisory Council (RAC) members are expected to:

- Uphold and operate in accordance with **NOBCChE's Constitution, Bylaws, mission, policies, Code of Conduct, and values**
- Demonstrate **professionalism, integrity, accountability, and collaborative leadership** in all activities and communications
- Maintain **timely, clear, and responsive communication** with regional and national leadership, committee members, and chapters
- Actively participate in **regionally related initiatives, programs, meetings, and assigned responsibilities**

Failure to meet these expectations may be addressed in accordance with established organizational procedures.

12. Decision-Making Authority & Governance

The Regional Advisory Council operates in an advisory and implementation support role.

The RAC may:

- Propose programs, initiatives, and regional strategies
- Provide recommendations on budget priorities and resource allocation
- Support execution of approved regional initiatives

The RAC may not:

- Independently approve budgets or financial expenditures
- Override Regional Chair decisions
- Establish policies that conflict with National NOBCChE governance

Note: Final authority for regional programming, financial decisions, and external representation resides with the Regional Chair, in alignment with National Board oversight.