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# Policy I — FARH Conference Policies

**Section A.** Conference Housing

1. All registered and only registered delegates and advisors to the annual FARH Conference are to be housed by the host committee.
2. All delegates are to remain on hotel or conference grounds during the conference.

**Section B.** Alcohol and Substance Use Policy

1. Alcohol is not to be possessed nor consumed by any member of the conference, including, but not limited to the conference staff, delegates, advisers, and volunteers, at any time during the conference regardless of age.
2. In addition, the use of any illegal substance is strictly forbidden during the conference.
3. If you are found in possession of, consuming, or under the influence of alcohol or an illegal substance at any time during the conference, you will be directed to leave the conference at your own expense, without a refund or partial refund of any registration fees.

**Section C.** Conference Finances

1. There will be a $125.00 registration fee cap set for each delegate of FARH affiliated schools at the annual FARH conference.
2. Individuals from a non-affiliated FARH institution will be subject to an additional $5 non-affiliation fee to attend the annual FARH conference.
3. This cap includes an add-on fee, as set by the previous SBD.
4. This cap is not applicable to delegation advisers.
5. The cost of conference shirts is to be included within the registration fee cap.
	1. Should the FARH conference host school be unable to include the cost of the conference shirt in the registration fee, this requirement may be suspended by a majority vote of the NCC’s at the Mini-FARH conference.
	2. For suspension of this requirement, the FARH conference host school must provide a preliminary copy of the conference budget for review by the NCCs prior to the vote.
6. Conference registration fees will not be refunded for any reason.
	1. If a delegate is unable to attend, the school should follow guidelines set forth by the conference for substituting delegates.
7. Conference finances will not be handled through the FARH bank account.
8. The conference add-on fee shall be paid to the FARH Associate Director for Administration within 60 days of the close of the annual FARH conference.
9. If the FARH conference exceeds its budget and runs a debt, the host institution will be responsible for the conference’s outstanding debts.
10. Any conference excess is property of FARH and shall be sent to FARH within 60 days of the close of the annual FARH conference.
11. A final conference report must be submitted to the SBD within 60 days of the close of the annual FARH conference
12. By a 2/3 vote, the SBD may extend post conference deadlines.
13. Conference registration fees for members of the State Board of Directors will be covered through the conference budget.

**Section D.** Registration of the State Board of Directors

1. The State Board of Directors shall register to attend the annual FARH Conference through their host institution.
2. Members of the State Board of Directors shall not count towards the delegation cap of their host institution.
3. The conference staff shall take the attendance of the State Board of Directors into consideration when determining the delegation cap.

# Policy II — Financial Policies of FARH

**Section A.** Financial Requirements

1. In order to maintain financial stability, a 5% contingency shall be included in the FARH Budget.
2. Every Year, three hundred dollars from the FARH Budget shall be placed into the Dr. Larry Faerman FARH Scholarship Fund.
3. A line for SAACURH and No-Frills Registration shall be included in the FARH Annual Budget.
	1. It shall be in the amount of $200. It shall be split with $100 for SAACURH, and $100 for the No-Frills conference in order for the out-going FARH Director to attend.
4. Every year, three hundred dollars from the FARH Budget shall be placed into the FARH Travel Fund
	1. Two hundred dollars of this fund shall be reserved for the annual FARH conference.
	2. One hundred dollars of this fund shall be reserved for the annual Mini-FARH conference
	3. The requests for this fund shall be done via application, on a time line set by the FARH Director
	4. Decisions for travel grants will be based on a 2/3 vote of the SBD.
5. The fiscal year for FARH shall be defined as July 1st to the following June 30th

**Section B.** Foundation Account

1. The purpose of the Foundation Account is to enhance FARH by providing educational enhancement to the affiliated FARH membership
2. The distribution of the Foundation Account funds is at the discretion of the SBD with the approval, formal or informal, of the voting member schools.
3. It is recommended that the SBD establish a target level for the FARH Foundation account.
4. It is further recommended that the SBD set aside 25% of the annual budget for this account until the target level is reached.
5. A balance of $2500 is suggested.

**Section C.** Spending

1. Any spending above what was budgeted for the current year, in a single line, from $0 to $100.00 must be approved by a 2/3 vote of the SBD
2. Any spending above what was budgeted for the current year, in a single line, greater than $100.00 must be approved by a 2/3 vote of the NCCs.
3. Upon receiving a copy of receipts for approved expenditures, the AD for Administration will release a check for reimbursement. Reimbursement will only be paid for budgeted items, or with the approval of the FARH SBD.

**Section D.** Budget Reporting

1. A current budget must be available to present at Mini-FARH, SAACURH, SAACURH No-Frills, and FARH
2. A redacted budget shall be available to any active member school upon request.

# Policy III — Rules and Procedures

**Section A.** Parliamentary Procedure

1. Robert’s Rules of Order, current edition, shall be followed to conduct orderly business.

**Section B.** Election Procedures

1. Letter of Support
	1. Candidates must have a letter of support from the housing office at their institution.
	2. This letter should be written by the Director of Housing or a professional staff member.
	3. Letter of support should include the following
		1. Academic standing
		2. Attendance to Mini-FARH, FARH, other conferences and Summits.
		3. Any other pertinent issues to the position of which you are bidding.
			1. This includes postage of certificates or other documents, and photocopies of position materials whenever necessary.
		4. Host institutions must also acknowledge their willingness to financially support a candidate in their position. Should an institution e unable to financially support the candidate, the candidate will be responsible for funding themselves when needed throughout their term.
2. Nomination and Election Procedures
	1. Intent to Bid
		1. Candidates are required to submit an electronic copy of intent to bid for a State Board Position to the FARH Director and the FARH Advisor no later than four (4) weeks before the conference is declared open.
		2. The notification should include the following:
			1. Your name and school
			2. The position you intend to bid for
		3. If intent to bid letter has been submitted for a SBD position and the individual accepts the nomination, no bids from the floor will be taken. If no letters have been received, then nominations from the floor will be taken.
	2. Bid submissions
		1. Candidates rare required to submit an electronic copy of their bid for a SBD Position no later than two weeks before the conference is declared open.
		2. A bid should include but is not limited to:
			1. Cover sheet
			2. Résumé
			3. Letter of purpose
			4. Goal sheet
			5. Letter of support from a professional staff member from the individual’s host institution
		3. Election will take place in the following order:
			1. Director
			2. Associate Director
			3. Associate Director for Administration
			4. Associate Director for Recognition
			5. Associate Director for Recruitment and Retention
			6. Adviser
		4. Candidates may “slide” if not elected to a previous office.
		5. In the case no one is nominated for an office, that office will be elected last.
		6. The adviser-elect will be elected after all other offices have proceeded through the election process
		7. The Associate Director will serve as the Supervisor of Elections. In the event that the Associate Director is running, another SBD member will serve as the Supervisor of Elections.
		8. Position descriptions shall be read before each election.
		9. Nomination will be taken for each office election individually. After all nominations for that office are taken, nominees may accept or decline.
		10. Associate Director for Administration will keep time. He/she will face candidates and give a thirty-second warning.
		11. Candidates will have three minutes to give a speech
			1. Order of speeches will be selected randomly, and candidates may not remain in the room while other candidates for the same position present their speeches.
		12. All candidates will return to the room for a five-minute questions and answers session.
			1. Questions must be directed to all candidates
			2. National Communications Coordinators or official school representatives may ask the questions
			3. SBD members may only direct questions to candidates running for their current position.
			4. Candidates will take turns answering the questions, rotating who answers the question first.
			5. This session may be extended by two-minute increments with a majority vote.
		13. Each candidate may have one person give a two minute “pro” speech on his or her behalf.
			1. No candidate for the office in election may be present during the pro speeches.
		14. No “con” speeches may be given.
		15. A vote of “no confidence” may be submitted if an institution feels a candidate is not qualified for the position for which they are currently bidding.
			1. If a simple majority of institutions vote no confidence, then the position remains vacant.
			2. The elections will then proceed in order of office, and nominations for the vacant position will be accepted again after other positions have been elected.
		16. No SBD member may speak on behalf of a candidate.
		17. The adviser must be present at the counting of the ballots.
		18. Conference voting procedures:
			1. Conference voting will take place in the following order:
				1. Mini-FARH
				2. FARH
			2. Conference voting will follow procedures for regular voting except as described below.
			3. Each potential conference host will have 5 minutes to set up for, 15 minutes to make, and 5 minutes to break down or clean up after their presentation.
			4. After each presentation there will be a 5 minute period of question and answer.
				1. Question and answer will immediately follow the presentation (or clean up if necessary).
				2. Questions need only be directed to the presenting school
				3. There should be no direct comparisons between multiple bidding schools’ presentation during question and answer period.
				4. If there are multiple schools bidding for a single conference, each presentation team will leave the room while the others are presenting and during their question and answer period.
	3. Filling Vacancies (Succession)
		1. In the event that the Director position becomes vacant, the SBD will appoint a new director that the first business meeting following the vacancy.
		2. If no member of the SBD wants to fill the vacancy, a new director will be chosen at the next conference.
		3. In the event that another SBD position becomes vacant, the SBD will solicit interest and appoint a new member to the board.
	4. Voting
		1. Each FARH-affiliated school will receive one vote.
		2. A two-minute caucus for schools will be permitted.
		3. Votes will be taken by a roll call and a secret ballot.
		4. A candidate must receive over 50% of the votes to be selected.
		5. In the case that an NCC is running for a position, he or she may proxy their vote to another member of their school.
		6. In case of a tie, a revote will be taken.
		7. If no winner is identified after the revote, the SBD will collectively cast the tie-breaking vote.
		8. In case no one candidate receives over 50% of the votes, the least number of candidates whose sum votes total over 50% will enter a run-off.

**Section C.** Election procedures for Hosting Conferences

1. Intent to bid
	1. Schools are required to submit a letter of intent to bid for a FARH conference, including both FARH and Mini-FARH, to the FARH director and FARH Advisor no later than four (4) weeks before the FARH annual conference is declared open.
	2. The notification should include the following:
		1. Conference bidding for
		2. Dates of the conference
		3. Name of the Conference Chair and Conference Adviser and contact information
2. Bid submission
	1. Schools are required to submit an electronic copy of their bid for a conference no later than two (2) weeks before the annual FARH conference is declared open.
	2. A bid should include but is not limited to
		1. Cover sheet
		2. Dates for conference
		3. Projected itinerary
		4. Registration dates
		5. Information on:
			1. Hotel
			2. Dining
			3. Parking
			4. Entertainment
			5. Programming
			6. Philanthropy
			7. Transportation
			8. Projected delegate cap
		6. Budget
		7. Participant/Adviser Agreement Forms
		8. Two letters of support, at least one being a professional staff member
3. Floor nominations
	1. If a letter of intent and bid for a conference has been received by SBD in accordance with section 3, part 1 and 2 of the policy book floor nominations will not be accepted.
	2. If a letter of intent has been submitted but no bid has been submitted, the SBD will allow floor nominations in addition to the nominated school with letter of intent.
	3. In the event that the SBD does not receive a letter of intent or bid then nominations from the floor will be accepted.

# Policy IV — Awards

**Section A.** Guidelines for Award Submissions

1. Manner will be determined by the Associate Director for Recognition
2. All submissions must be typed, single spaced, 10-12 pt. font (excluding titles and letterhead) with one inch margins on all sides.
3. Content
	1. All bids shall contain page numbers on all pages counting toward the page limit
	2. Digital submissions should be attached to an email to the Associate Director for Recognition, Director, and Adviser. Awards should be .doc, .docx, or .pdf format. The title of the document should include the nominee’s name, award name, the year, and order of documents if there are multiple for the same award.
	3. A page shall be defined as: A side with printing. Title pages and citation page are not included in the page count. For digital submissions: One 8.5” x 11” page in a word processor or pdf file.
	4. Bids will be no longer than eight (8) pages. The length of a bid shall include the written bid that describes how the nominee fulfills the criteria listed under each award, two letters of recommendation, resume, and dividers.
	5. The name of the nominee, nominator, and institution must be on the cover page.
	6. All content not created by the bidding school must be accompanied by proper citation on a citation page and the end of the award bid, which shall not be counted in the page limit. The Associate Director for Recognition shall determine the proper citation method and communicate the method of these requirements when the bid timeline is disturbed.
		1. Copyright material must be altered by 20% or more to be considered original material. It is recommended that the link to the original image be cited.
4. A FARH affiliated school must be in good standing in order to receive an award.
5. All nominations shall be due ~~before Winter Summit~~, on a timeline determined by the Associate Director for Recognition.

**Section B.** Award voting procedures

1. The State Board of Directors will choose the following awards by majority vote at the annual Winter Summit meeting.
	1. State Board of Directors Commendation
	2. Dr. Larry Faerman FARH Scholarship

The national Communications Coordinators will choose the following awards by majority vote at the annual FARH conference during the State Meeting:

* 1. Norbert W. Dunkel Adviser of the Year
	2. President of the Pond
	3. NCC of the Pond
	4. Student of the Pond
	5. Crystal Award
	6. First Year Experience
	7. Most Improved School of the Pond
	8. Program of the Pond

**Section C.** Norbert W. Dunkel Adviser of the Year Award

1. Description:

The Florida Association of Residence Halls (FARH) presents the Norbert W. Dunkel Adviser of the Year Award to a residence hall adviser who has contributed outstanding service and dedication to the improvement of residence hall life.

Requirements:

Individual aids in the development of student leaders.

* 1. Individual maintains positive advising style and attitude.
	2. Individual balances professional career and advising.
	3. Individual promotes and contributes to the campus’ Residence Hall Association.
	4. The information provided in the bid should be year specific to the year of nomination.
	5. The bid should include the position description for nominee’s adviser role.
1. Selection Criteria:
	1. Nominee’s approach to advising and advising style.
	2. Nominees experience advising students and groups through challenges.
	3. Campus level involvement, goals, and achievements as an adviser.
	4. Recognition received through awards.
	5. Training and certifications by campus, regional, national, or international organizations.

**Section D.** President of the Pond Award

1. Description:
	1. The President of the Pond award goes to the RHA or NRHH chapter president who has gone above their position description to take their organization to the next level.
2. Requirements:
	1. Provides housing organization with leadership and guidance.
	2. Participation in FARH conferences.
	3. Participates in FARH initiatives, when possible.
3. Selection Criteria:
	1. Service through delegation, communication, goal setting, and execution of goals.
	2. Connections formed between nominee’s board and the residential housing community.
	3. Demonstrates leadership, motivation, enthusiasm, and creativity.
	4. Shows success or growth of organization.

**Section E.** NCC of the Pond Award

1. Description:
	1. The NCC of the pond award goes to an NCC who provides FARH and their host institution with exemplary service.
2. Requirements:
	1. Represents host institution in the boardroom.
	2. Participates in FARH initiatives when possible
3. Selection Criteria
	1. Provides delegation with spirit, team building, and leadership
	2. Campus level role, goals, and accomplishments.
	3. Recognition received through awards.

**Section F.** Student of the Pond Award

1. Description:
	1. The Student of the Pond award goes to a student, from a FARH affiliated school who has provided FARH and their host institution with exemplary service.
2. Requirements:
	1. Participates in the RHA or NRHH chapter of his/her host institution
	2. Participates in FARH initiatives, when possible.
	3. Any student living in the residence halls who is not a President or NCC during year of nomination.
3. Selection Criteria:
	1. Nomination should include academic success, achievements and honors.
	2. Campus level leadership involvement, goals, and achievements.
	3. Attendance and contributions to academic or leadership conferences.
	4. Roles and contributions in campus, regional, national, or international academic honoraries or organizations relevant to the nominee’s area of academic focus.

**Section G.** Crystal Award

1. Description:
	1. The Florida Association of Residence Halls (FARH) presents the Crystal Award to individuals who have, throughout their residence life involvement, contributed outstanding service and dedication to the improvement of residence hall life. Typically, this award is presented to individuals who have contributed to residence life for more than one year.
	2. Each FARH affiliated school may nominate two individuals each year for consideration. The FARH State Board of Directors (or their designee) will select zero to three Crystal Award recipient(s).

2. Requirements:

* 1. Any individual who has been an enrolled student during the year of nomination and who has lived in a residence hall is eligible for this award.
1. Only content that reflects accomplishments made by the nominee while living in on-campus housing will be considered.
2. Must not be nominated for any other FARH award voted on by the NCCs
3. Bid must outline accomplishments of nominee for each year of involvement in residential leadership

3. Selection Criteria

1. Contributions to the improvement of all aspects of residence life (for example – leadership roles, service on committees, volunteer service, program presentation, workshop, or creative ideas).
2. Impact on other institutions in addition to their own through the above contributions.
	1. Positive influence on the leadership development of others.

**Section H.** First Year Experience Award

1. Description:

a. The Florida Association of Residence Halls (FARH) presents the First Year Experience Award to individuals who have contributed outstanding service and dedication to the improvement of residence hall life during their first year of residence life involvement. Individuals should demonstrate substantial involvement and leadership in their residence hall association.

 2. Requirements:

* 1. Demonstrated a commitment to the improvement of their residence hall in their first year
	2. Demonstrated leadership and involvement in their residence hall, campus, and FARH
	3. Positively influences other residents around them
1. Selection Criteria:
	1. Campus level involvement inside and outside the residence halls.
	2. Academics honors or awards.
	3. Community involvement.
	4. Motivation for involvement in residential leadership.
	5. Personal and professional growth during time in the residence halls.
	6. Plans and goals for the nominee’s future in residential leadership.

**Section I.** Most Improved School of the Pond Award

1. Description:
	1. The Florida Association of Residence Halls (FARH) presents the Most Improved School Award to honor the FARH school, which has most improved services and representation for the residents.
2. Requirements:
	1. The bid must include comparisons between the previous and current academic years.
3. SelectionCriteria:
	1. Purpose and goals
	2. Structure
	3. Resident Involvement
	4. Activities and Programs
	5. Challenges
	6. Communication
	7. Budget
	8. Service to FARH and other affiliated institutions
	9. Other Innovations

**Section J.** Friends of Felippe Award

1. Definition
	1. The Florida Association of Residence Halls (FARH) presents the FARH Friends of Felippe Award to individual(s) who have contributed to the success and personal growth of a State Board Member.
	2. Each State Board member may give up to three pins. This award may be given to individuals who are not a part of any affiliate school of FARH.
2. Award Criteria
	1. Contributed to the success and personal growth of a State Board Member.

**Section K.** State Board of Directors Commendation

1. Definition:
	1. The Florida Association of Residence Halls (FARH) presents the FARH State Board of Directors Commendation to individual(s) who have contributed to the success of the Florida Association of Residence Halls
	2. This award is a collaborative effort of the entire State Board of Directors.
2. Award Criteria
	1. Contributed to the success of The Florida Association of Residence Halls
	2. This award may not be given to a current State Board member
	3. No more than three awards may be given out per year

**Section L.** Program of the Pond Award

1. Description:
	1. The purpose of the Program of the Pond award is to recognize the most outstanding student-implemented program at a FARH Affiliated school and its impact on residents residing on campus.
	2. A member school can only submit one program per year.
2. Requirements:
	1. Program must be related to Residence Hall students
	2. Program must be creative and unique
	3. Program must be student-implemented
	4. Content
		1. Summary
		2. Program origination
		3. Educational component
		4. Audience
		5. Goals
		6. Student needs
		7. Student involvement
		8. Marketing
		9. Resources (budget, supplies, personnel, campus/community resources)
		10. Evaluation (successes, challenges, student impact)
3. Selection Criteria:
	1. Relevance of program to residence hall students.
	2. Uniqueness of program.
	3. Overall quality of information presented.
	4. Demonstrated achievement of goals and objectives.
	5. Relevance of nomination to other schools as a resource for program adaption and implementation.
	6. Program impact on residents and campus community.

**Section M.** Dr. Larry Faerman FARH Scholarship

1. Definition:
	1. The Florida Association of Residence Halls (FARH) presents the Dr. Larry Faerman FARH Scholarship to an individual who has demonstrated outstanding leadership and scholarship as a FARH member. This scholarship must be used toward the payment of educational expenses incurred by a student attending his/her university
	2. Each FARH affiliated school may nominate one individual each year for consideration. The FARH State board of Directors (or their designee) will select as many Dr. Larry Faerman FARH Scholarship recipients as they see fit. The recipient will be presented with the $100.00 scholarship at the annual FARH Conference (February).
2. Award Criteria:
	1. Applicants must be a member of FARH
	2. Attended at least one (1) Mini-FARH or FARH Conference
	3. Actively involve themselves in the FARH community
	4. Applicants must be a full-time student in good standing with their university
	5. A 3.0 cumulative GPA or higher upon application
	6. Directly involved in residence hall activities and made outstanding contributions
	7. This award will be from FARH conference to FARH conference
	8. Suggested criteria
	9. Presented at a FARH conference
	10. Helped a FARH delegation in some capacity

# Policy V — Florida Excellence in Housing Awards (FEHAs)

**Section A.** Categories and Descriptions

1. Student
	1. Currently enrolled undergraduate or graduate student
	2. May not be serving in a Graduate Assistant or Adviser role.
2. National Communications Coordinator
3. Adviser
	1. Must serve as an Adviser for a member school.
	2. Does not have to be the RHA adviser
	3. Community
	4. Resident Assistant
		1. Must be a current resident assistant at a member school
	5. Executive board member
		1. Must serve on their RHA executive board
	6. Graduate Assistant
		1. May not be serving in an Adviser role.
	7. Staff/Faculty
		1. Must be on the faculty or staff of a member school
		2. Should pertain to a non-adviser role.
	8. Educational program
	9. Social program
	10. Service program
	11. Diversity program

**Section B.** Spotlight Award

1. The Associate Director for Recognition will award one Spotlight Award per school per month.
2. The Spotlight Award recognizes an individual who has gone abov e and beyond for the month of the FEHA. In order to be eligible for the Spotlight Award a short description of why the individual is receiving a FEHA must be provided.
3. All SBD members and the Adviser to the SBD are ineligible for this award.
4. The Spotlight will be recognized with a FARH State Pride Pin.

**Section C.** Eligibility

1. FEHAs can be submitted by any member school in good standing.
2. An NCC, Adviser, or their designee may submit FEHAs.
3. Nominations should be month specific.

**Section D.** Timeline

1. FEHA Deadlines
	1. Due by 11:59:59 pm on the 15th of the following month.
2. Spotlight Selection Deadline
	1. The spotlight will be selected no later than one month from the due date of that month’s submission.
3. Extensions
	1. Extensions may be granted up to 9 days by the Associate Director for Recognition.

**Section E.** Criteria

1. Nominators must include three sentences minimum on why subject is deserving of the FEHA
	1. Spotlight award is a minimum of 5 sentences

# Policy VI — FARH committees and Ex-Officio Positions

**Section A.** Committees

1. Standing Committees
	1. Standing Committees are defined as committees which are not dismantled and will continue year after year
	2. Standing committees shall be overseen by a State Board Member and chaired by a student from a FARH affiliated school
		1. In the case there is no Committee Chair, the SBD Member overseeing the committee will chair the committee until a new chair is appointed.
	3. The standing committees are as follows:
		1. State Assessment, Strategy, and Resources, overseen by the State Director
		2. Legislation and Constitution Review, overseen by the Associate Director
		3. Spirit, overseen by the Associate Director for Recognition and the Associate Director for Administration
		4. Public Relations, overseen by the Associate Director for Public Relations
		5. Any other committee may be formed at the discretion of the Director
2. Any student from a FARH affiliated school may apply to act as a FARH Committee Chair in a manner deemed appropriate by the Director
3. Committee Chairs
	1. The Committee Chair position is an ex-officio position
	2. Any student from a FARH affiliated school may apply to act as a FARH Committee Chair in a manner deemed appropriate by the Director
	3. Roles and responsibilities of the Committee Chair
		1. Develop agendas for committee meetings
		2. Chair committee meetings
		3. Assign tasks to committee members
		4. Serve as a positive role model to committee members
		5. Meet regularly with the SBD Member overseeing the committee

**Section B.** The FARH Director shall have the power to create any ex-officio positions they see necessary to help further FARH as an organization. Each ex-officio position shall serve a term designated by the SBD.

1. SAACURH Spirit Coordinator
	1. The SAACURH Spirit Coordinator shall be appointed by the FARH SBD. The SAACURH Spirit Coordinator is responsible for establishing all initiatives to represent FARH at the SAACURH regional conference; including but not limited to: roll call, cheers, and tshirts.
	2. The SAACURH Spirit Coordinator shall be considered through an application process and be approved by the SBD. With the application, the applicants shall submit a leadership resume, in addition to, submitting answers to questions provided on the application. The term of the SAACURH Spirit Coordinator shall be designated by the SBD.