Residential Hall Associate Executive Board Members and Resident Representatives

**Term:** Academic Year 2017-2018  
**Position Open:** 14 Positions

Thank you for your interest in running for an executive board position! The position descriptions below are to give you an idea of the roles and responsibility of each position; however, please note that these responsibilities are subject to change pending the review and implementation of the RHA constitution edited by the President, Vice-President, and RHA Advisor.

**Executive Board Members:**
- a) Attend Hall Board Meetings and General Meetings
- b) Plan, advertise, and help run RHA events
- c) Spread enthusiasm about RHA and upcoming events
- d) Give voice to resident concerns and issues
- e) Have the option of serving evening office hours in the Housing Office

**President***:
The President shall:
- a) Be responsible for chairing Board Meetings;
- b) Be responsible for chairing General Meetings;
- c) Be responsible for the coordination of events;
- d) Supervise Executive Board members that are acting as chair for events;
- e) Promote the involvement of all members;
- f) Assigns duties and responsibilities through other Officers as deemed necessary;
- g) Have the option to serve as the Director of Housing for Associated Students Inc. (ASI)

**Vice-President***:
The Vice-President shall:
- a) Succeed the president in the case of withdrawal or removal from the RHA Executive Board;
- b) Be responsible for attending Board Meetings;
- c) Be responsible for attending General Meetings;
- d) Assist the President in coordinating events;
- e) Temporarily assume all duties of the President as chair of the General and Board meetings in the President’s absence;

**Secretary***:
The Secretary shall:
- a) Be responsible for attending Board Meetings;
- b) Be responsible for attending General Meetings;
- c) Call the General Meeting to order;
- d) Provide a sign-up sheet for each General Meeting as well as any kind of sign-up sheet necessary when members are signing up for events, surveys, projects, etc.
- e) Conduct a Roll Call
- f) Record the minutes of the Board and General Meetings as well as record an agenda during the Board Meeting for the next General Meeting;
- g) Send a final copy of the General Meeting minutes to the RHA Advisor
- h) Send the RHA Advisor the agenda for the next General Meeting
- i) Assist the President in coordinating events

**Compensations for RHA exec board members & RRs:**
Compensation will be a percentage of room credits toward your room.

**Treasurer***:
The Treasurer shall:
- a) Keep financial records of RHA
- b) Consult with the RHA Advisor on matters of acquiring RHA funds or payments of monies;
- c) Advise RHA on financial status of available monies
- d) Prepare, with the assistance of the Vice-President, all proposals when requesting funds from Associated Students, Inc. (ASI) or Housing;
- e) Collects receipts for all purchases made involving the use of RHA funds and submits the proper reimbursement form(s)
- f) Deposit all monies received through RHA to Foundation
- g) Adhere to financial procedures
- h) Assist the President in coordinating events

**Marketing and Promotions Coordinator***:
The Marketing and Promotions Coordinator shall:
- a) Be responsible for the advertisement and promotions of RHA events and hall activities
- b) Develop and implement recruiting and retention of RHA members.
- c) Work to develop and maintain RHA social media platforms.
- d) Be responsible for creating and chairing a Marketing committee.

**Resident Representatives***:
The Resident Representatives shall:
- a) Serve as a direct liaison between RHA and residents;
- b) Solicit input from residents on all RHA matters, events, and activities;
- c) Assist the Executive Board members in the coordination of RHA events;
- d) Have office hours in the Housing Office (2-3 days per month)
- e) Address Community Standard Issues within their building community
- f) Have the right to make motions, seconds, and discuss any matter up for discussion;
- g) Have the right to vote
- h) Be allowed to serve on Committees or Sub-committees for RHA events

**Qualifications for Executive Board and RHA Representatives:**
Applicants must be in and maintain good disciplinary standing.
Applicants must be enrolled full time at CSUB spring 2017.
Applicant must be a current resident for the 2017-2018 academic year.
Applicants must be able to serve as an executive board member or resident representative for the entire academic year.
Executive Board Applicants must have and maintain a minimum cumulative and quarterly GPA of 2.25.