RESIDENCE HALL ASSOCIATION (RHA)
TERMS and CONDITIONS
2019-2020

RHA Officer Name (Print): ____________________________________________ Net ID: ___________

Permanent Address: ______________________________________________________________________

Permanent Phone Number (  ) ______________ Email: ______________________________________

Appointment Dates: Monday, August 5th, 2019 – Friday, May 15th, 2020

The Residence Hall Association (RHA) is a student government representing all students living on-campus. RHA is structured around the importance of providing student representation and input in the decisions that affect residents. It is also the umbrella organization for the Area Councils - the student governments in each building. RHA coordinates events, advocates for residents, and holds regular assembly meetings and occasional town halls both of which are open to all residents. RHA has a seven member student Executive Board that organizes events and facilitates RHA committees and bi-weekly general assembly meetings. General Assembly meetings provide RHA and Area Council members an opportunity to discuss issues and plan events together. All residents are welcome to attend these meetings to raise issues and provide input.

The organization has seven student Executive Board members who are hired through Student Housing and Residence Life (SHRL). This is both a leadership opportunity as well as a job with expectations and responsibilities.

The RHA Executive Board consists of the following positions:
   a. President
   b. Vice President of Communication (Marketing & Conferences)
   c. Vice President of Internal Affairs (Student Advocate)
   d. Vice President of External Affairs (Campus Outreach)
   e. Vice President of Programming (Event Planning)
   f. Vice President of Administration (Secretary)
   g. Vice President of Finance (Treasurer)

A. CONDITIONS

1. RHA Executive Board members must be undergraduate or graduate students in good academic standing with the university and possess a minimum 2.500 GPA at the time of application and throughout the period of employment. Student Housing and Residence Life reserves the right to check grades of Executive Board members through the duration of their appointment. Please note that GPA does not round up. Release from position may be required for students who do not maintain a 2.500 cumulative GPA.

2. RHA Executive Board members must be enrolled as full-time students at CSU East Bay during the period of employment. Full time enrollment is defined as at least 12 units for an undergraduate student and 8 units for a graduate student.

3. RHA Executive Board members must be in good conduct standing with the University and Student Housing and Residence Life. Good conduct standing means that the candidate is not currently on Housing Probation or had been documented and found responsible for a policy violation during the quarter of application through the term of employment. Release from position may be required for students who do not maintain this standing.
4. RHA Executive Board members must reside on-campus during the employment period.
5. RHA Executive Board members may not hold a Residential Life professional/paraprofessional staff position during their term of office.
6. RHA Executive Board members must attend orientation on Friday April 27, 2018 and May 2018 dates to be determined.
7. RHA Executive Board members must attend training on August 6 - August 16, 2018 and January 25, 2019.
8. RHA executive board members are required to attend weekly meetings which are held at the following times:
   ● Executive Board meetings: every other Tuesday from 6:30pm - 8:30pm
   ● General Assembly meetings: every other Tuesday from 7pm - 8pm
9. Minimum of one year residence in a college or university residence hall, or a similar group living experience such as a Greek house, co-op, or theme program prior to term of employment is preferred, but not required.
10. Previous leadership experience is strongly desired.

B. IMPORTANT DATES

1. Period of employment: The period of appointment for RHA Executive Board members is as follows:
   - Fall Semester 2018: Mon, August 5, 2019 - Fri, December 20, 2019
   - Spring Semester 2019: Sat, Jan 18, 2020 - Fri, May 15, 2020
2. Move-in dates: RHA Executive Board members move-in dates are as follows:
   - Fall Move-In 2018: Sun, August 4, 2018 by 5PM
   - Spring Move-In 2019: Sat, January 18, 2020 by 5PM
3. Training dates: RHA Executive Board members are required to attend Fall and Spring trainings. Training will typically occur from 9AM-6PM daily. On some days, the schedule may go outside these times or may be overnight for a staff retreat. Weekend sessions may also be scheduled. All parts of training are mandatory. If an RHA Executive Board member cannot attend all sessions, that staff member may have their offer rescinded. **Please note: Training dates are subject to change. The training schedule is as follows:

<table>
<thead>
<tr>
<th>Spring 2018 Training Days</th>
<th>Fall 2018 Training Days</th>
<th>Spring 2019 Training Day</th>
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<tbody>
<tr>
<td>Training Dates still pending. All dates will be released at the start of the Spring Semester prior to interviews.</td>
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4. Weekly meetings: RHA executive board members are required to attend weekly meetings which are held at the following times:
   ● Executive Board meetings: every other Tuesday from 6:30pm - 8:30pm
   ● General Assembly meetings: every other Tuesday from 7pm - 8pm

C. TERMS OF EMPLOYMENT

1. All candidates that have been offered and have accepted the position MUST read through the Terms and Conditions of the position. Additionally, each staff member must sign and date the overall job description as an understanding that they have read through and agree to all terms. Signing the job description signifies a clear understanding of the expectations. The due date will be conveyed in the offer letter.
2. Compensation: RHA executive board members will be paid for maximum of 5 office hours each week at $12.50/hour. They will also receive double room rate of housing for the academic year. Should candidates choose a room that is more expensive than the double rate, they are responsible for the difference. _____
   a. RHA Executive Board members must keep a record of all office hours worked. RHA Executive Board members are required to record time using the Humanity software to clock-in at the beginning and end of each shift. RHA Executive Board members may not clock in more than 5 minutes prior to, or 5 minutes after, the start of their shift. RHA Executive Board members should not clock out for rest breaks.
b. RHA Executive Board members shall not work more than 8 hours per day or 20 hours per week at on-campus jobs.
c. *SHRL reserves the right to rescind an RHA executive board member’s desk appointment and/or charge rent if it is determined that the RHA executive board member has not fulfilled any responsibility related to their position. Should an RHA executive board member resign or be released from their position, compensation will end.
d. *PLEASE NOTE: The compensation package for the RHA executive board member’s position may significantly affect your financial aid package. It is recommended that you contact the Financial Aid office to discuss the impact of the compensation prior to applying/accepting the position.

3. RHA Executive Board members must maintain full-time academic status (12 units per semester-undergraduate and 8 units for graduate) throughout the term of employment. Exceptions must have prior approval of the Associate Director of Residence Life. No staff member should be enrolled in more than 18 units a semester.

4. RHA Executive Board members must maintain the required 2.500 cumulative GPA throughout the term of employment. Grade checks will be conducted in June (to confirm eligibility for Fall semester) and in January (to confirm eligibility for Spring semester) in order to ensure compliance with the academic requirements of the position. Staff members that drop below the 2.500 GPA requirement may be removed from the position.

5. RHA Executive Board members must be in good conduct standing with the University and Student Housing and Residence Life. Good conduct standing means that the candidate is not currently on Housing Probation or been documented and found responsible for a policy violation during the quarter of application through the term of employment. Release from position may be required for students who do not maintain this standing.

6. RHA Executive Board members may not hold a Residential Life professional/paraprofessional staff position during their term of office.

7. RHA Executive Board members must actively participate in all trainings and meetings.

8. Once selected, RHA Executive Board members will conduct a minimum of three 1:1 meetings during Spring semester 2018 with the outgoing executive board members to effectively transition into their role.

9. RHA Executive Board members are required to complete pre-training tasks during the summer months and be in clear communication with the executive board during that time

10. RHA Executive Board members must complete all online training for the position by Friday June 29, 2018.

11. RHA Executive Board members must participate in Fall opening on August 16 -18th, 2019.

12. RHA Executive Board members must maintain a minimum of 10 hours a week devoted to RHA activities which include:
   a. Executive Board meetings weekly
   b. General Assembly Meetings
   c. Office Hours
   d. RHA sponsored activities
   e. Executive Board retreats
   f. Attending Area Council Meetings/Events
   g. Attending Committee Meetings/Events

13. RHA Executive Board members must participate in bi-weekly Executive Board Meetings

14. RHA Executive Board members must participate in bi-weekly General Assembly meetings.

15. Any major time commitments (i.e. running for Associate Students Executives, additional employment or other responsibilities outside of the RHA executive board member position) cannot exceed a total of 10 hours a week. Exceptions to this must be discussed and approved in advance by the RHA advisor.
16. Ensure that your Advisor and fellow board members are informed and updated on all aspects of your work. This includes meeting regularly with your Advisor (as determined by the advisor) to share job-related information, receive feedback, and develop job-related skills.

17. RHA Executive Board members will receive a performance evaluation twice during their academic term of employment. Employment is contingent upon ongoing satisfactory job performance evaluation by their advisor. Satisfactory job performance evaluation is defined as meeting expectations as defined by the job evaluation in all areas of the job description.

18. Become familiar with and abide by the RHA Constitution.

19. Complete administrative tasks as needed (i.e. program coordination/submission, committee meeting agenda, prepping for 1:1s maintaining a positional calendar.) in a timely and efficient manner.

20. Actively use all technological resources made available to successfully perform your position (G-Mail, BaySync).

21. Check and empty RHA mailbox on a regular basis. Use and/or post items in a timely manner.

22. Disseminate campus information and create regularly updated bulletin boards.

23. Fulfill committee responsibilities, collaterals or special projects agreed upon with the advisor and board members.

24. Actively participate in the selection process for future RHA Executive Board members for the next academic year.

25. RHA Executive Board members are expected to serve as a role model for all residence hall policies and procedures through day-to-day interaction with students and staff as well as through online sources (i.e. Facebook, Instagram, Twitter, e-mail, etc.). Failure to serve as a positive role model may result in personnel action up to and including release from position.

26. RHA Executive Board members are expected to be guided by integrity, act in an honest, conscientious and professional manner, showing respect for persons of all cultures, races, genders, classes, spiritual identities, sexual orientations, interests and abilities. Refrain from becoming involved in activities or encouraging norms which are in direct opposition to this principle. RHA executive board members must maintain a professional and appropriate image in one-on-one interactions, community settings and on on-line areas.

D. POSITIONAL DUTIES AND RESPONSIBILITIES

Initial beside the duties of the RHA executive board member position which you have been offered and sign that page.

A. PRESIDENT

1. Shall act as Chief Executive Officer of the organization in a supervisory role. ______
2. Shall be the liaison between RHA and the CSUEB Housing department. ______
3. Shall work to achieve the goals and purposes set forth in the RHA Constitution and its By-laws. ______
4. Shall make sure that all actions taken by the General Assembly and the Executive Board are within the framework of the RHA Constitution and By-laws. ______
5. Shall call for agenda items for Executive Board meetings at least 4 days before scheduled meetings. ______
6. Shall set agenda for General Assembly meetings one week prior to scheduled meetings. ______
7. Shall have the power to call a recess and/or adjourn all meetings. ______
8. Shall preside over and facilitate General Assembly and Executive Board meetings. ______
9. Shall facilitate discussions pertaining to clear annual goals and expectations of the group. ______
10. Shall serve as the Chairperson of the Constitution Review Board. ______
11. Shall develop training initiatives for Executive Board members and RHA members. ______
12. Shall meet on a regular basis with each Executive Board member to manage their progress. ______
13. Shall preside over the President’s Board which includes all Presidents of the Area Councils. ______
14. Shall work with Area Council Presidents to manage the progress of each of their organizations. 
15. Shall attend Area Council Meetings as needed. 
16. Shall attend NRHH Chapter meetings as a means of staying in communication with the organization. 
17. Shall attend Bi-Weekly Executive Board meetings. 
19. Shall attend Area Council Meetings as needed. 
20. Shall attend monthly Residence Life All Staff meetings as necessary. 
21. Shall plan, develop and organize programs each semester. 
22. Shall have the power to appoint, with the approval of the General Assembly, special executive committees and committee chairpersons. 
23. Shall be the official representative of RHA and serve as the official delegate. 
24. This includes: SHRL, ASI, Area Council, Student Involvement, NRHH, and the campus community. 
25. Shall meet with campus officials as necessary to represent the needs of residents. 
26. Shall write all official correspondence for RHA, excluding Regional and National Conferences. 
27. Shall communicate with other RHA presidents. 
28. Shall represent CSUEB at NACURH and PACURH conferences. 
29. Shall coordinate affiliation and payment for all PACURH and NACURH membership requirements. 
30. Shall correspond with PACURH and NACURH regularly including participating in regularly scheduled online chats, etc. 
31. Shall maintain and update a position-specific calendar. 
32. Shall submit position-specific year-end report. 
33. Shall perform other duties as necessary for RHA.

This position is subject to criminal and background check.

My signature certifies that I have reviewed and fully understand the expectations outlined in these terms and conditions. Further, I agree to perform the duties of the RHA Executive Board Member position to the best of my ability. If, at any time, I do not feel that I can uphold the terms of this position, I will speak with my Advisor immediately.

_____________________________       _______________________________  _____________
Employee Name            Employee Signature   Date

_____________________________       _______________________________  _____________
Supervisor Name             Supervisor Signature   Date

_____________________________       _______________________________  _____________
MPP Name             MPP Signature    Date

B. VICE PRESIDENT OF COMMUNICATIONS/NCC (MARKETING & CONFERENCES)

1. Shall perform the duties of the President in their absence. 
2. Shall work to achieve the goals and purposes set forth in the RHA Constitution and its By-laws. 
3. Shall make sure that all actions taken by the General Assembly and the Executive Board are within the framework of the RHA Constitution and By-laws. 
4. Shall represent CSUEB at NACURH and PACURH conferences. 
5. Shall coordinate affiliation and payment for all PACURH and NACURH membership requirements. 
6. Shall correspond with PACURH and NACURH regularly including participating in regularly scheduled online chats, etc. 
7. Shall attend any NACURH affiliated conferences that RHA decides to attend. 
8. Shall fulfill the duties of the NCC as defined by PACURH and NACURH. 
9. Shall coordinate application process for all regional and national RHA-affiliated conferences and serve on selection committee. 
10. Shall preside over all conference delegation meetings including assigning subcommittees. 
11. Shall keep accurate records of all monetary transactions in the Conference Budget. 
12. Shall ensure that the RHA remains in good standing with PACURH and NACURH.
13. Shall communicate with other NCCs.
14. Shall be responsible for education regarding NACURH services and resources.
15. Shall be responsible for the submission of bids to the annual PACURH No Frills conference and the annual NACURH Conference given the timeline provided by the Regional Board of Directors (RBD) and the National Board of Directors (NBD).
16. Shall consult with the NRHH President to solicit intents for NRHH Bids.
17. Shall be responsible for the submission of bids to the annual PACURH No Frills conference and the annual NACURH Conference given the timeline provided by the Regional Board of Directors (RBD) and the National Board of Directors (NBD).
18. Shall be responsible for planning, developing and organizing programs each semester.
19. Shall develop a timeline for bid nomination, development, writing and submission.
20. Shall attend Bi-Weekly Executive Board meetings.
22. Shall attend Area Council Meetings as needed.
23. Shall attend monthly Residence Life All Staff meetings as necessary.
24. Shall communicate with the Advisor/s and fellow RHA Executive Board members on a regular basis.
25. Shall work with the Vice President of Communications In Training to train, educate and include in the development of NACURH/PACURH issues.
26. Shall maintain and update a position-specific calendar.
27. Shall submit position-specific year-end report.
28. Shall perform other duties as necessary for RHA.

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Employee Name            Employee Signature   Date

__________________________________  __________________________________  _____________
Supervisor Name             Supervisor Signature   Date

__________________________________  __________________________________  _____________
MPP Name             MPP Signature    Date

C. VICE PRESIDENT OF INTERNAL AFFAIRS (STUDENT ADVOCATE)

1. Shall serve to represent and advocate for the specific needs of Pioneer Height residents within Student Housing and Residence Life.
2. Shall work to achieve the goals and purposes set forth in the RHA Constitution and its By-laws.
3. Shall make sure that all actions taken by the General Assembly and the Executive Board are within the framework of the RHA Constitution and By-laws.
4. Shall be RHA’s representative in assisting Area Council Advisors in the marketing and election of Area Councils at the beginning of the academic year.
5. Shall work with Area Council Advisors to fill vacant Executive Board positions when occurs.
6. Shall chair and preside over the Housing Advisory Panel (HAP) which is made up of all Area Council’s Vice President of Internal Affairs.
7. Shall work with the members of the Housing Advisory Panel to identify advocacy initiatives for residents.
8. Shall work with the members of the Housing Advisory Panel (HAP) to organize and present at least one Town Hall meeting per semester for residents to ask questions, offer feedback, give praise or concern.
9. Shall coordinate the attendance of Student Housing and Residence Life administrators at Town Hall meetings.
10. Shall meet with Student Housing and Residence Life Managers as needed to represent concerns of residents for a successful outcome.
11. Shall meet with the Dining Commons Manager regularly to represent concerns of residents for a successful outcome.
outcome. ______
12. Shall coordinate social justice and advocacy programs for the organization. ______
13. Shall be responsible for planning, developing and organizing programs each semester. ______
14. Shall maintain an updated RHA Floor Representative roster with contact information. ______
15. Shall manage organizational programming and task needs by coordinating Floor Rep participation. ______
16. Shall ensure Executive and Council pictures and contact information are available, visible and easily accessible on
   the RHA Bulletin Board in Pioneer Heights. ______
17. Shall solicit articles from Executive Board, Area Councils and Housing staff and publish monthly RHA newsletter.
   ______
18. Shall attend Bi-Weekly Executive Board meetings. ______
19. Shall attend Bi-Weekly General Assembly meetings. ______
20. Shall attend Area Council Meetings as needed. ______
21. Shall attend monthly Residence Life All Staff meetings as necessary. ______
22. Shall communicate with the Advisor/s and fellow RHA Executive Board members on a regular basis. ______
23. Shall maintain and update position-specific calendar and all-inclusive RHA Executive Board action items. ______
24. Shall complete an annual year-end report highlighting position-specific action items and all-inclusive RHA Executive
   Board action items. ______
25. Shall perform other duties as necessary for RHA. ______

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__________________________________       __________________________________  _____________
Employee Name            Employee Signature   Date

__________________________________  _____________
Supervisor Name             Supervisor Signature   Date

__________________________________       __________________________________  _____________
MPP Name             MPP Signature    Date

D. VICE PRESIDENT OF EXTERNAL AFFAIRS (CAMPUS OUTREACH)

1. Shall establish and maintain a strong collaborative relationship with campus departments and student clubs and
   organizations including, but not limited to, Associated Students, Inc., Student Life and Leadership, Student Health
   and international programs. ______
2. Shall work to achieve the goals and purposes set forth in the RHA Constitution and its By-laws. ______
3. Shall make sure that all actions taken by the General Assembly and the Executive Board are within the framework of
   the RHA Constitution and By-laws ______
4. Shall coordinate annual club recognition renewal process. ______
5. Shall serve as the official RHA representative and liaison to student clubs and organizations. ______
6. Shall attend student club/organization meetings as needed. ______
7. Shall work to collaborate with student clubs/oragnizations for programs and initiatives. ______
8. Shall work to encourage involvement, membership or representation of residents on campus committees,
   programs and projects. ______
9. Shall preside over the Events Coordination Committee that is made up of all Area Council’s Vice President of
   External Affairs. ______
10. Shall work with the Events Coordination Committee to generate interest and sign-ups for campus collaboration
   events. ______
11. Shall work with the Events Coordination Committee to generate interest for intramural sports, campus-wide
    information fairs, al Fresco, etc. ______
12. Shall coordinate community service programs for the organization. ______
13. Shall maintain a web/social media presence for RHA including coordinating, maintaining and monitoring RHA’s pages
on various web/social media sites (Facebook, Twitter, Instagram, Photobucket, etc.)

14. Shall attend Bi-Weekly Executive Board meetings.
15. Shall attend Bi-Weekly General Assembly meetings.
16. Shall attend Area Council Meetings as needed.
17. Shall attend monthly Residence Life All Staff meetings as necessary.
18. Shall communicate with the Advisor/s and fellow RHA Executive Board members on a regular basis.
19. Maintain and update a position-specific calendar.
20. Submit position-specific year-end report.
21. Shall perform other duties as necessary for RHA

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__________________________________       __________________________________  _____________
Employee Name            Employee Signature   Date

__________________________________       __________________________________  _____________
Supervisor Name             Supervisor Signature   Date

__________________________________       __________________________________  _____________
MPP Name             MPP Signature    Date

E. VICE PRESIDENT OF PROGRAMMING (EVENT PLANNER)

1. Shall coordinate educational and social programs for the organization.
2. Shall work to achieve the goals and purposes set forth in the RHA Constitution and its By-laws.
3. Shall make sure that all actions taken by the General Assembly and the Executive Board are within the framework of the RHA Constitution and By-laws.
4. Shall develop and propose a semesterly programming calendar to the Executive Board and General Assembly at least two weeks before the end of the preceding semester.
5. Shall schedule and coordinate three large-scale programs each semester.
6. Shall schedule and coordinate one “Explore the Bay” event each semester.
7. Shall work with the Vice President of Administration in producing and distributing the Central Programming Calendar each academic month.
8. Shall coordinate and submit all programming paperwork (proposals, budget requests) and schedule shopping trips as needed per the timeline established by Student Housing and Residence Life.
9. Shall coordinate evaluation process for RHA events; analyze results and present results to Executive Board and General Assembly meetings at least one time each semester.
10. Shall Chair the Programming Board made up of all Area Council’s Vice Presidents of Programming.
11. Shall work with the Programming Board to develop large scale programs in the residence halls.
12. Shall work with the Programming Board to create marketing and advertising materials for RHA-sponsored programs and events.
13. Shall be responsible for coordinating the ordering/purchasing of programming supplies for programs and events.
14. Shall serve as a programming resource for Area Councils.
15. Shall attend Bi-Weekly Executive Board meetings.
17. Shall attend Area Council Meetings as needed.
18. Shall attend monthly Residence Life All Staff meetings as necessary.
19. Shall communicate with the Advisor/s and fellow RHA Executive Board members on a regular basis.
20. Shall serve as the official representative from RHA on the Homecoming Planning Committee.
21. Shall network with other schools, departments, and organizations to bring new and improved programming ideas.
22. Shall solicit and write any programming grants that can assist in the overall presentation of programs.

23. Shall maintain and update a position-specific calendar.


25. Shall perform other duties as necessary for RHA.

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__________________________________  ________________________________  _____________
Employee Name            Employee Signature   Date

__________________________________  ________________________________  _____________
Supervisor Name             Supervisor Signature   Date

__________________________________  ________________________________  _____________
MPP Name             MPP Signature    Date

VICE PRESIDENT OF ADMINISTRATION (SECRETARY)

1. Shall be responsible for the overall administrative tasks for the organization, acting as the organization’s Office Manager.

2. Shall work to achieve the goals and purposes set forth in the RHA Constitution and its By-laws.

3. Shall make sure that all actions taken by the General Assembly and the Executive Board are within the framework of the RHA Constitution and By-laws.

4. Shall chair a committee which is made up of all Area Council Vice President of Administrations.

5. Shall serve as the official Historian for RHA, charged with maintaining copies of RHA photos, event publicity, etc. to utilize in regional/national bids and local publicity.

6. Shall send General Assembly agendas to voting representatives and post agenda in public space one week prior to each General Assembly meeting.

7. Shall record minutes for all General Assembly and Executive Board meetings.

8. Shall have the General Assembly and Executive Board meeting minutes available for review within four days of the meeting.

9. Shall provide sufficient copies of all handouts for General Assembly meetings.

10. Shall maintain electronic and printed records including minutes, correspondence, and program reports.

11. Shall preside over and facilitate all votes occurring in the General Assembly.

12. Shall maintain records of Area Council attendance to General Assembly meetings, and inform Area Council Advisors in writing when Area Council members have not been represented at meetings.

13. Shall coordinate evaluation process for RHA events; analyze results and present results to Executive Board and General Assembly meetings at least one time each semester.

14. Shall monitor general RHA email account and forward to appropriate Executive Board member as needed.

15. Shall coordinate RHA “mass emails” to residents (specifically related to RHA and Area Council announcements).

16. Shall coordinate RHA surveys in the residence halls.

17. Shall maintain organization forms for future use.

18. Shall attend Bi-Weekly Executive Board meetings.


20. Shall attend Area Council Meetings as needed.
21. Shall attend monthly Residence Life All Staff meetings as necessary. 
22. Shall communicate with the Advisor/s and fellow RHA Executive Board members on a regular basis. 
23. Shall coordinate the Annual RHA Banquet. 
24. Shall work with the Vice President of Programming in producing and distributing the Central Programming Calendar each academic month. 
25. Shall maintain and update a position-specific calendar. 
26. Shall submit position-specific year-end report. 
27. Shall perform other duties as necessary for RHA.

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Employee Name            Employee Signature   Date

__________________________________       __________________________________  _____________  
Supervisor Name             Supervisor Signature   Date

__________________________________       __________________________________  _____________  
MPP Name             MPP Signature    Date

E. VICE PRESIDENT OF FINANCE (TREASURER)

1. Shall be responsible for the overall management of RHA’s budget and line items. 
2. Shall work to achieve the goals and purposes set forth in the RHA Constitution and its By-laws. 
3. Shall make sure that all actions taken by the General Assembly and the Executive Board are within the framework of the RHA Constitution and By-laws. 
4. Shall develop and present a projected budget for all RHA Funds at the beginning of each semester, no later than the first Executive Board and General Assembly meeting of each semester. 
5. Shall serve as a resource to all Area Council Vice President of Finance officers in regards to budgetary items. 
6. Shall meet with each Area Council Vice president individually at least once each semester to review their accounts.

7. Shall serve as a resource to NRHH in regards to budgetary items. 
8. Shall maintain accurate records of all monetary transactions including submitting budget requests online. 
9. Shall maintain all financial paperwork including but not limited to funding proposals and receipts. 
10. Shall submit all approved budget requests in the time frame required by Student Housing and Residence Life. 
11. Shall present a complete financial report at the end of each semester to General Assembly. 
12. Shall chair the RHA Finance Committee which is made up of all Area Council Vice Presidents of Finance. 
13. Shall preside over the Finance Committee to fulfill the charge of vetting the RHA budget projections. 
14. Shall preside over the Finance Committee to coordinate the RHA scholarship application process. 
15. Shall preside over the Finance Committee to assist with all RHA fundraising activities. 
16. Shall preside over the Finance Committee to review, recommend and/or approve budget requests. 
17. Shall chair the RHA Scholarship Committee to review nominees and choose recipients. 
18. Shall coordinate and oversee all fundraising and cost-saving activities. 
19. Shall coordinate all fundraising programs with On Campus Marketing, including providing information for orders, and receiving and delivering care packages. 
20. Shall be responsible for planning, developing and organizing programs each semester. 
21. Shall be responsible for the overall Fundraising programming for the organization. 
22. Shall attend Bi-Weekly Executive Board meetings. 
23. Shall attend Bi-Weekly General Assembly meetings.
24. Shall attend Area Council Meetings as needed. 
25. Shall attend monthly Residence Life All Staff meetings as necessary. 
26. Shall communicate with the Advisor/s and fellow RHA Executive Board members on a regular basis. 
27. Shall maintain and update a position-specific calendar. 
28. Shall submit position-specific year-end report. 
29. Shall perform other duties as necessary for RHA. 

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Employee Name            Employee Signature   Date

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Supervisor Name             Supervisor Signature   Date

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MPP Name             MPP Signature    Date