Article III - Executive Board
The duties of the RHA Executive Board shall be as follows:

Section 1 - PRESIDENT

- Shall act as Chief Executive Officer of the organization in a supervisory role.
- Shall be the liaison between RHA and the CSUEB Housing department.
- Shall work to achieve the goals and purposes set forth in the RHA Constitution and its By-laws.
- 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.
- Shall call for agenda items for Executive Board meetings at least 4 days before scheduled meetings.
- Shall set agenda for General Assembly meetings one week prior to scheduled meetings.
- Shall have the power to call a recess and/or adjourn all meetings.
- Shall preside over and facilitate General Assembly and Executive Board meetings.
- Shall facilitate discussions pertaining to clear annual goals and expectations of the group.
- Shall serve as the Chairperson of the Constitution Review Board.
- Shall develop training initiatives for Executive Board members and RHA members.
- Shall meet on a regular basis with each Executive Board member to manage their progress.
- Shall preside over the President’s Board which includes all Presidents of the Area Councils.
- Shall work with Area Council Presidents to manage the progress of each of their organizations.
- Shall attend Area Council Meetings as needed.
- Shall attend NRHH Chapter meetings as a means of staying in communication with the organization.
- Shall attend Bi-Weekly Executive Board meetings.
● Shall attend Bi-Weekly General Assembly meetings.

● Shall attend monthly Residence Life All Staff meetings.
● Shall plan, develop and organize programs each semester.

● Shall have the power to appoint, with the approval of the General Assembly, special executive committees and committee chairpersons.

● May give a State of the Union address to the General Assembly throughout a school year.
  ○ One state of the union addresses should be given in the first three weeks of each semester. These addresses should discuss their plans for the semester and the goals the board would like to achieve.
  ○ One state of the union addresses should be given in the last three weeks of spring semester. These addresses should give a summary of the semester including but not limited to programs put on by RHA and branches, new branches that have been created, etc.

● Shall be the official representative of RHA and serve as the official delegate
  ○ This includes: SHRL, ASI, Area Council, Student Involvement, NRHH, and the campus Community.

● Shall meet with campus officials as necessary to represent the needs of residents.
● Shall write all official correspondence for RHA, excluding Regional and National Conferences.
● Shall communicate with other RHA presidents.

● Shall represent CSUEB at NACURH and PACURH conferences.

● Shall communicate with the Advisor on a regular basis.

● Shall maintain and update a position-specific calendar.
● Shall submit position-specific year-end report.

● Shall perform other duties as necessary for RHA.

**Section 2 - VICE PRESIDENT OF ADMINISTRATION**

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

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

● 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
● Shall serve as the overall administrator of the Organization’s website.
• Shall be responsible for all sustainability aspects of the Organization, including programming.

• Shall chair the Helping Our Planet Earth (HOPE) Committee which is made up of all Area Council Vice President of Administrations.

• 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.

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

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

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

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

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

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

• 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.

• 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.

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

• Shall coordinate RHA “mass emails” to Pioneer Heights community (specifically related to RHA and Area Council announcements).

• Shall coordinate RHA surveys within the Pioneer Heights community.

• Shall maintain updated Executive Board and Area Council roster, updating and publishing as changes occur.

• Shall maintain organization forms for future use and post the most updated versions on the RHA Website.

• Shall attend Area Council Meetings as needed.
● Shall attend Bi-Weekly Executive Board meetings.

● Shall attend Bi-Weekly General Assembly meetings.
● Shall attend monthly Residence Life All Staff meetings.

● Shall communicate with the Advisor on a regular basis.
● Shall coordinate the Annual Organization Banquet.

● Shall work with the Vice President of Programming in producing and distributing the Central Programming Calendar each academic month.
● Shall maintain and update a position-specific calendar.

● Shall submit position-specific year-end report.
● Shall perform other duties as necessary for RHA.

Section 3 - VICE PRESIDENT OF COMMUNICATION/NCC

● Shall perform the duties of the President in their absence.

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

● 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

● Shall represent CSUEB at NACURH and PACURH conferences.

● Shall coordinate affiliation and payment for all PACURH and NACURH membership requirements.

● Shall correspond with PACURH and NACURH regularly including participating in regularly scheduled online chats, etc.

● Shall attend any NACURH affiliated conferences that RHA decides to attend.
● Shall fulfill the duties of the NCC as defined by PACURH and NACURH.

● Shall coordinate application process for all regional and national RHA-affiliated conferences and serve on selection committee.

● Shall preside over all conference delegation meetings including assigning subcommittees.
● Shall keep accurate records of all monetary transactions in the Conference Budget.
● Shall ensure that the RHA remains in good standing with PACURH and NACURH.
● Shall communicate with other NCCs.

● Shall be responsible for education regarding NACURH services and resources.

● 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).

● Shall consult with the NRHH President to solicit intents for NRHH Bids.

● Shall develop a timeline for bid nomination, development, writing and submission.

● Shall be responsible for planning, developing and organizing programs each semester.

● Shall be responsible for hosting both PACURH and NACURH week to cover aspects of networking with NACURH member schools and CSUEB.

● Shall prepare an annual report for the National Information Center (NIC).

● Shall attend Area Council Meetings as needed.

● Shall attend Bi-Weekly Executive Board meetings.

● Shall attend Bi-Weekly General Assembly meetings.

● Shall attend monthly Residence Life All Staff meetings.

● Shall communicate with the Advisor on a regular basis.

● Shall work with the Vice President of Communications In Training to train, educate and include in the development of NACURH/PACURH issues.

● Shall maintain and update a position-specific calendar.

● Shall submit position-specific year-end report.

● Shall perform other duties as necessary for RHA.

**Section 4 - VICE PRESIDENT OF COMMUNITY OUTREACH**

● 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.

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

● 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.
● Shall coordinate annual club recognition renewal process.

● Shall serve as the official RHA representative and liaison to student clubs and organizations.

● Shall attend student club/organization meetings as needed.

● Shall work to collaborate with student clubs/organizations for programs and initiatives.

● Shall preside over the Events Coordination Committee that is made up of all Area Council’s Vice President of External Affairs.

● Shall work with the Events Coordination Committee to generate interest and sign-ups for campus collaboration events.

● Shall work with the Events Coordination Committee to generate interest for intramural sports, campus-wide information fairs, al Fresco, etc.

● Shall work to solicit membership/representation of Pioneer Heights residents to campus committees, programs and projects.

● Shall work to solicit attendance of Pioneer Heights students to CSUEB sporting events.

● Shall be responsible for the official marketing of RHA so to make the organization a household name.

● Shall be responsible for planning, developing and organizing programs each semester.
  - Shall be responsible for the overall Community Service programming for the organization.
  - Shall work to coordinate off campus resources that will benefit Pioneer Heights residents.

● Shall publish a semesterly List of resources available to residents of Pioneer Heights on/off campus.

● 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.)

● Shall attend Area Council Meetings as needed.

● Shall attend Bi-Weekly Executive Board meetings.

● Shall attend Bi-Weekly General Assembly meetings.

● Shall attend monthly Residence Life All Staff meetings.

● Shall communicate with the Advisor on a regular basis.
• Maintain and update a position-specific calendar.
• Submit position-specific year-end report.

• Shall perform other duties as necessary for RHA.

Section 5 - VICE PRESIDENT OF FINANCE
• Shall be responsible for the overall management of RHA’s budget and line items.
• Shall work to achieve the goals and purposes set forth in the RHA Constitution and its By-laws.

• 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.
• 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.

• Shall serve as a resource to all Area Council Vice President of Finance officers in regards to budgetary items.

• Shall meet with each Area Council Vice president individually at least once each semester to review their accounts.

• Shall serve as a resource to NRHH in regards to budgetary items.

• Shall maintain accurate records of all monetary transactions including submitting budget requests online.
• Shall maintain all financial paperwork including but not limited to funding proposals and receipts.

• Shall submit all approved budget requests in the time frame required by Student Housing and Residence Life.

• Shall present a complete financial report at the end of each semester to General Assembly.

• Shall chair the RHA Finance Committee which is made up of all Area Council Vice Presidents of Finance.
• Shall preside over the Finance Committee to fulfil the charge of vetting the RHA budget projections.

• Shall preside over the Finance Committee to coordinate the RHA scholarship application process.

• Shall preside over the Finance Committee to assist with all RHA fundraising activities.
• Shall preside over the Finance Committee to review, recommend and/or approve budget requests.
• Shall chair the RHA Scholarship Committee to review nominees and choose recipients.

• Shall coordinate and oversee all fundraising and cost-saving activities.
• Shall coordinate all fundraising programs with On Campus Marketing, including providing information for orders, and receiving and delivering care packages.
• Shall be responsible for planning, developing and organizing programs each semester.
• Shall be responsible for the overall Fundraising programming for the organization.
• Shall attend Area Council Meetings as needed.
• Shall attend Bi-Weekly Executive Board meetings.
• Shall attend Bi-Weekly General Assembly meetings.
• Shall attend monthly Residence Life All Staff meetings.
• Shall communicate with the Advisor on a regular basis.
• Shall maintain and update a position-specific calendar.
• Shall submit position-specific year-end report.
• Shall perform other duties as necessary for RHA.

Section 6 - VICE PRESIDENT OF STUDENT ADVOCACY

• Shall serve to represent and advocate for the specific needs of Pioneer Height residents within Student Housing and Residence Life.
• Shall work to achieve the goals and purposes set forth in the RHA Constitution and its By-laws.
• 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
• 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.
• Shall work with Area Council Advisors to fill vacant Executive Board positions when occurs.
• Shall chair and preside over the Housing Advisory Panel (HAP) which is made
up of all Area Council’s Vice President of Internal Affairs.

- Shall work with the members of the Housing Advisory Panel to identify advocacy initiatives for Pioneer Heights residents.

- Shall work with the members of the Housing Advisory Panel (HAP) to organize and present one Town Hall meeting per semester for residents to ask questions, offer feedback, give praise or concern.

- Shall coordinate the attendance of Student Housing and Residence Life administrators at semesterly Town Hall meetings.

- Shall meet with Student Housing and Residence Life Managers as needed to represent the concerns of residents for a successful outcome.

- Shall meet with the Dining Commons Manager regularly to represent the concerns of residents for a successful outcome.

- Shall work with Area Council Executive officers to recruit Floor Reps.
- Shall coordinate all diversity and advocacy program for the organization.

- Shall be responsible for planning, developing and organizing programs each semester.
- Shall maintain an updated RHA Floor Representative roster with contact information.
- Shall manage organizational programming and task needs by coordinating Floor Representative participation.

- Shall ensure Executive and Council pictures and contact information are available, visible and easily accessible on the RHA Bulletin Board in Pioneer Heights.

- Shall solicit articles from Executive Board, Area Councils and Housing staff and publish monthly RHA newsletter.

- Shall attend Area Council Meetings as needed.
- Shall attend Bi-Weekly Executive Board meetings.
- Shall attend Bi-Weekly General Assembly meetings.
- Shall attend monthly Residence Life All Staff meetings.
- Shall communicate with the Advisor on a regular basis.

- Shall maintain and update position-specific calendar and all-inclusive RHA Executive Board calendar.

- Shall complete an annual year-end report highlighting position-specific action
items and all-inclusive RHA Executive Board action items.

- Shall perform other duties as necessary for RHA.

Section 7 - VICE PRESIDENT OF EVENT MANAGEMENT

- Shall coordinate all Educational and Social programs for the organization.
- Shall work to achieve the goals and purposes set forth in the RHA Constitution and its By-laws.
- 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.
- Shall be responsible for planning, developing and organizing programs each semester.
- 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.
- Shall schedule and coordinate three large-scale programs each semester.
- Shall schedule and coordinate one “Explore the Bay” event each semester.
- Shall work with the Vice President of Administration in producing and distributing the Central Programming Calendar each academic month.
- 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.
- 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.
- Shall Chair the Programming Board made up of all Area Council’s Vice Presidents of Programming.
- Shall work with the Programming Board to develop large scale programs to present throughout Pioneer Heights.
- Shall work with the Programming Board to create marketing and advertising materials for RHA-sponsored programs and events.
- Shall be responsible for coordinating the ordering/purchasing of programming supplies for programs and events.
- Shall serve as a programming resource for Area Councils.
• Shall attend Area Council Meetings as needed.
• Shall attend Bi-Weekly Executive Board meetings.

• Shall attend Bi-Weekly General Assembly meetings.
• Shall attend monthly Residence Life All Staff meetings.
• Shall communicate with the Advisor on a regular basis.
• Shall serve as the official representative from RHA on the Homecoming Planning Committee.
• Shall network with other schools, departments, and organizations to bring new and improved programming ideas.

• Shall solicit and write any programming grants that can assist in the overall presentation of programs.
• Shall maintain and update a position-specific calendar.
• Shall submit a position-specific year-end report.
• Shall perform other duties as necessary for RHA.