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 2.50 cumulative 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. RHA Executive Board members who do not maintain a 2.50 cumulative GPA will be released from their position.

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 semester of application through the term of
employment. RHA Executive Board members who do not maintain this standing will be released from their position.

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 an RHA outing on April 11, 2020 and Spring training occurring between April 17-24, 2020. Specific dates and times will be shared at or before the time of offer.

7. RHA Executive Board members must attend training on August 3 - August 13, 2020.

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. A 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:** Sunday, August 2, 2020 - Fri, December 11, 2020
   - **Spring Semester:** Sat, January 9, 2021 - Fri, May 14, 2021

2. **Move-in dates:** RHA Executive Board members move-in dates are as follows:
   - **Fall Move-In:** Sun, August 2, 2020 by 5PM
   - **Spring Move-In:** Sat, January 9, 2021 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:**
   - **Spring 2020 Training Days:** Spring 2021 Training Day
     - Training Dates still pending but will occur between April 17-24, 2020
   - **Fall Training Days:** August 3-13, 2020
   - **Spring 2021 Training Day:** TBD

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 receive a housing stipend valued up to $9,790 for the academic year (final stipend value will be based on the 2020-2021 cost of a Double occupancy space). This housing stipend will be applied to your account and does not dictate the type of space you are required to select. The stipend will cover the full cost of a double in both Pioneer Heights and University Village. RHA executive board members will
also be paid for a maximum of 20 office hours per month. Below are the pay rates based on position. *PLEASE NOTE: The compensation package for RHA executive board members 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.
   a. President-$17/hr
   b. Vice President of Communication/NCC-$15.25/hr
   c. All other board positions-$14/hr

3. RHA Executive Board members must keep a record of all office hours worked. RHA Executive Board members are required to clock in and out using the Humanity software and enter their time into their timesheet. RHA Executive Board members may not clock in more than 5 minutes prior to, or 5 minutes after, the start of their shift.
   a. RHA Executive Board members shall not work more than 8 hours per day or 20 hours per week at on-campus jobs.
   b. RHA Executive Board members shall adhere to all polices regarding breaks and meals during work hours.

4. 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.

5. RHA Executive Board members must maintain the required 2.50 cumulative GPA throughout the term of employment. RHA Executive Board members that drop below the 2.50 cumulative GPA requirement will be released from their position.

6. 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. RHA Executive Board members who do not maintain this standing will be released from their position.

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

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

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 May 15, 2020.

11. RHA Executive Board members must participate in Fall opening on August 14 - 15, 2020.

12. RHA Executive Board members must maintain a minimum of 10 hours a week devoted to RHA activities which includes:
   a. Weekly Executive Board meetings
   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) that exceed a total of 10 hours a week must be discussed and approved in advance by the RHA advisor(s).
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 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, Google Calendar, Humanity, etc).

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. SHRL reserves the right to rescind an RHA executive board member’s 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. 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 monthly Residence Life All Staff meetings.
20. 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.

21. May give a State of the Union address to the General Assembly throughout a school year.
   a. 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.
   b. 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.
   c. This includes: SHRL, ASI, Area Council, Student Involvement, NRHH, and the campus Community.

22. Shall meet with campus officials as necessary to represent the needs of residents.

23. Shall write all official correspondence for RHA, excluding Regional and National Conferences.

24. Shall communicate with other RHA presidents.

25. Shall represent CSUEB at NACURH and PACURH conferences.

26. Shall communicate with the Advisor 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.

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 develop a timeline for bid nomination, development, writing and submission.
18. Shall be responsible for planning, developing and organizing programs each semester.
19. Shall be responsible for hosting both PACURH and NACURH week to cover aspects of networking with NACURH member schools and CSUEB.

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

21. Shall attend Area Council Meetings as needed.

22. Shall attend Bi-Weekly Executive Board meetings.

23. Shall attend Bi-Weekly General Assembly meetings.

24. Shall attend monthly Residence Life All Staff meetings.

25. Shall communicate with the Advisor on a regular basis.

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

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.

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

C. VICE PRESIDENT OF INTERNAL AFFAIRS (STUDENT ADVOCATE)

1. Shall serve to represent and advocate for the specific needs of 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 chair and preside over the Housing Advisory Panel (HAP).

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

6. 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.

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

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

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

10. Shall coordinate all diversity and advocacy program for the organization.

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

12. Shall maintain an updated RHA Floor Representative roster with contact information.

13. Shall manage organizational programming and task needs by coordinating participation of Building Representatives.

14. Shall ensure Executive and Council pictures and contact information are available, visible and easily accessible on the RHA Bulletin Board in the residence halls.

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

16. Shall attend Bi-Weekly Executive Board meetings.

17. Shall attend Bi-Weekly General Assembly meetings.

18. Shall attend monthly Residence Life All Staff meetings.

19. Shall communicate with the Advisor on a regular basis.

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

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

22. Shall perform other duties as necessary for RHA.
This position is subject to criminal and background check.

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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/organizations for programs and initiatives.
8. Shall preside over the Events Coordination Committee that is made up of all Area Council’s Vice President of External Affairs.
9. Shall work with the Events Coordination Committee to generate interest and sign-ups for campus collaboration events.
10. Shall work with the Events Coordination Committee to generate interest for intramural sports, campus-wide information fairs, al Fresco, etc.
11. Shall work to solicit membership/representation of residents to campus committees, programs and projects.
12. Shall work to solicit attendance of residential students to CSUEB sporting events.
13. Shall be responsible for the official marketing of RHA so to make the organization a household name.
14. Shall be responsible for planning, developing and organizing programs each semester.
   a. Shall be responsible for the overall Community Service programming for the organization.
   b. Shall work to coordinate off campus resources that will benefit residents.
15. Shall publish a semester list of resources available on/off campus for residents.
16. 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.)
17. Shall attend Area Council Meetings as needed.
18. Shall attend Bi-Weekly Executive Board meetings.
20. Shall attend monthly Residence Life All Staff meetings.
21. Shall communicate with the Advisor on a regular basis.
22. Maintain and update a position-specific calendar.
23. Submit position-specific year-end report.
24. 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

E. VICE PRESIDENT OF PROGRAMMING (EVENT PLANNER)

1. Shall coordinate all 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 be responsible for planning, developing and organizing programs each semester.
5. Shall develop and propose a semester programming calendar to the Executive Board and General Assembly at least two weeks before the end of the preceding semester.
6. Shall schedule and coordinate three large-scale programs each semester.
7. Shall schedule and coordinate one “Explore the Bay” event each semester.
8. Shall work with the Vice President of Administration in producing and distributing the Central Programming Calendar each academic month.
9. 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.
10. 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.
11. Shall Chair the Programming Board made up of all Area Council’s Vice Presidents of Programming.
12. Shall work with the Programming Board to develop large-scale programs to present throughout housing.
13. Shall work with the Programming Board to create marketing and advertising materials for RHA-sponsored programs and events.
14. Shall be responsible for coordinating the ordering/purchasing of programming supplies for programs and events.
15. Shall attend Bi-Weekly Executive Board meetings.
17. Shall attend monthly Residence Life All Staff meetings.
18. Shall communicate with the Advisor on a regular basis.
19. Shall serve as the official representative from RHA on the Homecoming Planning Committee.
20. Shall network with other schools, departments, and organizations to bring new and improved programming ideas.
21. Shall solicit and write any programming grants that can assist in the overall presentation of programs.
22. Shall maintain and update a position-specific calendar.
23. Shall submit a position-specific year-end report.
24. 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

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 serve as the overall administrator of the Organization’s website.
5. Shall be responsible for all sustainability aspects of the Organization, including programming.
7. 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.
8. 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.
9. Shall record minutes for all General Assembly and Executive Board meetings.
10. Shall have the General Assembly and Executive Board meeting minutes available for review within four days of the meeting.
11. Shall provide sufficient copies of all handouts for General Assembly meetings.
12. Shall maintain electronic and printed records including minutes, correspondence, and program reports.
13. Shall preside over and facilitate all votes occurring in the General Assembly.
14. 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.
15. Shall coordinate evaluation process for RHA events; analyze results and present results to Executive Board and General Assembly meetings at least once time each semester.
16. Shall monitor general RHA email account and forward to appropriate Executive Board member as needed.
17. Shall coordinate RHA “mass emails” to residential community (specifically related to RHA announcements).
18. Shall coordinate RHA surveys within the residential community.
19. Shall maintain updated Executive Board and Area Council roster, updating and publishing as changes occur.
20. Shall maintain organization forms for future use and post the most updated versions on the RHA Website.
21. Shall attend Area Council Meetings as needed.
22. Shall attend Bi-Weekly Executive Board meetings.
23. Shall attend Bi-Weekly General Assembly meetings.
24. Shall attend monthly Residence Life All Staff meetings.
25. Shall communicate with the Advisor on a regular basis.
26. Shall coordinate the Annual Organization Banquet.
27. Shall work with the Vice President of Programming in producing and distributing the Central Programming Calendar each academic month.
28. Shall maintain and update a position-specific calendar.
29. Shall submit position-specific year-end report.
30. 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

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