2017-2018 Hall Government Information Packet

**Mission:** Resident Hall Governments are created for the purpose of serving the needs of the residence hall communities and providing a voice for the residents of those residence halls. They also will help improve the residence halls through hall betterment with an eye to the future. In accordance with improving the future of the residence halls, the hall governments will also work to develop future leaders from the residence hall community. Working together, the hall governments will help create a vision of residence life and instill a sense of pride in the hall communities.

If you are interested in gaining leadership experience, giving back to the Pacific University community, representing your residence halls, and helping to make our residence halls the best place they can be, Hall Government may be the leadership opportunity for you. We are currently seeking on-campus students from both North Side and South Side to serve as Hall Government members in the 2017 - 2018 academic year.

This packet will help you get to know more about Hall Government and the opportunities that come with being a member. The following pages include member expectations and qualifications, important selection dates, estimated time commitments, an in-depth look at the organization, and positions along with their specific responsibilities. You can start the application process by filling out this google form application: [https://goo.gl/NqCEAF](https://goo.gl/NqCEAF).

Please make note of the following important details:
- Priority application deadline is **August 22nd at 5:00 pm**
- Final application deadline is **September 4th at 5:00pm**
- Group interview process is **September 9th** in the morning (all sessions will conclude by noon)
- Applicants will be notified of their selection status no later than **September 15th, 2017**

If you have questions or need assistance along the way, please contact Alyssa Tucker, RHA Hall Government Coordinator, at RHA@pacificu.edu or a.tucker@pacificu.edu, or stop by the RHA office in Clark 328A.

PRIORITY APPLICATIONS ARE DUE AUGUST 22nd, 2017
FINAL APPLICATIONS ARE DUE SEPTEMBER 4th, 2017
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Hall Government Coordinator
RHA@pacificu.edu or a.tucker@pacificu.edu
Hall Government

The organization, member expectations, rewards and time commitments

The Voice of Your Halls
As a Hall Government member you will have the opportunity to make changes to your halls, improve your halls through hall betterment projects, and plan events for residents in your halls throughout the year. Participating in Hall Government can be your first stepping stone in becoming involved in other student organizations on campus. As a member, you will learn several useful skills as well as ensure your residence hall experience a great one.

The Purpose of Hall Government
Resident Hall Governments are created for the purpose of serving the needs of the residence hall communities, and providing a voice for the residents of those residence halls. They also help improve the residence halls through hall betterment with an eye to the future. In accordance with improving the residence halls, the hall governments will work to develop future leaders from the residence hall community. Working together, the hall governments will help create a vision of residence life and instill a sense of pride in the hall communities.

Qualifications
Any member of RHA (a student living in University housing) may apply for Hall Government as long as they meet the qualifications and expectations:

- All members must be residents of the Residence Halls.
- Maintain status as a full-time Pacific University student.
- All members must maintain a cumulative G.P.A. of at least 2.25 to remain a member.
- Members must be and remain in good conduct standing with the University conduct system
- Resident Assistants, RHA Executive Board members, Student Senate Executive Board Members are ineligible to serve as Hall Government members

Term of Service
The term of membership is one full academic year, traditionally September through May.

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Hall Government Coordinator
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Duties and Expectations of All Hall Government Members

Extracurricular and academic activities that interfere with performing Hall Government duties need to be reported to the Hall Government Coordinator before these activities occur

- Attend weekly Hall Government Meetings
- Attend weekly General Assembly Meetings
- As a Board, plan and implement one hall program or hall betterment a month
- As a Board, required to have an open forum each semester of the academic year
- Support and attend other campus programs
- Practice good organization and time management skills
- Participate in all Hall Government training sessions and retreats
- Read and communicate by e-mail daily in a timely manner
- Appropriately address student needs, issues, and concerns
- Perform all assigned duties promptly and efficiently
- Be on campus Fall and Spring Terms
- Maintain in good standing with the University Conduct System

Rewards

Being part of Hall Government will help prepare you for other leadership experiences you may look to pursue the next year. For example, it could help you become a member of the RHA Executive Board, a Resident Assistant, a member of Student Senate or ACE Board. Hall Government is a great way to give back to your community and improve your residence hall for you, current residents, and future residents. Hall Governments are also recognized at the end of the year during Rezzie Awards.

Time Commitment Estimate

Given the requirements of the position, estimates of the regularly scheduled time commitments for the Hall Government position are described below. All Hall Government members are expected to attend monthly programs and assist with all aspects of planning and the execution of events. Additionally each Hall Government position has its own set of position responsibilities. Please refer to the attached position descriptions and don’t hesitate to contact RHA with any questions regarding the specific time commitment of that position.

- Hall Government board meetings 1 hour [weekly]
- General Assembly 1 hour [weekly]
- Position specific responsibilities 2-5+ [weekly]
- Monthly Programs 5+ [monthly]
- Training and retreat days 1-2 [semester]
Hall Government Positional Duties
From the Hall Government Constitution which can be found on the RHA website:

<table>
<thead>
<tr>
<th>Chair</th>
<th>Marketing Manager</th>
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<tr>
<td>● Presides over weekly meetings, unless delegated to another officer as determined by the RHA HGC.</td>
<td>● Responsible for taking minutes at all weekly meetings and distributing them to the Government as a whole and to the RHA HGC.</td>
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<tr>
<td>● Works closely with the Government to oversee the development and implementation of programs and hall betterments.</td>
<td>● Coordinates publicity for all programs, events, and hall betterment.</td>
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<tr>
<td>● Works closely with the Government members to assist them in performing their duties.</td>
<td>● Responsible for Hall Government’s presence on social media.</td>
</tr>
<tr>
<td>● Meets with the Hall Government Advisor on a regular basis and keeps them informed of issues, program or concerns.</td>
<td>● Works with members to create posters, flyers, or other physical advertisements for all programs, events, and hall betterment.</td>
</tr>
<tr>
<td>● Provides the leadership and direction to enable the Hall Government to achieve the goals stated in the Hall Government Constitution.</td>
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<tr>
<td>● Creates an agenda for each Hall Government meeting.</td>
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<tr>
<td>● Attends Student Senate meetings once a week.</td>
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<tr>
<td>● Responsible for constitutional revisions, as voted on by the members of the Hall Government.</td>
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**Financial Coordinator**

- Keeps accurate records of the Hall Government account in accordance with the established procedures and revenues as determined and established by the RHA Financial Coordinator.
- Participates in Business Office budget training.
- Submits Hall Government budget report every week at RHA General Assembly.
- Submits a proposed semester budget to Hall Government in a Hall Government meeting by the fourth active week of each semester to be approved by two thirds of the present Hall Government members.
- Obtains approval from Hall Government Advisor before spending money on hall betterment projects.
- Works with Hall Government members to create a budget for each program.

**Administration Coordinator**

- Coordinate with other Hall Government members to put on one program or hall betterment a month, including but not limited to community service events, and delegate program responsibilities to other Hall Government members.
- Collaborates with RHA Administration and Leadership Coordinator to generate a programming plan for each semester based on the group’s vision and goals.
- Sends project proposal form, provided by the ALC, to the Hall Government Advisor and HGC.
- Coordinates with group to complete program evaluation form provided by ALC.

**Hall Representative**

*(One representative per residence hall)*

- Act as a delegate for their respective hall
- Work with fellow Hall Government members and the ALC to write Of the Month awards.

- Attends Student Senate meetings as a proxy for the chair, as needed and notified by the chair, and reports information back to Hall Government members

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