2015-2016 Residence Hall Association Executive Board Information Packet

If you are interested in gaining leadership experience, giving back to the Pacific University community, representing our institution on a regional and national level, and helping to make the residence halls the best place they can be, Residence Hall Association (RHA) may be the involvement opportunity for you. We are currently seeking six on-campus students to serve as RHA Executive Board members in the 2015-2016 academic year.

This packet will help you get to know more about RHA and the opportunities that come with being an Executive Board member. The following pages include member expectations and qualifications (p. 2-3), important employment dates (p. 4), estimated time commitments (p. 4), an in-depth look at organization (p. 5), and position-specific responsibilities (p. 5-6). You can start the application process by downloading a PDF application, which is available at:

http://www.pacificu.edu/about-us/offices/residence-life/residence-hall-association-rha

This packet includes a checklist for all required application materials on page five to help you keep track of the multiple application requirements, including submitting a resume and essays.

Please make note of the following important details:

- All application materials are due digitally to rha@pacificu.edu or on paper to “RHA, UC Box A102” no later than Monday, March 16, 2015 at 5 pm.
- An individual interview is required between March 17-20. The Selection Committee will be in touch with you to schedule your interview after you submit your application.
- Applicants will be notified of their selection status around April 1.
- Candidates who accept positions are required to participate in the RHA Transition Retreat Saturday, April 25 at an off-campus location.

If you have questions or need assistance along the way, please contact Lindsey Blem, RHA advisor, at rha@pacificu.edu or RHA@lists.pacificu.edu.

Residence Hall Association Mission Statement

We, the members of the Pacific University Residence Housing Association, are dedicated to the enhancement of the students’ experience within the residential community. We will achieve our objectives by serving as voice to promote unity among residents of the university, encourage self-governance, and increase active residential participation.
Residence Hall Association
The organization, member expectations, and compensation

The Largest Organization on Campus
Serving as an RHA executive board member is a fun and meaningful way to serve the campus community. RHA is the governing body for students living in the residence halls. RHA is the largest student group on campuses, because even if they don’t know it, every student living on campus is a member.

As an RHA Executive Board member you can develop and gain real-life skills. Through your participation, you can help manage one of the largest student organization budgets, plan programs for 700+ people, and developing leadership curriculum and trainings for upcoming student leaders.

The purpose of RHA will be:
- to provide a representative voice for all residents
- to organize events and activities to enhance the lives of residents
- to make decisions on policies and/or issues regarding on-campus living
- to act as liaisons between the residents and the administration
- to encourage communication between organizations on campus and affiliated schools of PACURH and NACURH

Qualifications
Any member of RHA (a student living in University housing) may apply for RHA as long as they meet the qualifications and expectations to serve on the Executive Board:
- Live on-campus.
- Make RHA a top priority after academic obligations.
- Maintain status as a Full-time Pacific University student.
- Have an accumulative GPA of 2.25.
- Adhere to University and Residence Hall policies.
- Resident Assistants, Hall Council Members, Orientation Leaders, Voyage Leaders, ACE Board, and Student Senate Executive Board Members are ineligible to serve on the RHA Executive Board.

Term of Service
The term of membership is one full academic year, traditionally August through May, although additional work after selection (spring and summer) may be required for some positions.

Minimum Qualifications
- Be enrolled as a full-time (12+ credits), degree-seeking student of sophomore status or higher at Pacific University while employed.
- Maintain a current and cumulative GPA of 2.25 while serving on the board
- Be able to place RHA as a top priority after academic obligations.
- Be able to commit to the position for the full academic year.
- Remain in good standing with the University (in regards to finances, academics, and conduct).

(Continued on next page)
Duties and expectations of all Executive Board Officers

• Extracurricular and academic activities that interfere with performing RHA duties need to be reported to the Executive Board before these activities occur.
• Attend weekly RHA Executive Board Meetings, 2 hours.
• Attend weekly General Assembly Meetings, 1 hour.
• As a Board, plan and implement 1 campus program a month.
• Support and attend Hall Council meetings and programs.
• Practice good organization and time management skills.
• Participate in all RHA and Hall Council training sessions and retreats.
• Read and communicate by e-mail daily in a timely manner.
• Be aware of personal limitations and challenge yourself to grow.
• Appropriately address student needs, issues, and concerns.
• Perform weekly office hours in the RHA office
  - President must hold 3 office hours per week.
  - All other Board members must hold 2 hours per week.
• Have a one-to-one meeting with Advisor every two weeks, or as arranged by the Advisor.
• Have a one-to-one meeting with the president when needed.
• Perform all assigned duties promptly and efficiently.
• Be on campus Fall and Spring Terms;
• Winter Term expectations will be decided by the Board.
  - If programming occurs during Winter Term, then all Executive Members not in attendance will not receive compensation for that month.
• Participate in selection and transitioning process of new RHA Executive Board members.
• Maintain in good standing with the University Conduct System.

Sample RHA Executive Board Member Time Commitments
Given the requirements of the job, estimates of the regularly scheduled time commitments for the RHA position are described below. The RHA position requires at least 5 hours of work each week, but can vary. For example, you may be working on a special project such developing training for Hall Councils, preparing for a conference, shopping for a program, attending a Student Senate meeting or a host of other activities associated with the job. All RHA executive board members are expected attend monthly programs and assist with all aspects of planning and the execution of events. During weeks that have programs RHA members often find themselves putting in much more time, in order to have a successful program. Additionally each RHA position has its own set of job responsibilities, please refer to the attached job descriptions and don’t hesitate to contact an RHA with any questions regarding the specific time commitment of that job.

Office Hours  
One-to-One Meeting with RHA Advisor  
Executive Board Meetings  
Executive Board responsibilities (outside of office hours)  
General Assembly Meetings Tuesdays at noon (schedule tent.)  
Monthly Programs  
Retreats and planning days  
Regional and national conferences (President & NCC mandatory)  

At least 2 hours (3 for President) [weekly]  
1 hours [biweekly]  
2 hour [weekly]  
2-10+ hours [weekly]  
1 hour [weekly]  
10+ hours [monthly]  
1-2 days [semester]  
3 weekends (Friday-Sunday) [yearly]

Compensation
RHA executive board members receive monthly stipends for their work. Additionally RHA Executive Board members have participate in off campus training and retreats, chances to travel to regional and national conferences. Members who perform their duties and meet all requirements will also receive a discount on their University housing during both Fall and Spring terms (pending continuous satisfactory employment and meeting all qualifications.)
Important Employment Dates
Residence Hall Association

Applicants who are unable to keep the following dates are discouraged from applying.

SPRING 2015
Application, resume, essay responses due
Interviews with RHA selection committee
Offer notifications sent by email
Spring RHA Transition Retreat, off-campus
NACURH conference, North Dakota

FALL 2015
Fall retreat and training
Oregon RHA Summit, off-campus
Hall Council Training Day
PACURH Conference
Washington State University

SPRING 2016
Mid winter training and retreat
No Frills Conference, California State University - Monterey Bay
Spring transition retreat

Each New Applicant must submit the following digitally to rha@pacificu.edu or on paper to “RHA, UC Box A102” no later than Monday, March 16, 2015 at 5 pm:

☐ RHA Application Form
☐ Your resume
☐ The following written responses (as described in application):
  ○ 1. Outside commitments
  ○ 2. Desire for position, your strengths and challenges

Applications Due By: March 16, 2015
Questions? Contact Lindsey Blem
LindseyB@pacificu.edu
RHA: An In-Depth Look

A place for change
One of the best things about RHA is the ability to bring change to the residential experience. RHA is the governing body for the residential halls. RHA members are expected to be a voice for on-campus students and be attentive to the changing needs of students. They are encouraged to plan educational and social programs for students. RHA members help with the policy changes, from serving on the Residential Student Policy Book, giving feedback at Open Forum and through approving a Civic Engagement projects to name a few.

A national affiliation
RHA is affiliated on both the National and Regional Level. The National Association of College and University Residence Halls (NACURH) recognizes living on campus as an integral part of the college experience, and therefore strives to be the organization of choice for residence hall leaders by providing comprehensive resources for college and university students seeking to create the ultimate residence hall environment and experience.

Training and Retreats
• Attend two transition retreats (Spring ’13 and ’14)
• Move into the Residence Halls early for training
• Help with the development and success of Hall Council
  Training day in the fall semester
• Attend a mid year retreat in January or February

Professional Development
• President and NCC will attend the NACURH, PACURH and
  No Frills Conference.
• Other RHA members may have the chance to attend these conferences also.
• Other leadership and professional development experiences may also be available.
• Possible induction into NRHH, the honor society for student leaders at Pacific University.

Monthly Campus Programs
• RHA has one of the largest student budgets on campuses. RHA members manage plan programs for residential students at the campus wide level.
• Programs can range can be very large such as Haunt – The Hall, De-Stress Fest to smaller micro programs such as sponsoring a zumba class or delivering cake to each res hall as a special treat for the residents.

Supporting Hall Councils
• RHA supports residential leadership in each hall through Hall Councils, student government boards in each building.
• RHA runs elections, training, and on-going development for these student leaders.
• The Leadership and Development Coordinator and the Policy and Procedure Coordinator work closely with Hall Councils to support their development and success.

RHA Executive Board Position Duties
From the RHA Constitution, ratified October 2012 (subject to change pending legislative action)

President
• Provide the leadership, drive, and direction to enable RHA to achieve the goals stated in the RHA Constitution.
• Build rapport with staff, faculty, and Housing and Residence Life Staff.
• Appoint, in consultation with the Executive Board, all liaisons deemed necessary for efficient communication between RHA and other organizations.
• Work closely with each RHA Executive Board member, and schedule individual meetings as necessary.
• Organize and preside over all RHA meetings, including agenda preparation.
• Represent RHA at Student Senate forums and report information to the Board. If the President is unable to attend, another executive member may be appointed to go.
• Arrange for an RHA representative at all CORE meetings.
• Implement and coordinate all RHA standing committees.
• Update forms and job descriptions at the end of each year with input from the members serving each role.
• Maintain office bulletin board (monthly events, minutes, etc.).
• Make all posted lists for the RHA office (office hours, phone list, etc).
• Coordinate with RHA Executive Board to track the numbers of hours each member contributes to RHA business throughout the year.
• Maintain accurate and updated governing documents, including but not limited to RHA Constitution and Bylaws.

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Questions? Contact Lindsey Blem
LindseyB@pacificu.edu
RHA Executive Board

National Communications Coordinator

- Build and maintain communications with regional and national organizations, including NRHH, NICs, and RBDS.
- Serve as the chair in absence of the RHA President for the Executive Board meetings and the Policy and Procedures Coordinator for RHA General Assembly Open Forum.
- Nationally re-affiliate RHA in May, includes paying dues, online re-affiliation form, and writing annual NIC report.
- Keep RHA and Hall Council updated on regional and national activities.
- Encourage bidding for Regional awards (as listed in the PACURH Policy Book).
- Coordinate delegation selection, registration, and travel arrangements for all regional and national conferences: PACURH (November), No Frills (February), and NACURH (May).
- Attend all conferences as a voting representative.
- Communicate with the campus chapter of the National Residence Hall Honorary (NRHH).
- Record detailed minutes from Executive Board, Hall Council Open Forum meetings, and general meetings, then distribute to Executive Board and/or others as needed via e-mail and post them outside the RHA office.
- Create and submit to the region a report of RHA activities, as necessary.
- Work with webmaster to maintain RHA website, update weekly with minutes and up coming events,
- Attend the Residence Life Staff Team Time meetings as needed to inform the Residence Life Staff about RHA programs and activities.
- Attend Communications Committee Meetings – Dates to be Determined

Finance Coordinator

- Manage RHA general ledger.
- Keep accurate records of all RHA financial transactions and report to Board and Hall Council Representatives weekly.
- Work closely with individual hall treasurers to generate a financial plan.
- Develop good working relationship with Business office.
- Manage check requests and petty cash fund.
- Obtain a bi-monthly budget report from the Business office.
- Coordinate Welcome Basket program at beginning of Fall semester.
- Coordinate the Fall and Spring Finals Basket program.
- Coordinate the Birthday program: delivery schedule, ordering cakes and acquisitions of supplies. Establish delivery schedule and procedure with other Executive members.
- Develop relations with Care Package Cafe and other fundraising businesses.
- Be responsible for the acquisition and maintenance of all RHA office supplies and equipment.

Leadership Development Coordinator

- Provide introductory training as well as periodic leadership seminars designed to provide strategies for increased campus leadership capacity and success.
- Coordinate and organize RHA/Hall Council Trainings and Spring Hall Council Training, if necessary.
- Develop leadership materials for Hall Council and RHA as needed.
- Expand the leadership development opportunities for Pacific University, specifically Hall Council Advisors but also open to whoever would like to take advantage of these opportunities.
- Develop working relationship with Hall Council Advisors.
- The Leadership Development Coordinator will work with the other RHA executive members in the development of curriculum for leadership workshops.
- Attend Hall Council Meetings on a regular basis with PPC, rotating through each of the halls once a month or as needed.
- Attend meetings with Policy and Procedures Coordinator, RHA Advisor and Hall Council Advisors as needed.

Community Relations Coordinator

- Coordinate the Hall Council election process and procedures with the Hall Council Advisors.
- Be in constant communication with Hall Councils and be able to update RHA on activities of the Hall Councils at each Executive Board Meeting.
- Attend Hall Council Meetings on a regular basis with LDC, rotating through each of the halls once a month or as needed.
- Organize and preside over all RHA General Assembly Open Forum meetings, including agenda preparation.
- Facilitate creation of committees in agreement with RHA Constitution in relation to policy changes.
- Hold master copies of each Hall Constitution and make sure each Hall is acting within said constitution, as well as RHA’s Constitution.
- Collaborate with the Leadership Development Coordinator to cater certain trainings to Hall Council needs.
- Devise ways to motivate Hall Council members.
- Support policy changes suggested by Hall Councils via the Policy Change Procedure.
- Attend meetings with Leadership and Development Coordinator, RHA Advisor, and Hall Council Advisors as needed.

Events and Activities Coordinator

- Work with the Hall Council Executive Board to generate a programming plan for each semester based on the group’s vision and goals.
- Supervise one program a month, including community service events, and delegate program responsibilities to other members.
- Support Hall Councils by helping them generate and find programming ideas, techniques, and resources.
- Coordinate publicity for all RHA programs and events (at least one kind of publicity per program-once a month) to be distributed throughout campus.
- Reserve all room spaces using the Student Activity form.
- Following each program, manage individual program evaluation forms for RHA members, and then compile the information into one final program evaluation.
- Have a good working relationship with Facilities Management, Copy Center, and the Office of Marketing and Communications at Pacific University.
- Coordinate with Executive Board for funding for RHA programming.
- Make thank you notes for individuals who assist RHA in their programs.

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