Residence Hall Association Officer Description 2014-2015

RHA OFFICER RESPONSIBILITIES

The Residence Hall Association (RHA) Officer position is a student staff member of the Office of Housing & Residence Life. Under the supervision of the RHA Advisor, the RHA Officer:

- Acts and reacts on the needs, interests, and welfare of students living in the residence halls
- Promotes leadership and personal development among residential students
- Supports community building among the residence halls through programming
- Provides a forum to discuss student issues and needs developing proactive solutions

QUALIFICATIONS

The RHA Officer must be a full-time student, in at least their third semester with at least a sophomore student status, and maintain a minimum semester and cumulative grade point average of 2.5. **Must live in an on-campus residence hall.**

TERMS OF EMPLOYMENT

Appointment begins May 2014 and concludes May 2015. It is expected that all RHA Officers attend the entirety of training and complete a year-long term in the position. Throughout the year, the RHA Officer works 12-15 hours/week.

BENEFITS

Remuneration for this position will be $8.00-8.50/hr of up to 15 hours.

RHA PRESIDENT RESPONSIBILITIES

**Collaborate**

- Call and preside over regular and special meetings of the Residence Hall Association and RHA Executive Council
- Oversee and supervise RHA Committees and their concurrent functions
- Meet with the RHA Advisor every other week to determine the order of the agenda and to discuss other topics as deemed necessary
- Meet with the RHA Executive Board each week to discuss the inner workings of the organization, delegate duties for upcoming events, and determine the agenda for the next RHA meeting
- Call special meetings and appoint special committees when necessary
- Hold officers and members responsible for their duties and expectations
- Oversee the planning, implementation and evaluation of events and special gatherings to recruit new members
- Act as an official representative of Chapman’s RHA with national and regional organizations, including NACURH and PACURH.
- Facilitate constitutional amendments and uphold RHA constitution and bylaws
- Take on all other necessary duties during events and meetings

**Educate**
- Assist in the supervision and training of RHA Officers and representatives
- Welcome new residential students at the beginning of each academic term beginning of the year
- Aid in the recruitment, selection, and training of new officers for the following year
- Develop RHA semester report for the Office of Housing & Residence Life, to be delivered to the RHA Advisor
- Support cultural, community service, educational, and social RHA programs for residents and the larger community such as Safety Week, Discover Chapman and Chapman Preview Days, etc.
- Actively play a role in all recruitment efforts to get residents involved in the organization
- Encourage leadership development within RHA

Advocate

- Act as official representative of RHA at RHA-sponsored programs and University functions
- Serve as an RHA liaison to the Student Government Association, University Programming Board and Office of Housing & Residence Life
- Represent Chapman University at local and national RHA conferences

RHA VICE-PRESIDENT ADMINISTRATION RESPONSIBILITIES

Collaborate

- Call and preside over regular and special meetings of the Residence Hall Association and RHA Executive Council in the absence of the RHA President, alongside the Vice President of Communication
- Meet with the RHA Advisor every other week to discuss business, finances and collaboration with outside groups
- Meet with the RHA Executive Board each week to keep other officers informed of all administrative tasks and progress
- Record minutes and proceedings of RHA and Executive Council Meetings
- Maintain RHA budget with accurate, organized, and financial records, including: reimbursements, funds requests, fundraising, and donations
- Chair RHA donations committee developing funding strategies for all RHA programs and initiatives
- Take on all other necessary duties during events and meetings
- Serve as the National Communications Chair (NCC) for NACURH, the national organization with which RHA is affiliated. As the NCC, the VP of Administration must:
  - Act as a liaison between NACURH, PACURH and RHA
  - Keep abreast of changes in NACURH, PACURH and RHA
  - Organize and submit a research or resource report on some aspect of Chapman’s residential living environment, government or programs to the NACURH Information Center once per year in conjunction with the RHA President
  - Submit Of The Month and other nominations
  - Keep a notebook or file of all correspondence received and sent with national and regional organizations
• Help oversee planning for all regional and national RHA conferences, including proposals, bids, spirit items and other preparations necessary for PACURH and NACURH conferences
• See that Chapman’s RHA takes advantage of all benefits and services offered by NACURH and PACURH

Educate

• Assist in the supervision and training of RHA Officers and representatives
• Welcome new residential students at the beginning of each academic term
• Aid in the recruitment, selection, and training of new officers for the following year
• Develop RHA semester report for the Office of Housing & Residence Life, to be delivered to the RHA Advisor
• Support cultural, community service, educational, and social RHA programs for residents and the larger community such as Safety Week, Hall Brawl, Discover Chapman and Chapman Preview Days, etc.
• Actively play a role in all recruitment efforts to get residents involved in the organization
• Encourage leadership development within RHA

Advocate

• Act as official representative of RHA at RHA-sponsored programs and University functions
• Serve as an RHA liaison to the Office of Housing & Residence Life

RHA VICE-PRESIDENT COMMUNICATION RESPONSIBILITIES

Collaborate

• Call and preside over regular and special meetings of the Residence Hall Association and RHA Executive Council in the absence of the RHA President, alongside the Vice President of Administration
• Oversee communication between RHA and Hall Councils
• Coordinate monthly RHA newsletter and event calendar
• Coordinate and supervise all RHA committees
• Publish all RHA social media content
• Chair RHA publicity committee developing marketing strategies for all RHA programs and initiatives
• Meet with the RHA Advisor every other week to discuss Hall Councils, the RHA newsletter, and campus communication strategy
• Meet with the RHA Executive Board each week to keep other officers informed of all communication and publicity progress
• Organize all RHA communication amongst officers, representatives, and RHA constituents
• Act as an official representative of Chapman’s RHA with national and regional organizations, including NACURH and PACURH.
• Take on all other necessary duties during events and meetings

Educate
• Assist in the supervision and training of RHA Officers and representatives
• Welcome new residential students at the beginning of each academic term
• Aid in the recruitment, selection, and training of new officers for the following year
• Develop RHA semester report for the Office of Housing & Residence Life, to be delivered to the RHA Advisor
• Support cultural, community service, educational, and social RHA programs for residents and the larger community such as Safety Week, Hall Brawl, Discover Chapman and Chapman Preview Days, etc.
• Actively play a role in all recruitment efforts to get residents involved in the organization
• Encourage leadership development within RHA

Advocate

• Recognize constituents and initiatives that support the RHA mission and vision
• Act as official representative of RHA at RHA-sponsored programs and University functions
• Serve as an RHA liaison to the Office of Housing & Residence Life