Residence Hall Association Vice President of Administration Description 2013-2014

The Residence Hall Association (RHA) Vice President of Administration position is a student staff member of the Office of Housing & Residence Life. All RHA officers:

- Act and react on the needs, interests, and welfare of students living in the residence halls
- Promote leadership and personal development among residential students
- Support community building among the residence halls through programming
- Provide a forum to discuss student issues and develop proactive solutions

Benefits
Remuneration for this position will be $8.00/hr of up to 12 hours.

Qualifications
- Must be a full-time student at Chapman University
- Must live in an on-campus residence hall
- Must have at least a sophomore standing and be in at least third semester
- Must have and maintain a minimum semester and cumulative grade point average (GPA) of 2.5

Terms of Employment
Appointment begins May 2013 and concludes May 2014. 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 VP of Administration works up to 12 hours/week.

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