OFFICER RESPONSIBILITIES

The duties and responsibilities of the specific officer shall be as follows:

A. President
   1. Preside as Chairperson of the Organization with voting power only to break a tie.
   2. Carry out policies and decisions of the Organization.
   3. Represent and be spokesperson for the Organization.
   4. Chair the executive board.
   5. Coordinate all Organization meetings.
   6. The President or President’s designee must remain on campus during the summer and work 10 hours a week in the Residence Hall Association office.
   7. Distribute the meeting agenda and set up the room before each Organization meeting.
   9. Chair one program for the year.

B. Executive Vice President
   1. Preside as Chairperson of the Organization in the absence of the President.
   2. Oversee the Organization’s committees.
   3. Preside as the Elections Commissioner for all Organization elections.
   4. Organize the annual blood drive
   5. Chair one program for the year.
   6. Chair one standing committee for the year.

C. Vice President of Administration
   2. Distribute minutes to representatives.
   3. Preside as Chairperson of the Organization in the absence of the President and the Executive Vice President
   4. Keep accurate records of attendance to the Organization’s weekly meeting.
   5. Coordinate the historical records of the Organization.
   6. Facilitate the lending of the Organization’s equipment.
   7. Chair one program for the year.
   8. Chair one standing committee for the year.

D. Vice President of Finance
   1. Assist the Organization in the collection and distribution of Organization funds.
   2. Keep accurate and up-to-date records of all monetary transactions of the Organization.
   4. Present a budget proposal, prepared in conjunction with the Budget Committee, to the Association at the beginning of each academic year.
   5. Review and approve all financial records.
   6. Give a financial report during general body meetings, as needed, no less than twice a semester.
   7. Work with the Executive Board to approve expenditures from the close of the last meeting of the Spring Semester until the first meeting of the Fall Semester.
   8. Chair one program for the year.
   9. Chair one standing committee for the year.

E. Vice President of Legislation
   1. Preside as the Office Manager.
   2. Annually review the constitution of the Organization.
   3. Carry out duties prescribed by the President.
   4. Preside as Chairperson of the Legislation Committee when in session.
   5. Chair one program for the year.
   6. Chair one standing committee for the year.

F. Vice President of Campus Relations
   1. Publicize all RHA events to the student population.
   2. Serve as a resource and provide guidance to committees regarding publicity creation and advertising.
   3. Be familiar with all forms of advertising on campus.
   4. Maintain the Organization’s website.
5. Coordinate the photos of the Organization.
6. Maintain all of the Organization’s social media accounts.
7. Chair one program for the year.
8. Chair the Networking and Marketing standing committee for the year.

G. National Communications Coordinator
1. Serve as the official liaison between the Organization and national, regional, and state-affiliated associations.
2. Attend national, regional, and state-affiliated association conferences as deemed necessary by the Organization in order to represent the views of Marquette University and the Organization.
3. Assemble and prepare delegations to attend state, regional, and national Residence Hall Association conferences.
4. Submit re-affiliation papers, dues, and National Information Center reports by the proper deadlines as set by the state, regional, and national offices.
5. Submit monthly reports to the state office.
6. Write two bids for awards on the regional, state, or national level.
7. Chair one standing committee for the year.
8. Potentially chair one program for the year.

H. All members of the Executive Board are required to attend weekly meetings of the Organization, weekly meetings with the executive board, bi-weekly meetings with their advisor, and hold two office hours per week.