Take the Next Step in Leadership

Marquette University Residence Hall Association Executive Board Elections Packet

Applications Are Due on the Following Dates:

President – March 11, 2011
Executive Vice President – March 11, 2011
National Communications Coordinator – March 11, 2011

Vice President of Administration – March 25, 2011
Vice President of Finance – March 25, 2011
Vice President of Campus Relations – March 25, 2011
Vice President of Legislation – March 25, 2011

All Executive Board applications are due by 3:00 p.m. on their respective dates. Applications should be turned in at the Office of Residence Life, Carpenter Tower 203. If you have questions, please contact the Elections Commissioner at marqrha@marquette.edu or 414.288.5851.
Expectations & Qualifications for all RHA Executive Board Officers

1. Officers shall not be on academic or university probation at the time of their elections and throughout their terms of office.
2. All officers will attend the NACURH (National Association of College & University Residence Halls) Conference from Friday, May 27th – Monday, May 30th 2011 and arrive a few days early for planning. This year’s conference will be held at the Western Illinois University.
3. All officers must return to campus on Sunday, August 21st 2011.
4. All officers must fully participate in RHA Executive Board Training from Monday, August 22nd – Friday, August 28th, 2011.
5. All officers must live in a residence hall or university-owned apartment for the entire academic year/term of office.
6. Students may not hold an elected RHA position and an RA position at the same time.
7. Students may not be on Orientation Staff as it conflicts with RHA Executive Board training.
8. The President or President’s designee must remain on campus during the summer and work 10 hours a week in the RHA office.

Compensation

1. All officers will receive a stipend each semester. The stipend amount is voted on by the RHA Representatives at the end of each semester. In past years, Executive Board Members have generally received $500.00 per semester.
2. The Office of Residence Life waives the room charge of the RHA President.

Application Requirements

1. Registration Form (page 6 of this packet)
2. Certification/Release of Educational Records (page 6 of this packet)
3. Letter of Recommendation: This can be from a Resident Assistant, Residence Hall Director, another Residence Life staff member, the advisor of an organization in which the candidate has been a member, or an employer or supervisor of the candidate. The advisors of RHA will not write any letters of recommendation.
4. Intent: This should consist of no more than two pages (a page being defined as one side of one sheet of paper). The font shall be no smaller than 10 pt. Margins shall be no less than one inch on all sides. The intent shall include the candidate's name, email address, phone number, and the position sought in a header on the first page. The intent may include any information pertaining to the candidate's vision for the position or organization, any experiences that will aid in the candidate's fulfillment of the position, or any other information that the candidate would like RHA to know when considering him or her for the position. Examples of intents from past years are available.
5. Short Bio: This is a 2 to 3 sentence blurb about yourself that should be emailed to the RHA Elections Commissioner, at marqrha@marquette.edu.
Election Process

President and Vice President:

- Elections for RHA President and Vice President will occur online in conjunction with the MUSG Election.
- All students who live in the residence halls or university apartments will be able to go online to cast their vote.
- If a candidate unsuccessfully bids for one of these two offices, he or she may choose to seek another office (e.g. Secretary, Treasurer), using their same bid.
- There will first be a Primary Election online on **Wednesday, March 23rd 2011** in order to determine the two candidates from each office who will participate in the Final Election. If there is less than three candidates for an office there will be no primary for that office.
- The Final Election will occur online on **Wednesday, March 30th 2011**.
- The winners of the Final Election will be announced at a Press Conference on **Thursday, March 31st 2011**.

National Communications Coordinator, Vice Presidents of Administration, Finance, Campus Relations and Legislation:

- The National Communications Coordinator, will be elected at the **March 21, 2011** RHA meeting at 7:30 p.m. in the Carpenter Tower Student Suite.
- The Vice Presidents of Administration, Finance, Campus Relations and Legislation will be elected at the **March 28, 2011** RHA meeting at 7:30 p.m. in the Carpenter Tower Student Suite.
- Each candidate must give a speech not to exceed three minutes.
- There will be a three-minute question and answer period by the current Residence Hall Association.
- The candidate(s) will wait in a designated area while the association discusses pros and cons.
- After all candidates for an office have completed this process, the association will enter a period of discussion.
- The association will then vote and a winner will be determined by percentage greater than 50.
- If no candidate receives this majority percentage, the candidate with the lowest percentage will be dropped and the association will vote again.
- The candidates will be made aware of the results that evening directly after the vote.
- If a candidate unsuccessfully bids for an office, he or she may choose to seek another office using the same bid.
President

Meetings:
- Attend weekly RHA Executive Board meetings
- Attend bi-weekly one-on-one meetings with RHA Advisor
- Attend weekly RHA meetings
- Attend monthly meetings with the Residence Life Advisory Board (serve as student representative)
- Attend bi-semester meetings with the Board of Trustees, Division of Student Affairs and Office of the Mission and Ministry

Activities as President and RHA Executive Board Member:
- Appoint the Parliamentarian
- Write agendas and chair discussions for weekly Executive Board meetings
- Write agendas and chair discussions for weekly RHA meetings
- Coordinate all guest speakers for weekly RHA meetings
- Present a summary report for Board of Trustees meetings
- Act as a student representative at the Board of Trustees meetings
- Set timeline and reservations for major RHA events for the following year
- Represent the organization to outside members (i.e. Marquette Tribune, Administration, etc.)
- Assist with TRAC, the Fall hall council training day
- Chair one event or standing committee per semester
- Support & participate in other RHA programs, events, and conferences
- Maintain office Hours (2 each week)

Executive Vice President

Meetings:
- Attend weekly RHA Executive Board meetings
- Attend bi-weekly one-on-one meetings with Advisor
- Attend weekly RHA meetings
- Attend weekly MUSG meetings

Activities as Vice President and RHA Executive Board Member:
- Relay information from MUSG meetings to RHA
- Assist with assorted MUSG/RHA projects
- Coordinate Hall Council & RHA Representative Elections in the Fall
- Coordinate RHA Executive Board Elections in the Spring
- Assist with TRAC, the Fall hall council training day
- Preside over RHA meetings in the absence of the President
- Coordinate and monitor standing and programming committees
- Chair one event or standing committee per semester
- Support & participate in other RHA programs, events, and conferences
- Maintain office hours (2 each week).

Vice President of Administration

Meetings:
- Attend weekly RHA Executive Board meetings
- Attend bi-weekly one-on-one meetings with Advisor
- Attend weekly RHA meetings
Activities as Vice President of Administration and RHA Executive Board Member:
- Record and distribute minutes from RHA meetings
- Record and distribute minutes from RHA Executive Board meetings
- Maintain attendance records for both RHA meetings and committee meetings
- Work with President to copy and distribute meeting agendas
- Coordinate RHA’s Care Package Distribution Fundraiser
- Keep each hall’s information in folders which includes minutes, agendas, and anything else necessary to pass out at meetings
- Create and maintain name placards
- Create semester calendars for RHA representatives
- Assemble binders for each member of RHA
- Maintain an accurate roster of RHA members and council executive board officers and advisors
- Assist with TRAC, the Fall hall council training day
- Preside over RHA meetings in the absence of the President and Vice President
- Chair one event or standing committee per semester
- Support & participate in other RHA programs, events, and conferences
- Maintain office hours (2 each week)

Vice President of Finance

Meetings:
- Attend weekly RHA Executive Board meetings
- Attend bi-weekly one-on-one meetings with Advisor
- Attend weekly RHA meetings

Activities as Vice President of Finance and RHA Executive Board Member:
- Give an updated financial report at every RHA meeting
- Maintain receipts and all financial records
- Update RHA ledger in File Maker Pro
- Prepare yearly budget
- Assist with TRAC, the fall hall council training day
- Distribute funding request forms to hall councils
- Chair one event or standing committee per semester
- Support & participate in other RHA programs, events, and conferences
- Maintain office hours (2 each week)

National Communications Coordinator

Meetings:
- Attend weekly RHA Executive Board meetings
- Attend bi-weekly one-on-one meetings with RHA Advisor
- Attend weekly RHA meetings

Conferences:
- Attend Bringing Leaders Together (BLT) NCC training and business meeting in October
- Attend GLACURH Conference in November
- Attend No Frills, a GLACURH regional business meeting, in January/February
- Attend WURHA Conference in February
- Attend French Dip, an NCC training and business meeting, in April
- Attend NACURH Conference in May/June
Activities as NCC and RHA Executive Board Member:
- Submit monthly reports to our state affiliate (WURHA) and regional affiliate (GLACURH).
- Pay re-affiliation dues to state, regional, and national affiliate
- Prepare a Resource File Index report for re-affiliation
- Check regional forum on National website (nacurh.org)
- Keep correspondence with other NCC’s (ask them questions our RHA has & answer their questions through email or AIM)
- Vote on Marquette’s behalf on legislation and bids at business meetings
- Prepare delegations for state (WURHA), regional (GLACURH), and national (NACURH) conferences
- Attend business meetings at WURHA, GLACURH, and NACURH
- Raise money for philanthropy projects
- Assist with TRAC, the Fall hall council training day
- Chair one event or standing committee per semester
- Support & participate in other RHA programs, events, and conferences
- Maintain office hours (2 each week)

Vice President of Campus Relations

Meetings:
- Attend weekly RHA Executive Board meetings
- Attend bi-weekly one-on-one meetings with Advisor
- Attend weekly RHA meetings

Activities as Vice President of Campus Relations and RHA Executive Board Member:
- Publicize all RHA events to student population.
- Serve as a resource and provide guidance for publicity committees; be able to implement ideas provided by the committees
- Maintain office hours (2 each week)
- Assist with TRAC, the Fall hall council training day
- Be familiar with all forms of advertising on campus
- Maintain organization website
- Be experienced with graphic design software (such as InDesign, Illustrator, etc.)
- Design all RHA promotions and apparel

Vice President of Legislation

Meetings:
- Attend weekly RHA Executive Board meetings
- Attend bi-weekly one-on-one meetings with Advisor
- Attend weekly RHA meetings

Activities as Vice President of Legislation and RHA Executive Board Member:
- Assist President in running the RHA meetings using Parliamentary Procedures
- Read books on Robert’s Rules of Order/Parliamentary procedures
- Follow Robert’s Rules of Order, Newly Revised Edition
- Assist with TRAC, the Fall hall council training day
- Chair one event or standing committee per semester
- Support & participate in other RHA programs, events, and conferences
- Maintain office hours (2 each week)
- Serve as office manager of the RHA office.
Candidate’s Name: ___________________________ Phone: __________________

Position Running For: _______________________ Hall/Apt: ________________

College: ________________ Major(s): ________________ GPA: ________________

Statement of Understanding

I, ______________, a candidate for the Office of ______________________ have studied the duties of the position I am seeking and understand completely all of the commitments involved. I have carefully read and understand the RHA election procedures. I certify that my cumulative QPA is at least 2.0, and that I am currently held in good standing by Marquette University. Good standing is defined as not being on academic or university probation. I further fulfill all other stated conditions for candidacy. I will comply with all election procedures and directives of the Election Committee.

I will not begin any campaigning until I have fully registered with the Election Committee. I will seek clarification prior to taking any action on all campaign activities that are not clearly covered by the election rules, procedures, and directives outlined by the Election Committee.

I recognize the increasing enthusiasm, energy, and intensity that will be generated during the election, and will conduct my campaign in a professional manner using discretion in speeches and statements so as not to harm other students or candidates. The emphasis of my campaign will be on the ideas and programs that I plan to utilize if elected. In addition, I will take great care in the treatment of property that is not my own.

If elected, I will strive to do my best in representing the best interests of the students of Marquette University within the parameters of the Residence Hall Association Constitution.

I UNDERSTAND THAT ANY VIOLATIONS OF THE ELECTIONS RULES COULD RESULT IN PENALTIES UP TO AND INCLUDING DISQUALIFICATION FROM THE ENTIRE PROCESS.

Signature: ___________________________ Date: __________________

Certification / Release of Educational Records

The Office of Residence Life reserves the right to solicit additional references relative to your application. After the application has been completed and returned, it becomes the exclusive property of the Office of Residence Life, Marquette University. Applications are classified as personnel materials and are subject to complete confidentiality.

As part of this application process, it will be necessary for the Office of Residence Life to review your academic transcript(s) and verify your GPA/QPA. I, the above-named student, hereby authorize and grant permission to Marquette University to provide copies of any and all education records at Marquette University to the Office of Residence Life. Such records include, but are not limited to, GPA and QPA.

To the best of my knowledge, the information I have furnished on this application is true and correct. I realize that intentional falsification of statements on this application will subject me to disqualification as an applicant for this position in the Office of Residence Life.

Print Name: ___________________________ MUID#____________________

Signature of Applicant: ___________________________ Date: ________________