General 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 31st – Monday, June 3rd 2013. This year's conference will be held at the University of Pittsburgh.
3. All officers must return to campus on Sunday, August 18th, 2013.
4. All officers must fully participate in RHA Executive Board Training from Monday, August 19th – Friday, August 23rd, 2013.
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

- Registration Form (page 6 of this packet)
- Certification/Release of Educational Records (page 6 of this packet)
- 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.
- 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.
- 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.
**President**

**Meetings:**
- Attend weekly RHA Executive Board meetings
- Attend 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:**
- Stay on campus over the summer working 10 hours weekly in the RHA office – Apartment is provided
- 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)

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**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 Executive 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).

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**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
- 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)

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**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)

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**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 February/March
- Attend WURHA Conference in February
- Attend French Dip, an NCC training and business meeting, in April
- Attend NACURH Conference in May/June

**Activities as National Communications Coordinator 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 NCCs (ask them questions our RHA has & answer their questions through email, Skype, or Facebook)
- 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

Meetings:
- Publicize all RHA events to student population using social media and common forms of advertising
- 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, Facebook page, and twitter account
- 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 Robert’s Rules of Order
- 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
Election Timeline

President & Executive Vice President

- Applications are due on **Friday, March 8, 2013** to the RHA Office located in Carpenter Tower, Room 119 by 4:00 p.m.
- Once officially registered by the RHA Elections Commissioner, candidates will receive the RHA campaign guidelines.
- 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.
- The Final Election will occur online on **Tuesday, March 26th**.
- The winners of the Final Election will be announced at a joint MUSG and RHA Press Conference on **Wednesday, March 27th, 2013**. The time and location are TBD.
- If a candidate unsuccessfully bids for one of these two offices, he or she may choose to seek another office (e.g. VP of Administration, VP of Finance), using their same bid by notifying the RHA Elections Commissioner.

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

- Applications are due on **Friday, March 22** to the RHA Office located in Carpenter Tower, Room 119 by 4:00 p.m.
- Elections for these offices are held on **Monday, March 25th** at the RHA meeting beginning at 7:30 p.m. in the Carpenter Tower Student Suite. These positions are elected by the voting members of RHA.
  - Each candidate must give a speech not to exceed three minutes.
  - There will be a three-minute question and answer period by the current members of the Residence Hall Association’s general body.
  - After all candidates for an office have completed this process, the association will enter a period of discussion. The candidate will wait in a designated waiting area during the 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 the same night.
Candidate’s Name: ______________________________ Cell Phone: __________________

Position Running For: ___________________________ Hall/Apt: __________________

Classification: ___________________ 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: __________________

As a part of the application process, it is necessary for the Office of Residence Life to verify your GPA/QPA.

I understand that I cannot be employed with the Office of Residence Life if I am on academic or disciplinary probation and I authorize the review of my academic and disciplinary records for the purpose of verification.

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: __________________

Signature: ______________________________ Date: __________________