RHA Elections Info 2019-2020

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 Residence Life Leadership (RLLA) in the AMU Ballrooms on Tuesday, May 2\textsuperscript{nd}, 2019 at 7 pm
3. All officers will attend the NACURH (National Association of College & University Residence Halls) Conference from May 31\textsuperscript{st}- June 2\textsuperscript{nd}, 2019. This year’s conference will be held at Louisiana State University.
4. All officers must return to campus on August 18\textsuperscript{th}.
5. All officers must fully participate in RHA Executive Training from August 19\textsuperscript{th}-August 23\textsuperscript{rd}.
6. All officers must live in a residence hall or university owned apartment for the entire academic year/term of office
7. Students cannot hold an elected RHA position and an RA position at the same time
8. Students may not be on Orientation Staff as it conflicts with RHA Executive Board training
9. The President or the 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 RHA representatives vote on each executive board member's individual stipend amount at the end of each semester. In recent semesters, each executive board member has generally received up to $500.00 each per semester.
2. The Office of Residence Life waives the room charge of the RHA President.

Application Requirements

- **Certification/Release of Educational Records**
- **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.
- **Letter of Intent:** This should consist of no more than two pages (a page being defined as one side of one sheet of paper double spaced). 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.

Positions:

Position: RHA President

Meetings:

- Attend weekly RHA Executive Board meetings
- Attend weekly one-on-one meetings with RHA advisor
- Attend weekly RHA meetings

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
- Set up room and distribute agendas before RHA general body meetings
- Act as Marquette University Student Government (MUSG) liaison
- Set timeline and reservations for major RHA events for the following year
- Represent the organization to outside members (i.e. Marquette Tribune, Administration, etc)
- Annually review the constitution for the Organization
- Preside as Chairperson of the Legislation Committee when in session
- Assist with TRAC, the fall community programming council training day
- Chair one program or standing committee per semester
- Support and participate in other RHA programs, events, conferences
- Maintain (2) office hours each week

Position: Executive Vice President

Meetings:

- Attend weekly RHA Executive Board meetings
- Attend bi-weekly one-on-one meetings with RHA advisor
- Attend weekly RHA meetings
Activities as Executive VP and RHA Executive Board Member:

- Act as Elections Commissioner
- Coordinate Community Programming Council & RHA Representative Elections in the fall
- Coordinate RHA Executive Board Elections in the Spring
- Assist with TRAC, the fall community programming council training day
- Preside over RHA meetings in the absence of the President
- Coordinate and monitor standing and programming committees
- Chair one program or standing committee per semester
- Support and participate in other RHA programs, events, and conferences
- Maintain (2) office hours each week

Position: Vice President of Administration

Meetings:

- Attend weekly RHA Executive Board meetings
- Attend bi-weekly one-on-one meetings with RHA advisor
- Attend weekly RHA meetings

Activities as VP of Administration & Executive Board Member:

- Record and distribute minutes from RHA general body meetings
- Record and distribute minutes from RHA executive board meetings
- Maintain attendance records for both RHA meetings and committee meetings
- 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 (student directory) of RHA members and council executive board officers and advisors
- Assist with TRAC, the fall community programming council training day
- Preside over RHA meetings in the absence of President and Vice President
- Chair one program or standing committee per semester
- Support and participate in other RHA programs, events, and conferences
- Maintain (2) office hours each week
Position: Vice President of Finance

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

Activities as VP of Finance & RHA Executive Board Member:
- Give an updated financial report at RHA meetings no less than twice a semester
- Maintain receipts and all financial records
- Update RHA ledger
- Prepare yearly budget
- Distribute funding algorithm to CPCs
- Monitor and coordinate funding request forms received from student organizations
- Assist with TRAC, the fall community programming council training day
- Chair one program or standing committee per semester
- Support and participate in other RHA programs, events, and conferences
- Maintain (2) office hours each week

Position: 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 Spring Business Conference in April
- Attend Fall Business Conference in October
- Attend GLACURH Conference in November
- Attend the Regional Business Conference, a GLACURH regional business meeting in February/March
- Attend NACURH with Executive Board in May/June

Activities as NCC & RHA Executive Board Member:
- Coordinate payment of 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 (maintain updates on RHA and answer questions through email, Skype, Facebook, etc.)
- Vote on Marquette University's behalf on legislation and bids at business meetings
- Prepare delegations for regional (GLACURH) and national (NACURH) conferences
- Attend business meetings at GLACURH and NACURH
- Must be able to attend Spring Business Conference
- Raise money for philanthropy projects
- Assist with TRAC, the fall community programming council training day
- Chair one standing committee and possibly one program for the year
- Support and participate in other RHA programs, events, and conferences
- Maintain (2) office hours each week

Position: Vice President of Marketing

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

Activities as VP of Marketing & RHA Executive Board member:
- Publicize all RHA events to student population using social media and other common forms of advertising
- Maintain and update organization website, Facebook page, and Twitter account
- Design RHA promotions and apparel
- Be familiar with all forms of advertising on campus
- Be somewhat experienced with graphic design software (InDesign, Illustrator, etc.)
- Serve as a resource and provide guidance for publicity committees, be able to implement ideas provided by the committees
- Assist with TRAC, the fall community programming council training day
- Chair one program or standing committee per semester
- Support and participate in other RHA programs, events, and conferences
- Maintain (2) office hours each week

Position: VP of Outreach

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

Activities of VP of Outreach & RHA Executive Board Member:
- Preside as the Office Manager
- Coordinate all RHA Representative recruitment efforts through involvement fairs, tabling, and other methods of outreach
- Assist Executive Vice-President with Fall Elections
- Gather information and/or updates from other campus organizations, departments, and offices
• Reserve all tabling requests for RHA
• Partner with Vice President of Marketing to encourage funding requests from other organizations
• Organize annual Blood Drive
• Assist with TRAC, the fall community programming council training day
• Chair one program or standing committee per semester
• Support and participate in other RHA programs, events, and conferences
• Maintain (2) office hours each week

Elections Timeline: President and Executive Vice-President

• Sit on a general body RHA meeting Monday, March 11 or 18 followed by a short question and answer session to learn more about RHA functions (only if not already an RHA member)
• Applications are due on March 21st 11:59 PM
• If a candidate unsuccessfully bids for one of these two offices, they may choose to seek another office (e.g. VP of Administration, Finance, Marketing, Legislation, or NCC) using their same bid by notifying RHA, marqrha@marquette.edu

Elections Timeline: National Communications Coordinator (NCC), VP of Administration, Finance, Marketing, and Outreach

• Sit on a general body RHA meeting Monday, March 11 or 18 followed by a short question and answer session to learn more about RHA functions (only if not already an RHA member)
• Applications are due on April 4th 11:59 PM
• Elections for these offices are held on Monday, April 8th at the RHA meeting beginning at 7:30 PM 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 RHA general body
• After all candidates for an office have completed this process, the association will enter a period of discussion. The candidate(s) will wait in a designated waiting area during the discussion.
• The general body will then vote and a winner will be determined by a percentage greater than 50.
• If no candidate receives this majority percentage, the candidate with the lowest percentage will be dropped and the general body 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, they may choose to seek another office using the same bid the same night