

RHA Elections Info 2020-2021

RHA Executive Board Criteria

1. Officers shall not be on academic or university probation at the time of their election and throughout their term of office.
2. All officers will attend the Residence Life Leadership Awards (RLLA) ceremony in the AMU Ballrooms on Tuesday, April 21st (2020) at 7pm.
3. All officers will attend the National Association of College and University Residence Halls (NACURH) Conference from May 22nd-May 25th 2020. This year's conference will be held at the University of Dayton in Dayton, OH.
4. All officers must return to campus by August 23rd, 2020 for Work Week, a week of RHA Executive Board Training before classes start from August 24th-28th.
5. All officers must live in a residence hall or university-owned apartment for the entire academic year/term of office.
6. Students cannot hold an elected RHA position and a Resident Assistant (RA) position at the same time.
7. Students may not be on Orientation Staff (O-Staff), as it conflicts with RHA Executive Board Training during Work Week.
8. The President or the Presidents' designee must remain on campus during the summer and work 10 hours a week in the RHA office in preparation for the upcoming school year.

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 years, each executive board member has generally received up to \$500.00 per semester.
2. The Office of Residence Life waives the room charge for the RHA President. This does not apply to other Executive Board positions.

Application Requirements

1. Certification/Release of Educational Records
2. Letter of Recommendation: This can be from a Resident Assistant, Residence Hall Director, another Residence Life staff member, the advisor of an organization of 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.
3. 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 should be no smaller than 10 point. Margins should 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 experience that will aid 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.

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Positions:

President

1. Meetings:
 - Attend weekly RHA Executive Board Meetings (1 hour long)
 - Attend bi-weekly one-on-one meetings with RHA advisor (1 hour long)
 - Attend weekly RHA meetings (~2 hours, usually on Monday evenings)
2. Activities/Duties
 - Stay on campus over the summer working 10 hours weekly in the RHA office (housing 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 (Marquette tribune, Administration, etc.)
 - Annually review the constitution for the organization
 - Preside as Chairperson of the Legislation Committee when in session
 - Assist with TRAC (Training Residence and Apartment Councils) for the fall and spring semesters.
 - Chair one program or standing committee per semester
 - Support and participate in all RHA programs, events, conferences, etc.
 - Maintain 2 office hours each week

Executive Vice President

1. Meetings:
 - Attend weekly RHA Executive Board Meetings (1 hour long)
 - Attend bi-weekly one-on-one meetings with RHA advisor (1 hour long)
 - Attend weekly RHA meetings (~2 hours, usually on Monday evenings)
2. Activities/duties
 - Act as Elections Commissioner
 - Coordinate Community Programming Council and RHA Representative Elections in the fall semester
 - Coordinate RHA Executive Board Elections in the spring semester
 - Assist with TRAC (Training Residence and Apartment Councils) for the fall and spring semesters
 - 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

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Vice President of Administration

1. Meetings:
 - Attend weekly RHA Executive Board Meetings (1 hour long)
 - Attend bi-weekly one-on-one meetings with RHA advisor (1 hour long)
 - Attend weekly RHA meetings (~2 hours, usually on Monday evenings)
2. Activities/Duties
 - 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 (Training Residence and Apartment Councils) for the fall and spring semesters
 - Preside over RHA meetings in the absence of the President and Executive 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

Vice President of Finance

1. Meetings:
 - Attend weekly RHA Executive Board Meetings (1 hour long)
 - Attend bi-weekly one-on-one meetings with RHA advisor (1 hour long)
 - Attend weekly RHA meetings (~2 hours, usually on Monday evenings)
2. Activities/Duties
 - 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 (Training Residence and Apartment Councils) for the fall and spring semesters
 - Chair one program or standing committee per semester
 - Support and participate in other RHA programs, events, and conferences
 - Maintain 2 office hours each week

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National Communications Coordinator

1. Meetings:
 - Attend weekly RHA Executive Board Meetings (1 hour long)
 - Attend bi-weekly one-on-one meetings with RHA advisor (1 hour long)
 - Attend weekly RHA meetings (~2 hours, usually on Monday evenings)
2. 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
3. Activities/Duties
 - 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 NCCs (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 (Training Residence and Apartment Councils) for the fall and spring semesters
 - 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

Vice President of Marketing

1. Meetings:
 - Attend weekly RHA Executive Board Meetings (1 hour long)
 - Attend bi-weekly one-on-one meetings with RHA advisor (1 hour long)
 - Attend weekly RHA meetings (~2 hours, usually on Monday evenings)
2. Activities/Duties
 - Publicize all RHA events to student population using social media and other common forms of advertising
 - Maintain and update organization website, Facebook page, and Instagram 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

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- Assist with TRAC (Training Residence and Apartment Councils) for the fall and spring semesters
- Chair one program or standing committee per semester
- Support and participate in other RHA programs, events, and conferences
- Maintain 2 office hours each week

Vice President of Outreach

1. Meetings:
 - Attend weekly RHA Executive Board Meetings (1 hour long)
 - Attend bi-weekly one-on-one meetings with RHA advisor (1 hour long)
 - Attend weekly RHA meetings (~2 hours, usually on Monday evenings)
2. Activities/Duties
 - 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 (Training Residence and Apartment Councils) for fall and spring semesters
 - 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

1. President & Executive Vice President
 - a. Applications are due Wednesday, March 18th by 11:59pm
 - b. Elections are paired with MUSG elections, which occur on Thursday, March 26th.
 - c. If candidate is not elected their desired position as RHA President or Executive Vice President, he or she may choose to seek another position in office (VP of Administration, Finance, Marketing, Outreach, or NCC) by notifying RHA via email at marqrha@marquette.edu. No additional application, letter of recommendation, or letter of intent are necessary in this case.
2. VP of Administration, Finance, Marketing, Outreach, & NCC
 - a. Applications are due by Friday, March 27th at 11:59pm.
 - b. Elections for these positions will be held in the Carpenter Tower Student Suite on Saturday, April 4th, from 1-4pm. You must attend the elections process. These positions are elected by the RHA General Body members (representatives).

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- c. Each candidate must give a speech that does not exceed three minutes, explaining why they want the position and what they would bring to the position.
- d. There will be a three-minute question-and-answer period by the RHA General Body.
- e. After all candidates for an office have completed this process, the association will enter a period of discussion in which the candidate will leave the room and wait in the designated waiting area.
- f. The general body will then vote and a winner will be determined by a percentage greater than 50%.
- g. If no candidate receives this majority percentage, the candidate with the lowest percentage will be dropped and the general body will vote again.
- h. The candidates will be made aware of the results that afternoon/evening directly after the vote
- i. If a candidate is not elected for his or her desired position, he or she may choose to seek another position in office during the same elections process. No additional materials are required (application, letter of intent, etc.) but the candidate will be asked to provide another impromptu speech for their newly-desired position.

*Feel free to reach out to marqrha@marquette.edu with any questions or concerns about any of the information outlined above regarding RHA Executive Board expectations and/or the elections process.