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The RHA Executive Council member is a full-time student who lives and interacts with his or her peers in all of campus residential housing. The RHA Executive Council member is a member of the Housing Services Staff and actively participates in the development of a comprehensive Residence Life program. **The RHA Executive Council member is appointed for a specific academic year. Individuals should not apply for or accept a position if they cannot commit to the entire academic year.**

The RHA Executive Council member is expected to serve as a role model and abide by all University and Housing policies. As a role model and a programmer, the RHA Executive Council member is further fulfilling the University's mission for education and service. The RHA Executive Council member is expected to maintain high academic standards and continuing full-time student status. RHA Executive Council member responsibilities are as follows:

RHA Executive Council members should expect to work approximately 20 hours per week.

General Responsibilities of the Executive Council are but not limited to:

- Act as an Advisor for Area/Hall/Resident Governments.
- Attend all Residence Life Training.
- Participate in all fund raising events.
- Improve RHA interaction with other campus clubs by including RHA in University sponsored activities.
- Maintain and update transitioning handbook.
- Hold a minimum of two office hours per week in the area office as a receptionist.
- Serve as a liaison to an area staff and attend staff meeting and other meetings as scheduled.
- Attend all RHA sponsored events. Be there at least a half hour before and after the event (or longer if so specified).
- Transition new Executive Council member into position.
- Generate, collect, and submit monthly articles for area newsletter.
- Maintain office cleanliness.
- Write and submit one "Of the Month" (OTM) per month.
- Post and maintain all advertising for RHA in area assigned.
- Attend Regional and National conferences as necessary or otherwise stipulated.
- Maintain and upkeep one bulletin board in assigned area.
- Attend two Resident Assistant/Peer Mentor sponsored activities a month, at least one being outside of assigned area.
- Meet at least monthly for a one-on-one with the RHA Advisor and with the Area Prostaff.
- Present programs and lessons learned from conferences to the RHA General Council.
- Identify areas in which the RHA program can be improved and developed within the Residence Life Program.
- Other duties as assigned.

Responsibilities of the individual Executives Officers:

RHA President

1. Call, prepare agendas and conduct all Executive and General Council meetings.
2. Participate in a weekly one-on-one interview with RHA Advisor.
3. Work with the RHA Advisor to prepare and monitor the RHA budget to be approved by the Executive Board and the General Council within the first six weeks of school.

4. Attend Regional, No-Frills, and National conferences and serve on the IACURH Regional Board of Directors.
5. Maintain and enforce the RHA constitution with semesterly reviews.
6. Appoint parliamentarian and official time keeper when necessary.
7. Serve as a non-voting RHA Executive Council position except when there is a tie.
8. Attend at least two Housing and Dining Services Director's meetings a semester.
9. Maintain the RHA Website.
10. Check and maintain RHA email, voicemail and the monthly calendar including availability hours of all officers and the advisor.

Public Relations & Advocacy Vice President

1. Coordinate and address all advocacy issues presented to RHA
2. Write and distribute press releases to The Utah Statesman, The Herald Journal and any other news sources believed appropriate for each circumstance.
4. Attend and participate in the following committees: ASUSU, Parking and Transportation Services, Council of Student Clubs and Organizations, Housing Technology Committee and any other committees as deemed necessary by the Executive Council or Housing.
6. Assume the responsibilities of the RHA President in the President's absence.
7. Establish and advise the Advocacy Committee.

Administrative Vice President

1. Take minutes for General and Executive Council Meetings and distribute them within 24 hours to the Executive Board and the Professional Staff.
2. Maintain a photographic journal of RHA events which includes all minutes, advertisements, handouts and program reports for the year.
3. Maintain office supplies and cleanliness.
4. Plan and direct semesterly leadership retreats.
5. Oversee and implement all fundraising activities for RHA including Welcome Buckets, Finals Buckets, Linen Program, and Dance Fest.
6. Coordinate any RHA scholarship opportunities.
7. Establish and advise the Administrative Committee.

Events Coordinator

1. Coordinate all RHA programs, a minimum of three a semester and also ResLife Week.
2. Publicize and advertise all RHA sponsored events in a timely manner.
3. Establish and advise the Events Committee(s).
4. Maintain publicity supplies and equipment, including A-frames.
5. Work in conjunction with other programming organizations on campus.
6. Compile a comprehensive list of RHA inventory each semester.

National Communications Coordinator

1. Report all regional and national communications to the RHA Executive Council.
2. Subscribe to regional and national list-servers and submit monthly communications reports and case studies to the regional list-serve.
3. Organize USU's involvement in regional and national conferences, including affiliation, bids, awards, spirit, annual school reports, etc.
4. Attend Regional, No-Frills, and National conferences, and participate in the IACURH Regional Board of Directors as USU's voting member.
5. Write and submit a minimum of two bids to each regional conference.
6. Establish and advise the Networking Committee.

National Residence Hall Honorary President

1. Preside over all called meetings of NRHH.
2. Act as official spokesperson for the organization of NRHH.
3. Communicate regionally and nationally and submit monthly reports to the regional NRHH list-serve.
4. Ensure yearly affiliation and subsequent documentation including an end of the year progress report with NACURH.
5. Oversee OTM committee and submission at the school and regional level.

6. Coordinate with the NCC to write and submit at least two bids to each regional conference.
7. Coordinate Membership Nomination, Selection and Induction for NRHH.
8. Attend Regional, No-Frills, and National conferences and serve on the IACURH of Directors. Regional Board
9. Coordinate semesterly service projects for NRHH and RHA.

Qualifications of the Executive Council:

1. RHA Executive Council members must live in their respective RHA buddy area.
2. Executive Officers shall remain in good academic standing with Utah State University. A semesterly transcript and schedule needs to be turned in to the RHA Advisor for review. All RHA Executive Council members are required to maintain a semester and cumulative Grade Point Average of 2.50, including at time of application. After one semester of failing to meet academic performance standards, RHA Executive Council members will be placed on job probation. Two consecutive semesters of failing to meet academic performance standards will affect continued employability and/or rehire status.

Role Model

It is essential that the RHA Executive Council member, as a role model, possess knowledge, skills, and abilities which demonstrate:

1. High academic success (2.50 as a minimum for semester and cumulative Grade Point Average) and solid academic progress towards graduation as a full-time student (a minimum of 12 undergraduate/ 6 graduate credit hours per semester). The RHA Executive Council member must set an example for residents by attending classes regularly and dedicating an appropriate amount of time to studies.
2. Abide by all University and Housing policies, the ASUSU Code of Conduct, the Department of Housing Services Employee Handbook and the Residence Life Handbook.
3. Communicate with all residents and staff members in an open, supportive and constructive manner, including roommates as applicable.
4. Promote a healthy living/learning atmosphere which enhances education and is supportive of the exchange of diverse ideas and experiences.
5. Maintain a cooperative team environment and positive attitude within the Housing staff and the residence hall community.

Staff and Resident Communication

Communication and interaction between Residence Life Staff as well as with all residents is vital to a healthy team relationship and a viable and supportive residence hall community. RHA Executive Council members will:

1. Report to their supervisor on all aspects of the RHA Executive Council member's work. The RHA Executive Council member and their supervisor shall have formal and informal conferences, evaluation and communication on a regular basis.
2. Communicate regularly and interact professionally with all internal and external customers.
3. Maintain a cooperative team environment and positive attitude.
4. Be available, visible, and approachable.
5. Attend and participate in a weekly staff meeting.
6. Attend and participate in a weekly meeting with the Peer Mentors (PMs) and Resident Assistants (RAs) of your building/area.
7. Actively support and contribute to the staff team concept.

8. Be open and responsive to constructive feedback and opinions from their supervisor and other staff members, and provide constructive feedback when appropriate.

Availability

RHA Executive Council members will:

1. Be visible, available, and approachable to residents.
2. Arrive early for training.
**See last page for specific training dates and other required time commitments.*
3. Attend all required and scheduled RHA Executive Council member training sessions, retreats, and in-services.
4. The University must be considered as the **principal employer**. Second jobs, odd jobs, or part-time work are permissible as long as they do not interfere with time, availability, and the efficiency of the RHA Executive Council member. It is suggested that 10 hours per week is a reasonable guideline.

Compensation

RHA Exec Compensation is dependent on the area in which he/she is assigned. All Execs will receive a private room, waived Housing and Residence Life activity fee, and local phone service and voicemail. Compensation by area follows:

Suite & Traditional Style Buildings

1. 14 meals/week
2. \$125 monthly stipend

Apartment Style Buildings

1. 7 meals/week
2. \$200 monthly stipend

Family Housing

1. Full rent credit

NOTE: In periods of high occupancy or overflow, some single RA's may temporarily be assigned a roommate and compensation packages may be adjusted to reflect this.

Training Dates and other required time commitments:

Fall 2010

All RAs must report to campus by 12:00 pm on Saturday, August 14, 2010.

Training continues daily, all day, through Sunday, August 29, 2010. You should plan on ResLife taking all of your time. Please clear your schedule of all other potential commitments (**i.e. completing class scheduling, weddings, social activities, and previous job commitments**).

Spring 2011

All RHA Execs are required to report to campus by 12:00 pm on Thursday January 6, 2011 for two days of training.

*** RHA Execs with children must make child care arrangements for all training sessions and in-service meetings throughout the year.**