



**2022-2023**

## **Residence Hall Association**

### **President**

The Residence Hall Association (RHA) is responsible for planning, implementing, and evaluating a variety of initiatives and programs that support CSULB Curriculum & Student Housing’s Mission, Vision, and Values. The Residence Hall Association also provides a platform for residents of the three undergraduate Housing Villages (Beachside Village, Hillside Village, and Parkside Village) to have a representative voice in their residential communities. The Residence Hall Association Executive Board will be comprised of 6 staff positions: 1 President, 1 Vice President of Leaderships, 1 Vice President of Administration & Finance, 1 National Communications Coordinator, 1 VP of Programming & 1 Marketing Coordinator.

<b>PRESIDENT</b> <i>1 position available</i>	
Compensation:	The Housing fee waiver will cover the cost of housing if placed in a standard room with a roommate. If the officer is assigned to a single room or a building that costs more than waiver the officer will be responsible for paying the difference at the scheduled due dates listed in the license agreement. Officers are still required to pay for their meal plan and social activities fees.
Employment Dates:	July 25 <sup>th</sup> 2022- May 31 <sup>st</sup> 2023
Live-on Requirement:	Must live within one of the three CSULB Housing Villages

About four weeks before school starts, there will be training and a retreat. There are approximately six office hours per week (made up according to your schedule) and additional meetings including but not limited to: Coordinating Board (CB) [1.5 hours], Executive Board (EB) [1.5 hours], RHA, and Advisor one-on-one [30-minutes]. There may be other committee meetings with separate times throughout the year. Approximately 10 hours per week.

### **Summary of Position:**

The President of the Residence Hall Association (RHA) is responsible for providing direction to other RHA positions. The President is the main executive power in RHA, and is responsible for overseeing RHA Executive Board & RHA-Coordinating Board meetings. The President shall work closely with the RHA Advisor to ensure the constitution, purpose, and goals of the organization are being accomplished.

### **Duties:**

- Oversee RHA Executive Board and provide the leadership, drive, and direction to promote success and growth of RHA
- Stay updated with staff activities, advise, and motivate staff through regular contact as well as facilitate bi-weekly one-on-one meetings with RHA Executive Board members
- Responsible for supporting staff and communicating with the Advisor when any staff member is not completing their role effectively or needs additional support in their role

- Create agenda and lead RHA Executive Board and RHA Coordinating Board meetings; delegating tasks as needed
- Attend and actively engage at regional and national conferences
  - PACURH (typically in November)
  - Regional Business Conference (typically in February)
  - NACRUH (typically in May or early June)
- Participate in a minimum of one regional or national task force
- Work closely with Advisor and Executive Board to assist in preparing bids for any conference or award bids RHA places at the regional or national level Coordinate certain programmatic and outreach efforts such as, but not limited to Welcome Week, Community Government Election, Feed A Need, etc.)
- Coordinate certain programmatic and outreach efforts such as, but not limited to Welcome Week, Community Government Election, Feed A Need, etc.)
- Appoint committees & committee chairs as needed and work with advisor to fill vacancies in the executive board as needed.
- Work closely with NRHH Executive Chair and the officers and maintain consistent communication between NRHH & RHA
- Communicate the needs, desires, and opinions of the residents to the University and the Community as the student representative and voice of Undergraduate Student Housing
- Maintain correspondence with the PACURH and NACURH regions by attending Regional Board video chats
- Serve as chairperson of the constitution and bylaws reviews committee
- Assist with community openings and closings (i.e., move-in/move-out days) as needed
- Submit an end-of-the-term report at the end of the academic year for the incoming President
- Other duties as assigned by advisor

## Vice President of Leadership

The Residence Hall Association (RHA) is responsible for planning, implementing, and evaluating a variety of initiatives and programs that support CSULB Curriculum & Student Housing's Mission, Vision, and Values. The Residence Hall Association also provides a platform for residents of the three undergraduate Housing Villages (Beachside Village, Hillside Village, and Parkside Village) to have a representative voice in their residential communities. The Residence Hall Association Executive Board will be comprised of 5 staff positions: 1 President, 1 Vice President of Advocacy, 1 Vice President of Administration & Finance, 1 National Communications Coordinator & 1 Marketing Coordinator.

VP of Leadership	
<i>1 position available</i>	
Compensation:	The Housing fee waiver will cover the cost of housing if placed in a standard room with a roommate. If the officer is assigned to a single room or a building that costs more than waiver the officer will be responsible for paying the difference at the scheduled due dates listed in the license agreement. Officers are still required to pay for their meal plan and social activities fees.
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### Summary of Position:

The Vice President of Leadership Development shall ensure that student's voices are heard through the advocacy of the organization. It is critical the Vice President of Leadership knows the goings-on in every advocacy committee and has an understanding of the set goals in mind for each committee. The Vice President of Leadership is also in charge of spearheading social justice and diversity initiatives that better educate the students living on campus.

### Duties:

- Primarily responsible for serving as an advisor to all advocacy-based committees and projects that are established or organized by the Coordinating Board and RHA based on resident needs
- Provide leadership and guidance to the VP council during Coordinating Board meetings or as needed
- Provide leadership opportunities and additional developmental opportunities to Community Government, specifically in relation to leadership efforts
- Lead efforts in identifying resident concerns and input through surveys, focus groups, etc., from students and organize and lead advocacy efforts to address concerns
- Work with the VP council to benchmark best practices, administer survey instruments and draft or prepare proposals for suggested changes and improvements in response to resident needs and concerns
- Responsible for designing and maintaining a resident feedback system to address resident concerns and ensure all communication on behalf of RHA is approved by the RHA Executive Board
  - Work with Community Government to organize and publicize an ongoing method of collecting feedback from the communities – such as a suggestion box and/or online submission form

- Responsible for hosting one open forum opportunity for residents to share community concerns per semester
- Responsible for ensuring the managing of record keeping, collecting, and documenting all advocacy committees progress and planning efforts
- Works with NRHH on Community Service Opportunities
- Work closely with Advisor and Executive Board to assist in preparing bids for any conference or award bids RHA places at the regional or national level
- Assist with community openings and closings (i.e. move-in/move-out days) as needed
- Submit an end-of-the-term report at the end of the academic year for the incoming Vice President of Leadership
- Other duties as assigned by advisor

## VP of Administration and Finance

The Residence Hall Association (RHA) is responsible for planning, implementing, and evaluating a variety of initiatives and programs that support CSULB Curriculum & Student Housing's Mission, Vision, and Values. The Residence Hall Association also provides a platform for residents of the three undergraduate Housing Villages (Beachside Village, Hillside Village, and Parkside Village) to have a representative voice in their residential communities. The Residence Hall Association Executive Board will be comprised of 6 staff positions: 1 President, 1 Vice President of Leaderships, 1 Vice President of Administration & Finance, 1 National Communications Coordinator, 1 VP of Programming & 1 Marketing Coordinator.

VP of ADMIN & FINANCE <i>1 position available</i>	
Compensation:	The Housing fee waiver will cover the cost of housing if placed in a standard room with a roommate. If the officer is assigned to a single room or a building that costs more than waiver the officer will be responsible for paying the difference at the scheduled due dates listed in the license agreement. Officers are still required to pay for their meal plan and social activities fees.
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### Summary of Position:

The Vice President of Administration & Finance provides strategic and operational leadership for all administrative and business functions of RHA. They provide day-to-day management and coordination of Finance and Administration operations. The Vice President of Administration & Finance is expected to handle presidential responsibilities in the absence of the President.

### Duties:

- Assumes the office of President in President's absence temporarily or permanently/assists the President when needed
- Responsible for keeping accurate records of all RHA meetings and takes minutes during RHA Executive Board & Coordinating Board meetings and submit to Marketing Coordinator for publication on website
- Responsible for maintaining the organization and functionality of the RHA office, communicating any officeneeds to the RHA Advisor(s)
- Keep accurate records of all RHA financial transactions; create Semester budget reports to present to the RHAExecutive and Advisor

- Responsible for preparing, presenting, and maintaining an annual budget to the RHA Executive Board for review within four weeks of the beginning of Fall Semester
- Review the budget and provide recommendations for all purchase proposals submitted based on current account status
- Responsible for maintenance and response of the RHA email
- Oversee the organization and maintenance of any shared drives specific to RHA Executive Board
- Register RHA with the Office of Campus Organizations – ensuring all registration requirements are completed
- Be impartial as it relates to budget requests from all RHA members
- Establish and enforce financial policies in accordance with the Constitution
- Work closely with Advisor and Executive Board to assist in preparing bids for any conference or award bids RHA places at the regional or national level
- Assist with community openings and closings (i.e., move-in/move-out days).
- Submit an end-of-the-term report at the end of the academic year for the incoming Financial Chair
- Other duties as assigned by advisor

## VP of Programming

The Residence Hall Association (RHA) is responsible for planning, implementing, and evaluating a variety of initiatives and programs that support CSULB Curriculum & Student Housing's Mission, Vision, and Values. The Residence Hall Association also provides a platform for residents of the three undergraduate Housing Villages (Beachside Village, Hillside Village, and Parkside Village) to have a representative voice in their residential communities. The Residence Hall Association Executive Board will be comprised of 6 staff positions: 1 President, 1 Vice President of Leaderships, 1 Vice President of Administration & Finance, 1 National Communications Coordinator, 1 VP of Programming & 1 Marketing Coordinator.

VP of Programming <i>1 position available</i>	
Compensation:	The Housing fee waiver will cover the cost of housing if placed in a standard room with a roommate. If the officer is assigned to a single room or a building that costs more than waiver the officer will be responsible for paying the difference at the scheduled due dates listed in the license agreement. Officers are still required to pay for their meal plan and social activities fees.
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### Summary of Position:

The Vice President of Programming will be responsible for all centralized programming and signature events for the three Villages in alignment with the Residential Curriculum. The Vice President will work collaboratively with their programming board and executive board in development and implementation of all programming efforts. The Vice President of Programming of the Resident Housing Association (RHA) shall ensure that student's voices are heard, and needs are addressed through the programming of the organization by developing ongoing opportunities for student input and feedback.

### Duties:

- Develop and collaboratively plan all centralized programming in alignment with the Residential Curriculum for the 3 Undergraduate Villages.
- Coordinate logistics of programs including, but not limited to, registration forms, creation of budget, supply purchase, reservation forms, mailroom drop off and pick up coordination, program communication, program preparation, program itinerary, prize receipts, and partnership development
- Serve as the Program Chair for RHA Signature Events & Projects such as: Welcome Week Events, Beachside Haunted House, Casino Night, Centralized Programming, etc.
- Collaborate with Marketing Coordinator to create an intentional marketing plan and materials such as: flyer ideas, social media marketing plan, video development, program promotional items, and timeline.
- Demonstrate ability to work independently and with little supervision, as well as work in a team setting for program planning and implementation.
- Responsible for leading bi-weekly meetings for Programming Board; working to provide guidance, develop goals, and establish organization for coordination of Signature Events.

- Offer support, training, leadership opportunities, drive, and direction to promote success and growth of programming board
- Primarily responsible for serving as a Program Chair to programming board committee and program collaborations that are established or organized by the Coordinating Board and RHA Executive Board.
- Lead efforts in identifying resident needs and input through surveys, focus groups, etc., from students and organize and develop programming around their input.
- Responsible for ensuring the managing of record keeping, collecting, and documenting all programming board committees progress and planning efforts
- Works with NRHH on Community Service Opportunities
- Maintain general awareness of campus programming services and resources through department liaisons; refer staff and students to these resources when appropriate.
- Work closely with Advisor and Executive Board to assist in preparing bids for any conference or award bids RHA places at the regional or national level
- Assist with community openings and closings (i.e. move-in/move-out days) as needed
- Submit an end-of-the-term report at the end of the academic year for the incoming Vice of Advocacy
- Other duties as assigned by advisor



## Vice President of Marketing & Outreach

The Residence Hall Association (RHA) is responsible for planning, implementing, and evaluating a variety of initiatives and programs that support CSULB Curriculum & Student Housing's Mission, Vision, and Values. The Residence Hall Association also provides a platform for residents of the three undergraduate Housing Villages (Beachside Village, Hillside Village, and Parkside Village) to have a representative voice in their residential communities. The Residence Hall Association Executive Board will be comprised of 6 staff positions: 1 President, 1 Vice President of Leaderships, 1 Vice President of Administration & Finance, 1 National Communications Coordinator, 1 VP of Programming & 1 Marketing Coordinator.

<b>VP of Marketing</b>	
<i>1 position available</i>	
Compensation:	The Housing fee waiver will cover the cost of housing if placed in a standard room with a roommate. If the officer is assigned to a single room or a building that costs more than waiver the officer will be responsible for paying the difference at the scheduled due dates listed in the license agreement. Officers are still required to pay for their meal plan and social activities fees.
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### Summary of Position:

Marketing duties require an interest and experience with photography and photo editing, graphic design, creating short videos, and social media outreach. The Marketing Coordinator (MC) will work collaboratively with the RHA Executive & CSULB Housing to strategically implement the marketing of advocacy initiatives and programs in alignment with the CSULB Curriculum. The role will include work in photography, photo editing, producing slide shows, graphic design, and video editing.

### Skills and Knowledge Required:

- Demonstrate skill in graphic design; photo/video editing and the ability to implement an idea in a finished product.
- Demonstrate creativity and a willingness to learn.
- Demonstrate skill in photography, video editing, and social media marketing.
- Work well within a team, demonstrate flexibility, strong interpersonal skills, organization, and show attention to detail.
- Some experience with Adobe CS products (Photoshop, Adobe InDesign, Adobe Illustrator) WordPress.
- Proficiency with Microsoft Office: Word, Excel, PowerPoint, Graphic Design

### Duties:

- Maintain and organize the RHA Social Media Account for marketing purposes.
- Organize the Marketing folder within the RHA drive.
- Implementation for RHA program and initiatives promotion through RHA sponsored social

media accounts and community sponsored accounts.

- Assist Advisor with special projects and tasks
- Complete various administrative tasks accurately, completely, and promptly including, but not limited to, weekly reports, timesheets, program evaluations, inventory reports, etc.
- Other duties as assigned by advisor
- In conjunction with Advisor, Resident Housing Association, and other Housing student staff, work on specific assignments involving photography, photo editing, producing slide shows, graphic design, and video editing. Photography work involves attending RHA programs and activities to provide photo coverage.
- Submit materials for the CSULB Housing newsletter
- Photography: Organize RHA photo library, photo editing, and take photographs for department projects.
- Design original graphics and logos, and other marketing materials for RHA programming and advocacy initiatives.
- Based on specific assignments, will interact with students and professional staff (e.g. at photoshoots, video development, interviews, etc.)
- Assist with production of PowerPoint presentations, Excel graphs/charts for reports.
- Attend and participant in all team development opportunities such as: professional development trainings, coordinating board initiatives, townhalls, etc.
- Support collaborative partnerships between RHA Executive Board & Housing including joint advocacy initiatives/programs, leadership conferences, NRHH recognition and services opportunities, and more.
- Serve as a liaison to one undergraduate housing community by attending RA meetings in the absence or schedule conflict of other Executive Board members
- Support, participate, and assist with coordination of Student Housing and Community Specific Events/Collaborations including, but not limited to, such events as Welcome Week, Housing tabling, Housing sponsored conferences, and community openings and closings (i.e. move-in/move-out days)
- Coordinate certain programmatic and outreach efforts such as, but not limited to Welcome Week, Community Government Election, Feed A Need, etc.)
- Assist with community openings and closings (i.e. move-in/move-out days) as needed
- Submit an end-of-the-term report at the end of the academic year for the incoming President
- Other duties as assigned by advisor

## National Communications Coordinator

The Residence Hall Association (RHA) is responsible for planning, implementing, and evaluating a variety of initiatives and programs that support CSULB Curriculum & Student Housing's Mission, Vision, and Values. The Residence Hall Association also provides a platform for residents of the three undergraduate Housing Villages (Beachside Village, Hillside Village, and Parkside Village) to have a representative voice in their residential communities. The Residence Hall Association Executive Board will be comprised of 6 staff positions: 1 President, 1 Vice President of Leaderships, 1 Vice President of Administration & Finance, 1 National Communications Coordinator, 1 VP of Programming & 1 Marketing Coordinator.

NCC POSITION	
<i>1 position available</i>	
Compensation:	The Housing fee waiver will cover the cost of housing if placed in a standard room with a roommate. If the officer is assigned to a single room or a building that costs more than waiver the officer will be responsible for paying the difference at the scheduled due dates listed in the license agreement. Officers are still required to pay for their meal plan and social activities fees.
Employment Dates:	July 25 <sup>th</sup> 2022- May 31 <sup>st</sup> 2023
Live-on Requirement:	Must live within one of the three CSULB Housing Villages

About four weeks before school starts, there will be training and a retreat. There are approximately six office hours per week (made up according to your schedule) and additional meetings including but not limited to: Coordinating Board(CB) [1.5 hours], Executive Board (EB) [1.5 hours], RHA, and Advisor one-on-one [30-minutes]. There may be other committee meetings with separate times throughout the year. Approximately 10 hours per week.

### Summary of Purpose:

The National Communications Coordinator (NCC) represents CSULB to the National Association of College and University Residence Halls (NACURH), Incorporated and its affiliate, the Pacific Affiliate of College and University Residence Halls (PACURH). The NCC regularly communicates with RHA members from other institutions and represents CSULB in regional and national boardroom meetings of PACURH and NACURH. The NCC is responsible for the selection and preparation of delegations to attend regional and national conferences and oversees the bidding for regional and national awards.

### Duties:

- Follow all guidelines of the National Communications Coordinator position as defined by the National Association of College and University Residence Halls Incorporated (NACURH)
- Serve as a liaison between the National Association of College and University Residence Halls, Inc. (NACURH), the Pacific Affiliate of College and University Residence Halls (PACURH), and RHA.
- Serve as Parliamentarian during all RHA meetings by enforcing Robert's Rules of Order Newly Revised
- Attend and actively engage at regional and national conferences
  - PACURH (typically in November)
  - NACURH (typically in May or early June)
  - Regional Business Conference (typically in February)

- Prepare for (reviewing bids, legislation, etc.) and serve as the voting representative for CSULB's RHA at regional and national conferences
- Responsible for the advertisement of conferences and the opportunity for residents to attend as delegates, including presenting at RHA-CB, NRHH, RA and Community meetings
- Organize delegations to attend the PACURH and NACURH conferences, including assigning subcommittees
  - Coordinate the registration, travel, transportation logistics, etc.
  - Inform all delegates of activities prior to the conference
  - Build posters, displays, flags, and spirit pins and inform the delegation of conference practices
  - Coordinate follow up projects for all delegation members after the conference
- Shall be responsible for the submission of bids to the annual PACURH & NACURH Conferences given the timeline provided by the Regional Board of Directors (RBD) and the National Board of Directors (NBD)
- Serve as the bid chair for any conference or award bids RHA places at the regional or national level
- Encourage bidding for regional awards (as listed in the PACURH Policy Book)
- Participate in a minimum of one regional or national task force
- Maintain affiliation and communication with PACURH and NACURH regions; includes paying dues, online affiliation form, and writing annual NIC report
- Coordinate the appointment process of the National Communication Coordinator in Training (NCC-IT) during winter semester; train NCC-IT from time of appointment in all NCC and Parliamentarian duties
- Maintain correspondence with the PACURH and NACURH regions by attending Regional Board video chats
- Promote communication and collaboration between RHA and PACURH/NACURH with undergraduate housing communities
- Assist with community openings and closings (i.e. move-in/move-out days) as needed
- Submit an end-of-the-term report at the end of the academic year for the incoming NCC
- Other duties as assigned by advisor

## NRHH Executive Chair

The National Residence Hall Honorary (NRHH) NRHH is a leadership-based honorary comprised of exemplary residential students who value recognition and service. NRHH is responsible for planning, implementing, and evaluating a variety of initiatives and programs that support community service and leadership opportunities. NRHH provides a platform for recognition of the leaders on campus and in the three undergraduate Housing Villages (Beachside Village, Hillside Village, and Parkside Village). The NRHH supports and upholds the CSULB Student Housing Mission, Vision, and Values.

NRHH Executive Chair <i>1 position available</i>	
Compensation:	The Housing fee waiver will cover the cost of housing if placed in a standard room with a roommate.
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### Summary of Position:

The National Residence Hall Honorary (NRHH) Executive Chair is responsible for chairing/leading and providing direction to the NRHH organization. They organize the community service opportunities and the recognition process of residents (Of the Months) on a monthly and quarterly basis for Student Housing. The NRHH Executive Chair is responsible for chairing NRHH Executive Board and general member meetings. The NRHH Executive Chair shall work closely with Advisor to ensure the constitution, purpose, and goals of the organization are being accomplished.

### Duties:

- Lead the NRHH Executive Board and provide the leadership, drive, and direction to promote success and growth of NRHH
- Take an active role in the advancement of NRHH and oversee all aspects of the organization
- Manage Of the Month recognition by marketing and promoting the OTM submission and review process; organize OTM submissions and prepare information for OTM review and winner selection
- Create agenda and lead NRHH bi-monthly meetings
- Meet with Executive Board President bi-weekly to discuss cross collaboration opportunities and RHA & NRHH board updates
- Attend RHA Executive Board Meetings as needed to discuss collaboration initiatives and opportunities.
- Promote and recruit for NRHH to all undergraduate communities and coordinate NRHH community service projects
- Coordinate the development of goals and expectations for NRHH and provide the direction for the organization and its members
- Write and submit Of the Months (OTMS) and bids for regional and national awards
- Work closely with RHA and the officers and maintain consistent communication between NRHH & RHA

- Appoint, in collaboration with the Advisor, individuals to positions within NRHH as dictated by the Constitutions and Bylaws
- Complete all NACURH affiliation requirements of the CSULB NRHH Chapter
- Act as a campus administrator for the OTM system
- Represent CSULB as the NRHH Representative to the PACURH Regional Conference, Business Conference, and NACURH Conference
- Attend and actively engage at regional and national conferences
  - PACURH (typically in November)
  - Regional Business Conference (typically in February)
  - NACURH (typically in May or early June)
- Work closely with the Advisor and Executive Board to assist in preparing bids for any conference or award bids NRHH/RHA places at the regional or national level
- Participate in a minimum of one regional or national task force
- Maintain correspondence with the PACURH and NACURH regions by attending Regional Board video chats
- Responsible for updating the constitution and making sure it is in line with the NACURH and PACURH Policy
- Promote communication and collaboration between NRHH and undergraduate housing communities.
- Assist with community openings and closings (i.e. move-in/move-out days) as needed
- Submit an end-of-the-term report at the end of the academic year for the incoming NRHH Executive Chair
- Other duties as assigned by advisor

## **Administrative and Operational Expectations:**

1. The Executive Branch (RHA Board) will consist of the following officers:
  - a. President
  - b. Vice President of Leadership Development
  - c. Vice President of Programming
  - d. Vice President of Administration and Finance
  - e. Vice President of Marketing and Outreach
  - f. National Communications Coordinator
2. All officers of this organization must be matriculated students at CSULB and reside within University Housing.
3. All officers must be enrolled in at least 12 CSULB units
4. All officers must maintain an overall, CSULB, and term GPA of 2.7.
5. All officers must maintain a minimum of 10 hours a week dedicated to the RHA position and activities, including but not limited to:
  - a. Weekly Executive Board and Advisor meetings
  - b. Coordinating Board meetings
  - c. Committee meetings
  - d. Executive Board and RHA Sponsored events (programs, trainings, etc.)
6. Officers may not hold any other executive position in Residential Councils during their term of office in the Organization.
7. Officers may not hold the following student staff positions while in office
  - a. Assistant Resident Life Coordinator
  - b. Graduate Resident Life Coordinator
  - c. Resident Assistant
8. Officers may not hold any other positions on-campus exceeding 10 hours a week during their term of office in RHA. All CSU student employees are capped at 20 hours when all on-campus position hours are combined.
9. As a stipulation for the housing waiver, officers may be asked to assist with housing tours, including, but not limited to, showing their room to prospective students as needed.
10. In order to best represent all Housing & Residential Life residents, there will be two RHA officers assigned to live in each of the Residential Villages: Beachside, Hillside, and Parkside.
11. All officers must understand, abide, and uphold the RHA Constitution and eligibility requirements specified by the University for all student organizations.
12. All officers will be required to attend three-fourths (3/4) of all Coordinating Board meetings per year, all RHA Board meetings, and all RHA sponsored activities.
13. Fulfill positional requirements as outlined in the RHA Constitution.

## **Meeting Requirements**

- Executive Board Meetings; Tuesday's 3:00pm-5:00pm
- Coordinating Board Meetings; Fridays, 10:00am-11:30am
- All- Staff Meetings; Friday, 3:30pm-5:30pm
- Weekly 1-on-1 Meetings with Advisor (TBD based on student schedule)
- Marketing Meetings for program and initiative development (TBD based on student schedule)
- President 1-on-1 with Executive Board Members
- All other meetings as deemed necessary.

- Shall develop transition materials and coordinate transition meeting times with the elected officer for your respective position for the following academic year.
- Attend and participate in required staff activities including: Fall Training, Winter Training, Housing Sponsored Conferences, NACURH Conferences, PACURH Conferences, RHA sponsored tabling events, and Training Refreshers.

### **Behavioral Expectations and Professional Conduct:**

1. All officers must be in good standing with University conduct.
2. All officers must know and abide by the Standards of Student Conduct and Community Living Standards policies and procedures. Officers cannot have an open conduct case, be on student conduct disciplinary probation, or a more severe disciplinary sanction at the university while in the position. HRL reserves the right to check the student conduct records of the Executive Boards through the duration of appointment. Violating University or residence hall policy may result in removal from the position.
  - a. All officers in regard to Alcohol and Drugs:
    - i. Officers will not consume alcohol or drugs while performing SA work responsibilities.
    - ii. Officers will not possess/use/produce false identification.
    - iii. Officers will not purchase or supply alcohol for persons under 21.
    - iv. Officers will not consume alcohol or marijuana with underage staff members or students on or off campus.
    - v. Officers will not possess/use/be in the presence of others using illegal drugs.
  - b. Underage Officers
    - i. Officers will not possess/consume/distribute alcohol per state law.
    - ii. Officers will not possess/consume/distribute marijuana per state law.
  - c. Officers over 21
    - i. Officers will not accompany any underage staff members or students to a bar or party and consume alcohol.
    - ii. Officers will not purchase or supply alcohol for persons under 21.
    - iii. Officers will exercise responsible drinking if they choose to drink and acknowledge that they are always a role model and mentor.
3. RHA Executive Board members are role models and representatives of CSULB and HRL on-campus, off-campus, and in on-line communities (i.e., Facebook, Instagram, Twitter, Snapchat etc.). Choices made by SAs affect their ability to be respected and to fulfill their SA responsibilities. A violation of any one of these policies can and will result in removal from the position.
4. Any elected and appointed official found not complying with the qualifications noted above or if found responsible for severe violations of the Community Living Guide and the Community Standards or the University Code of Conduct will be removed from office and will lose.