Position Description

Position Title: RHC President
Title of Supervisor: RHC Advisor (Assistant Residence Director/Residence Director of building)

Schedule:
- Weekly Meeting (1 hours)
- Weekly Office Hours (1 hour)
- Weekly Meeting with Vice President and/or RHC Advisor (1 hour)
- Weekly check-ins with fellow RHC members (3 hours)
- Creation of Meeting Agenda and Meeting Preparation (1 hour)
- Attendance and preparations for programs (1 hour)
  - This may be a few hours in one week and then lower hours another week
- One committee meeting every month (1 hour/month)
- One campus-wide hall council meeting each month (2 hours/month)
- Meeting with RHA President at least twice a semester (2 hours/semester)

General Scope of Position:
Plan and preside over all RHC meetings. Delegate responsibilities and support officers. Work closely with the Vice President and RHC Advisor to ensure effectiveness of RHC.

Specific Duties and Responsibilities:
- Preside over all RHC meetings.
- Have a meeting agenda made twenty-four (24) hours prior to each meeting and sent out to all officers, RHA buddy, and ARD advisor.
- Be responsible for seeing that delegated responsibilities are performed, and contacting RHC advisors if individuals are performing inadequately in their position.
- Work closely with the other officers to assist them in performing their duties.
- Meet with the RHC Advisor bi-monthly, at minimum.
- Attend Campus-Wide hall council meetings every month
- Meet with RHA president two times a semester
- Attend committee meeting once a month
- Failure to comply with minimum Presidential duties, the President is subject to removal by a unanimous vote of the respective RHC and approval of the RHC Advisor.
- Assist in the planning and implementation of 4 programs a semester
- If a vacancy should occur on the RHC board, the President and Vice Presidents shall confer with the RHC advisor as to the appropriate course of action.

Qualifications:
- Currently living in the residence hall for the position being sought
- Currently enrolled undergraduate or graduate students
- Enrolled in at least 12 units each semester
- Maintain at least a 2.5 GPA
- Ability to meet every Monday night (except school holidays) from 8pm-10pm
- Ability to attend an all-day (10am-5pm) Sunday training on Sunday, September 23rd, 2018
- Comfort in identifying strengths of others, delegating tasks, and keeping up morale
Position Title: RHC Vice President

Title of Supervisor: RHC Advisor (Assistant Residence Director/Residence Director of building)

Schedule:
- Weekly Meeting (1 hours)
- Weekly Office Hours (2 hour)
  - Minimum two so time can be spent speaking with residents about RHC meetings and
    how they can be involved in RHC as a floor representative of filling vacant positions
- Weekly Meeting with President and/or RHC Advisor (1 hour)
- Program Attendance/Preparation (1 hour)
  - This may be a few hours in one week and then lower hours another week
- One committee meeting every month (1 hour/month)
- One campus-wide hall council meeting each month (2 hours/month)
- Meeting with RHA Vice President at least twice a semester (2 hours/semester)

General Scope of Position:
Recruit floor representatives, inform residents of RHC meetings, and oversee vacancies.

Specific Duties and Responsibilities:
- Attend all RHC meetings, committee meetings, and Campus-Wide Hall Council Meetings
- Oversee the hall’s “Of The Month” (OTM) submissions. Ensure that your hall submits at least two
  a month
- Recruit Floor Representatives.
- Inform residents and officers of RHC meetings.
- If a vacancy should occur on the RHC board, the President and Vice Presidents shall confer with
  the RHC advisor as to the appropriate course of action.
- Creating Collaborations with other RHC
- Shall assist the RHA NCC with PACURH/NACURH related initiatives.
- Assume the office as interim President should a vacancy occur.
- Assist in the planning and implementation of 4 programs a semester

Qualifications:
- Currently living in the residence hall for the position being sought
- Currently enrolled undergraduate or graduate students
- Enrolled in at least 12 units each semester
- Maintain at least a 2.5 GPA
- Ability to meet every Monday night (except school holidays) from 8pm-10pm
- Ability to attend an all-day (10am-5pm) Sunday training on Sunday, September 23rd, 2018
- Comfort with speaking to others and building relationships
Position Description

Position Title: RHC Treasurer
Title of Supervisor: RHC Advisor (Assistant Residence Director/Residence Director of building)

Schedule:

● Weekly Meeting (1 hours)
● Weekly Office Hours (1 hour)
● Program Attendance/Preparation (1 hour)
  ○ This may be a few hours in one week and then lower hours another week
● Budget update/supply list creation (1 hour)
● One committee meeting every month (1 hour/month)
● One campus-wide hall council meeting each month (2 hours/month)
● Meeting with RHA Director of Operations at least once a semester (2 hours/semester)

General Scope of Position:
Responsible for a budget of $500 to utilize for hall programming. Needs to keep an accurate record of funds available.

Specific Duties and Responsibilities:

● Attend all RHC meetings, committee meetings, and Campus-Wide Hall Council Meetings
● Be responsible for the financial matters of RHC.
● Keep accurate records of the activities, account transactions, and the balance, and provide updates of balance at each RHC meeting.
● Work closely with the RHC Advisor regarding the budgeting of RHC funds.
● Creating an updated version of a supplies list for each program with the Programming Specialist.
● Provide detailed lists of supplies needed for each event to advisors with adequate amount of time before the event
● Potential fund raising, in the form of donated supplies or flexi donations, for hall programming
● Assist in the planning and implementation of 4 programs a semester
● Submit budget to RHA once a month
● Serve on RHA committees, as needed

Qualifications:

● Currently living in the residence hall for the position being sought
● Currently enrolled undergraduate or graduate students
● Enrolled in at least 12 units each semester
● Maintain at least a 2.5 GPA
● Ability to meet every Monday night (except school holidays) from 8pm-10pm
● Ability to attend an all-day (10am-5pm) Sunday training on Sunday, September 23rd, 2018
● Comfortability with a spreadsheet
Position Description

Position Title: RHC Secretary
Title of Supervisor: RHC Advisor (Assistant Residence Director/Residence Director of building)

Schedule:
● Weekly Meeting (1 hours)
● Weekly Office Hours (1 hour)
● Program Attendance/Preparation (1 hour)
  ○ This may be a few hours in one week and then lower hours another week
  ○ At programs, RHC Secretary should be taking photos and video to document events
● Finalizing the weekly meeting minutes and sending a PDF copy to the RHC advisor to send to the building (1 hour)
● One committee meeting every month (1 hour/month)
● One campus-wide hall council meeting each month (2 hours/month)
● Meeting with RHA Director of Operations at least once a semester (2 hours/semester)

General Scope of Position:
Take attendance, record and distribute weekly RHC minutes, and document programming through photographs and video.

Specific Duties and Responsibilities:
● Attend all RHC meetings, committee meetings, and Campus-Wide Hall Council Meetings
● Be responsible for the recording of RHC minutes and the distribution of minutes within twenty-four (24) hours.
● Be responsible for taking attendance at RHC meetings and reporting attendance problems to the President.
● Responsible for overseeing the creation of the end of semester bid.
● Also serves as Historian for their organization and documents events through photographs and/or video.
● Assist in the planning and implementation of 4 programs a semester
● Serve on RHA committees, as needed

Qualifications:
● Currently living in the residence hall for the position being sought
● Currently enrolled undergraduate or graduate students
● Enrolled in at least 12 units each semester
● Maintain at least a 2.5 GPA
● Ability to meet every Monday night (except school holidays) from 8pm-10pm
● Ability to attend an all-day (10am-5pm) Sunday training on Sunday, September 23rd, 2018
● Comfortable typing on a document and creating a PDF
● Comfortable taking photo and video
Position Description

Position Title: RHC Programmer
Title of Supervisor: RHC Advisor (Assistant Residence Director/Residence Director of building)

Schedule:
- Weekly Meeting (1 hours)
- Weekly Office Hours (1 hour)
- Program Attendance/Preparation (1 hour)
  - This may be a few hours in one week and then lower hours another week
- Meeting with Marketing Specialist and/or Treasurer to go over programming plans (1 hour)
- One committee meeting every month (1 hour/month)
- One campus-wide hall council meeting each month (2 hours/month)
- Meeting with RHA Programmer at least twice a semester (2 hours/semester)

General Scope of Position:
Coordinate 3 programs each semester, which fall under the following categories: community service, education, and social. Help delegate tasks to members of the RHC to create a successful event.

Specific Duties and Responsibilities:
- Attend all RHC meetings, committee meetings, and Campus-Wide Hall Council Meetings
- Coordinate three programs within their residence hall per semester. Individual Development, Community Engagement and Academic/Career support.
- Delegate specific tasks to each RHC member in order to help build a cohesive program.
- Be responsible for submitting the RHC Program Proposals and Reflections to RHA.
- Make sure to capture who attended each program and provide any survey information that was obtained to RHA.
- Collaborate with the Marketing Specialist with all Programs to create interactive ways to advertise to the residents of the building.
- Work with treasurer to create a supply list to submit to the RHC advisor for all items that need to be purchased
- Assist in the planning and implementation of 4 programs a semester
- Serve on RHA committees, as needed

Qualifications:
- Currently living in the residence hall for the position being sought
- Currently enrolled undergraduate or graduate students
- Enrolled in at least 12 units each semester
- Maintain at least a 2.5 GPA
- Ability to meet every Monday night (except school holidays) from 8pm-10pm
- Ability to attend an all-day (10am-5pm) Sunday training on Sunday, September 23rd, 2018
- Comfort with learning about people’s strengths and delegating tasks accordingly.
- Comfortable with writing program proposals and working within deadlines.
Position Description

Position Title: RHC Marketing Specialist
Title of Supervisor: RHC Advisor (Assistant Residence Director/Residence Director of building)

Schedule:
- Weekly Meeting (2 hours)
- Weekly Office Hours (1 hour)
- Program Attendance/Preparation (1 hour)
  - This may be a few hours in one week and then lower hours another week
- Meeting with Programming Specialist and/or Advocacy Specialist to go over programming plans (1 hour)
- Marketing creation (1 hour)
  - Creation of advertisements
  - Updates to building social media
- One committee meeting every month (1 hour/month)
- One campus-wide hall council meeting each month (2 hours/month)
- Meeting with RHA NCC at least twice a semester (2 hours/semester)

General Scope of Position:
Create and distribute marketing and advertising media on print and social media

Specific Duties and Responsibilities:
- Attend all RHC meetings, committee meetings, and Campus-Wide Hall Council Meetings
- Are responsible for the creation and distribution of any and all advertising media.
- Request access to RHA marketing supplies.
- Collaborate with the Programer on all programs
- Collaborate with Advocacy Specialist on all advocacy projects
- Monitor all RHC postings for profanity and/or explicit content.
- Responsible for the construction and maintenance of their respective halls’ social media, if applicable.
- Assist in the planning and implementation of 4 programs a semester
- Serve on RHA committees, as needed

Qualifications:
- Currently living in the residence hall for the position being sought
- Currently enrolled undergraduate or graduate students
- Enrolled in at least 12 units each semester
- Maintain at least a 2.5 GPA
- Ability to meet every Monday night (except school holidays) from 8pm-10pm
- Ability to attend an all-day (10am-5pm) Sunday training on Sunday, September 23rd, 2018
- Comfortable with social media platforms, such as: Instagram, Facebook, and Snapchat
- Comfortable with poster creating sites or design programs
Position Description

Position Title: RHC Advocacy Specialist
Title of Supervisor: RHC Advisor (Assistant Residence Director/Residence Director of building)

Schedule:
- Weekly Meeting (2 hours)
- Weekly Office Hours (1 hour)
- Program Attendance/Preparation (1 hour)
  - This may be a few hours in one week and then lower hours another week
- Meeting with Marketing Specialist, President, and/or RHC Advisor to develop Advocacy Strategies (1 hour)
- Advocacy creation (1 hour)
  - This may be creating a Google Form to survey residents, developing letters to send to campus constituents or even awareness projects.
- One committee meeting every month (1 hour/month)
- One campus-wide hall council meeting each month (2 hours/month)
- Meeting with RHA Director of Service and Recognition at least twice a semester (2 hours/semester)

General Scope of Position:
Work with the president and RHC Advisor on creating a survey for the hall and developing an advocacy plan for the academic year

Specific Duties and Responsibilities:
- Attend all RHC meetings, committee meetings, and Campus-Wide Hall Council Meetings
- Work with RHA and RHC to create prospective advocacy projects or finish pre-existing projects for individual hall.
- Survey residence hall for advocacy topics to improve the on-campus experience.
- Facilitate process and raise awareness on various topics.
- Reach out to campus partners (SHaRE, facilities, FST, etc.) in order to work on completing projects residents’ find helpful
- Potentially collaborate with other RHCs on advocacy projects.
- Act as a liaison amongst heads of student organizations, campus departments, students and the RHC Board
- Assist in the planning and implementation of 4 programs a semester
- Serve on RHA committees, as needed

Qualifications:
- Currently living in the residence hall for the position being sought
- Currently enrolled undergraduate or graduate students
- Enrolled in at least 12 units each semester
- Maintain at least a 2.5 GPA
- Comfortable with reaching out to campus constituents about issues in the residence halls
- Ability to meet every Monday night (except school holidays) from 8pm-10pm
- Ability to attend an all-day (10am-5pm) Sunday training on Sunday, September 23rd, 2018
Position Description

Position Title: RHC Floor Representative
Title of Supervisor: RHC Advisor (Assistant Residence Director/Residence Director of building)

Schedule:
- Weekly Meeting (2 hours)
- Weekly Office Hours (1 hour)
- Program Attendance/Preparation (1 hour)
  - This may be a few hours in one week and then lower hours another week
- One committee meeting every month (1 hour/month)
- One campus-wide hall council meeting each month (2 hours/month)

General Scope of Position:
Serve as a liaison between RHC and their floor. Report all pertinent floor information to RHC and vice versa.

Specific Duties and Responsibilities:
- Attend all RHC meetings, committee meetings, and Campus-Wide Hall Council Meetings
- Serve as a liaison between RHC and their respective floor.
- Promote programs and RHC happenings to their floor
- Report all pertinent floor information to their RHC
- This is not an elected position, but an elective one. Floor members can attend RHC meetings and nominate themselves as floor reps. There can also be more than one floor rep per floor; however, each floor only gets one vote.
- Would be part of alternate pool for any vacancies on RHC board
- Serve on RHA committees, as needed

Qualifications:
- Currently living in the residence hall for the position being sought
- Currently enrolled undergraduate or graduate students
- Enrolled in at least 12 units each semester
- Maintain at least a 2.5 GPA
- Ability to meet every Monday night (except school holidays) from 8pm-10pm
- Ability to attend an all-day (10am-5pm) Sunday training on Sunday, September 23rd, 2018