

Residence Hall Association



What will you do next year?

Programming

Advocacy

Leadership Development

Regional Involvement

RHA Spring Elections Packet 2009-2010

director • associate director • president • programmer



Residence Hall Association Elections 2009-2010

Are you interested in a leadership opportunity for the 2009—10 year? The Residence Hall Association is the government and programming organization for the residents of Arizona State University. The Residence Hall Association at ASU has the purpose of enhancing the quality of residence hall life and providing a cohesive voice for residents by:

- ◆ Addressing the concerns of the on-campus populations to university administrators and other campus organizations.
- ◆ Providing cultural, diversity, educational, and social programming.
- ◆ Establishing and working with individual hall councils.
- ◆ Connecting the university to the National Association of College and University Residence Halls. (NACURH)

Our purpose boils down to four main things: **Advocacy, Programming, Leadership Development, and Regional Involvement.**

The Residence Hall Association has 34 paid positions to elect this spring for service during the following 09-10 school year. If you are interested in student advocacy and/or program planning and implementation, please attend one of the info sessions or email rha@asu.edu for more information. The RHA office is located in the Palo Verde East Residence Hall Lobby.

Contents:

Timeline
Qualifications & Responsibilities
Description of Positions
Election Process
Intent to Run Form

Timeline for 2009—10 Elections (Spring 2009)

2/26 Info Session following RHA GC Meeting in MU 228 Cochise
3/4 Executive Board Intent to Run forms due at RHA Office in PV East by 5 p.m.
3/5 Executive Board Bids passed out at RHA GC Meeting
3/19 Executive Board Elections following RHA GC Meeting in EDC 117
3/30 Info Session in Palo Verde East Hub at 7 p.m.
4/1 HC President Intent to Run forms due at RHA Office in PV East by 5 p.m.
4/2 HC President Elections following RHA GC Meeting in EDC 117
4/8 HC Programmer Intent to Run forms due at RHA Office in PV East by 5 p.m.
4/9 HC Programmer Elections following RHA GC Meeting in EDC 117
4/15 Special Elections Intent to Run forms due at RHA Office in PV East by 5 p.m. (if necessary)
4/16 Special Elections following RHA GC Meeting in PSA EDC 117 (if necessary)

Qualifications & Responsibilities

All candidates must live on campus during their term in office if elected, and they must currently have and maintain a 2.5 cumulative and semester GPA throughout their term. If elected, candidates must return to campus early each semester to help set up Hall or Apartment Councils and must attend weekly meetings determined by the position they hold.

Executive Board Positions

--All are compensated with a room credit and a cash stipend of varying amount.

Director--whose duties include, but are not limited to, running all meetings, acting as a liaison to Residential Life, representing RHA on-campus, overseeing the activities of the Executive Board, and casting the deciding vote in case of a tie.

Associate Director of Campus Affairs--whose duties include, but are not limited to, acting as the Director in his or her absence, advising standing committees, planning and implementing campus forums and focus groups based on current issues, maintaining relations with organizations across campus, and promoting community in the residence halls.

Associate Director of Hall Councils--whose duties include, but are not limited to, acting as a liaison to Hall Councils, overseeing a board made up of the Hall Council Presidents, organizing fall and spring training, conducting a fall leadership camp, and organizing the RHA awards banquet.

Associate Director of Business Administration--whose duties include, but are not limited to, preparing the budget each semester, ensuring that guidelines for proposals are met, recording meeting minutes, overseeing activities of webmaster, assisting the NCC with fundraising, and maintaining office supplies and the organization thereof.

Associate Director of Programming--whose duties include, but are not limited to, providing at least five programs each semester covering cultural, diversity, educational, and social areas, advertising for said programming, overseeing a board made up of the Hall Council Programmers, and acting as a liaison to other programming organizations.

Associate Director of Advertising and Public Relations--whose duties include, but are not limited to, increasing awareness of RHA and its operations in the halls and on campus at large by coordinating press releases for RHA programs, initiatives and announcements, advertising RHA events, overseeing the Hall Council PR Liaison Board and overseeing the activities of the Webmaster.

Associate Director of National Communications(Also known as: NCC)--whose duties include, but are not limited to, overseeing the participation of RHA@ASU in regional and national conferences, overseeing fundraisers for conference funds, and communicating on a regional and national level.

Associate Director of Community Engagement--whose duties include but are not limited to; implementing 3 community service events per semester, promoting community service events throughout campus with assistance of the Associate Director of Advertising and Public Relations, serving as a liaison to the National Residence Hall Honorary, and organizing and implementing consistent staff bonding events.

Associate Director of Information Technology--whose duties include but are not limited to; creating and maintaining the official RHA website on a weekly basis, overseeing all technology-related activities for RHA and its campus wide activities and assisting hall councils with technology related issues at their request, and working with the Associate Director of Business Administration to ensure digital access to RHA documents is readily available.

Executive Board Elections

Candidates for Executive Board positions must create an up to 6 page bid covering their general background information, relevant experience, qualifications, and goals for the upcoming year. The bid must be printed in black and white. They must distribute 33 copies of the bid on March 5. Elections will be after spring break on March 19.

The process is as follows:

1. Each candidate shall give a three minute presentation. All other candidates for the position should exit the room during another candidate's time.
2. After a presentation, a candidate will answer questions from the Hall Representatives. Questions must be submitted to the Director in advance.
3. A two minute question and answer session will follow. Questions during this time should clarify information from the candidate's presentation.
4. After each candidate presentation a two minute pro/con session will follow. Statements during pro/con must be fact-based on the presentation or bid.
5. After all candidates have presented and answered questions; a five minute discussion period will take place.
6. Voting will be done by secret ballot. The advisor will collect and count the ballots. A candidate must receive a simple majority of votes to win the election. If no simple majority is reached, the lowest candidate is dropped from the ballot and discussion and voting occur again until a majority is reached.

Hall and Apartment Council Positions

- Presidents and Programmers are compensated with a room credit.

Hall Council President responsibilities include:

Vision & Mission:

- Seek a fulfilling living experience for each resident by leading the Hall Council
- Assist with HC Advisor and HC Programmer to create a vision for the Hall Council

Meetings:

- Preside over and run all weekly Hall Council meetings
- Serve as a member of the Hall Council Presidents Board
- Meet weekly with Hall Council Advisor
- Attend weekly Residence Hall Association meetings
- Attend CA staff meetings when necessary
- Hold an open forum each semester to give students opportunities to voice concerns/ideas
- Fulfill ten hours of community service each semester and attend all monthly Fantastic Fun events

Administration:

- Oversee duties of Hall Council Executive Board
- Assist with the creation of the Hall Council budget
- Have monthly 1:1s with Hall Council Executive Board
- Walk the halls bi-weekly to promote Hall Council and hear student concerns
- Compile and submit comprehensive End of the Year Report at the end of the spring semester.

President's Fund:

- Plan and implement the President's Fund towards Hall improvements each semester
- President's Fund monies must be spent on items or improvements that will endure (ex. TVs for common areas, lounge remodeling, landscaping improvements)
- Funds must be used for improvements/developments across the entire complex

Elections:

- Facilitate informational sessions, balloting and elections for the Hall Council
- Promote elections with both print advertising and word of mouth

Training:

- Attend Mandatory Fall and Spring Training by moving into residence halls before opening.
- Assist with promotion of RHA during Welcome Week events and Move-In of residence halls
- Attend Fall Leadership Camp

Hall Council Programmer responsibilities include:

Vision & Mission:

- Seek to create a fulfilling living experience for each resident by providing programs that address cultural, diversity, educational, and social areas in the Halls
- Assist with Hall Council Advisor and Hall Council President to create and cast vision for the Hall Council for the next year

Meetings:

- Attend all Hall Council meetings
- Serve as a member of the Hall Council Programmer's Board
- Meet weekly with Hall Council Advisor
- Attend weekly Residence Hall Association meetings
- Fulfill ten hours of community service each semester and attend all monthly Fantastic Fun events

Administration:

- Insure that programs are effectively advertised
- Act as a liaison with Community Assistants doing programming in their Halls
- Create an evaluation process for each program implemented
- Compile and submit comprehensive End of the Year Report at the end of the spring semester.

Programs:

- Implement no less than 4 programs each semester not connected with a signature event
- Provide programming in conjuncture with each signature event
- Spearhead creation of Homecoming float
- First program must occur within 2 weeks of students moving into the Halls

Elections:

- Facilitate informational sessions, balloting and elections for the remainder of the Hall Council
- Promote elections with both print advertising and word of mouth

Training:

- Attend Mandatory Fall and Spring Training by moving into residence halls before opening.
- Assist with promotion of RHA during Welcome Week events and Move-In of residence halls.
- Attend Fall Leadership Camp



HC President and Programmer Elections

Candidates have the option to create a 1-2 page resume covering their experience, qualifications, and goals for the upcoming year. They should bring 33 copies on the night of their election.

The process is as follows:

1. Each candidate shall give a three minute presentation. All other candidates for the position should exit the room during another candidate's time.
2. After a presentation, a candidate will answer questions from the Hall Representatives. Questions must be submitted to the Director in advance.
3. A two minute question and answer session will follow. Questions during this time should clarify information from the candidate's presentation.
4. After each candidate presentation a two minute pro/con session will follow. Statements during pro/con must be fact-based on the presentation or bid.
5. After all candidates have presented and answered questions, a five minute discussion period will take place.
6. Voting will be done by secret ballot. The advisor will collect and count the ballots. A candidate must receive a simple majority of votes to win the election. If no simple majority is reached, the lowest candidate is dropped from the ballot and discussion and voting occur again until a majority is reached.

Don't forget these important deadlines:

3/30 Info Session in Palo Verde East Hub at 7 p.m.

4/1 HC President Intent to Run forms due at RHA Office in PV East by 5 p.m.

4/2 HC President Elections following RHA GC Meeting in EDC 117

4/8 HC Programmer Intent to Run forms due at RHA Office in PV East by 5 p.m.

4/9 HC Programmer Elections following RHA GC Meeting in EDC 117

Regional Involvement
Advocacy

Programming
Leadership Development



**Residential Life
Student Information Release Waiver**

Student Name: _____

ASU Identification Number: _____

Educational Records to be Released: **Disciplinary Records and semester/cumulative GPA**

Party/ Class of Parties to whom Disclosure of Records may be made, "Authorized Recipient(s)":

**Cory Shapiro
Assistant Director, Department of Residential Life
170 Student Services Building
Mail Code: 0212**

Purpose of the Disclosure: **Confirmation of Disciplinary and academic standing**

By presenting a signed and dated copy of this Consent to Arizona State University, "ASU", Student consents to the release by ASU of the Records to the Authorized Recipient(s) for the purpose stated above. The Student further agrees that ASU may discuss the information contained in the record with the authorized recipient(s). This Consent applies to educational records that may otherwise be protected under the Family Educational Rights and Privacy Act of 1974, as amended, 20 U.S.C. 1232g.

Student Signature: _____

Date: _____