Residence Hall Association Constitutional Addendum

A. Job Descriptions

Section 1. All RHA Officers including Executive Board, Cabinet, and Complaints and Evaluations Committee.
   A. Shall attend all weekly meetings as specified in job description.
   B. Shall hold no position within Hall Government.
   C. Shall write an after-action report of at least one page, which shall be filed with the President Elect by the 3rd week of May. This complies with Article IV, Section 2, Subparagraph B of the RHA Bylaws.

Section 2. Student Representatives.
   A. Shall represent the interests of their Hall.
   B. Shall attend Hall Government meetings.
   C. Shall give weekly updates during RHA meetings.
   D. Shall comprise the voting body of the RHA.
   E. Shall have the sole power to pass funding requests, set RHA policy, or amend the constitution.
   F. Shall relay ideas and feedback as ways of communication with Hall Governments.
   G. Shall update and notify Hall Governments of programs on a weekly basis.
   H. Student staff members may only hold a student staff representative position or Complaints and Evaluations Committee, if appointed.

Section 3. Executive Board Members.
   A. Shall attend weekly Executive Board meetings.
   B. Shall give weekly updates to the RHA General Council.
   C. Shall oversee all RHA Events and Activities.
   D. Shall be responsible for developing the General Council’s goals and giving the General Council a direction.
   E. Shall commit to having 8 hours of office hours per week at times where students have access to the RHA Office.
   F. Shall be expected to attend RHA Training that occurs in September and have no other commitments during this time.
   G. Shall meet weekly with the RHA Advisor, unless otherwise specified.
   H. Shall submit at least one bid regionally during the year they have the position.
   I. The RHA Executive Board will be expected to work a minimum of 20 hours a week for the amount of this compensation.
      An executive board member’s cumulative GPA is not to fall below a 2.5 during their time in office. Should it fall below 2.5 that member is to resign, though no formal reason is needed to be given.

Section 4. President.
   A. Shall be responsible for organizing and facilitating RHA General Council meetings.
   B. Shall facilitate or delegate the facilitation of Executive Board meetings.
   C. Shall oversee all special committees or delegate oversight.
   D. Shall appoint, oversee, and if necessary remove cabinet members.
   E. Shall have the sole power to dissolve cabinet positions defined in Addendum A and to create new as he/she sees fit.
F. Shall attend Associated Students Presidential Advisory Council (ASPAC) and shall handle the organization’s relationship with ASUO.

G. Shall meet with the Holden Center once a term and shall also present at General Council about the Holden Center.

H. Shall act as a liaison between RHA and all departments and organizations at the University of Oregon outside of University Housing.

I. Shall act as a liaison between RHA and various staffs and administrators within University Housing.

J. Shall set dates, facilitate or delegate facilitation task of all elections.

K. Shall prepare proposals that are submitted to the RHA.

L. Shall enforce rules established by the RHA Constitution.

M. Shall support and meet with individual executive board members twice per term.

N. Shall support and meet regularly with Hall Government Presidents, through meetings once every two weeks.

O. Shall plan RHA Executive Board Training in conjunction with the RHA Advisor.

P. Shall collaboratively plan and lead the spring Executive Board Transitioning with the President Elect and Advisor.

Section 5. National Communications Coordinator (NC)

A. Shall fulfill the duties of the President if necessary.

B. Shall be responsible for communication with other universities.

C. Shall represent the University of Oregon RHA during conferences.

D. Shall head delegations to conferences and maintain and enforce contracts with delegation members from all conferences.

E. Shall ensure PACURH and NACURH delegation members incorporate information learned into their leadership roles.

F. Shall handle regional and national communications of RHA.

G. Shall write 4 bids that will be submitted regionally.

H. Shall submit a Resource File Index for the year they held office, before the end of Spring Term.

I. Shall be referred to as the NCC – IT (In Transition) after election but before succeeding the position.

J. Shall effectively provide access to the RFI (Resource File Index) for program research and development.

K. Shall offer support and liaison with the NRHH chapter at the University of Oregon by attending meetings at least bi-weekly.

L. Shall be responsible for developing advertising and recruitment strategies for PACURH and NACURH. Shall create promotions for RHA at the beginning of each academic year, this may include a video, or other forms of electronic media.

Section 6. Leadership Coordinator (LC)

A. Shall Plan Hall Government Training in the fall.

B. Shall coordinate any RHA group bonding activities to take place during the academic year.

C. Shall plan the Winter and Spring Hall Government In-services to occur at 8:00 pm on a Tuesday.

D. Shall plan at least 3 in-services per term for residents for extended training on leadership skills.

E. Shall plan a leadership retreat for members of the RHA in winter term to be held off campus.

F. Shall be responsible for planning, a yearly social or leadership event (fall term) where all Hall Government members can come together to interact.
G. Shall chair the Leadership Committee, to be comprised of the RHA Representative from each Hall Government. Shall hold Leadership Committee meetings weekly, at a time determined by the committee.

H. Shall ensure that all information related to leadership events, such as records, receipts, contact information, evaluations, and schedules is electronically available to future RHA Executive Board Members.

Section 7. Events and Activities Coordinator (EAC).
A. Shall develop large-scale campus programs that stimulate growth, learning and development in the residence halls.
B. Shall work closely with programs funded by RHA within University Housing to offer support and guidance.
C. Shall chair and meet with the Events and Activities Representatives from each hall weekly.
D. Shall market RHA events, and programs sponsored by RHA.
E. Shall update and notify residents of programs on a monthly basis.
F. Shall provide support, resources, program planning and guidance to Hall Government programming.
G. Shall evaluate and assess all RHA programs and ensure their electronic accessibility to future RHA Executive Board Members This file should include but is not limited to: purchase orders, receipts, contact information, and events/activities evaluations
H. Shall work with RHA President’s Cabinet members in the creation of their own events as determined by the President’s Cabinet and the RHA President.

Section 8. Administration Coordinator (ADC).
A. Shall distribute and ensure record of weekly minutes as well as be responsible of attendance. Shall make minutes available from RHA General Council available by the Friday following the meeting.
B. Shall coordinate internal communications, including the set-up and maintenance of a yearly list-serve.
C. Shall create all RHA meeting agendas to be emailed out to all RHA members 48 hours before a regular meeting, and 24 hours before a special meeting. Shall also post all RHA meeting agendas on the RHA Website by these same deadlines.
D. Shall supervise Web Page maintenance and other forms of electronic media. Including, but not limited to: YouTube, Facebook, Formspring, Twitter, and other forms of social media.
E. Shall maintain accurate record of money in RHA accounts.
F. Shall chair the Finance Committee.
G. Shall present the yearly budget on or before the fifth week of fall term.
H. Shall maintain records of after action reports from organizations, overseeing presentations when necessary.
I. Shall email external organizations, reminding them to submit an after action report at least one week before it is due.
J. Shall ensure that after action report guidelines are being followed.
K. Shall coordinate and manage, in conjunction with the RHA Advisor any fundraising opportunities if necessary.
L. Shall manage the RHA office, including but not limited to, ordering office supplies.
M. Shall ensure the advertising of RHA Executive Board Elections throughout the halls.
N. Shall be responsible for maintaining records of Hall Points, and creating yearly guidelines for how halls gain these points.