

Residence Hall Council Position Descriptions

Elections are to be held in the Fall Semester and all positions and descriptions are posted and announced throughout the hall and through the Old Westbury website. Each Residential Hall will have a meeting on the first week of school to go over election processes and how to get involved and how to get an application. Campaigning before the voting takes place is permitted (see restrictions on your application). **All elected Executive Board Members are mandated to attend Residence Hall Council Leadership Training with RHA (date on application).**

President:

1. Organize weekly Executive Board meeting and Residence Hall Council Meetings
 - a. Attend weekly meetings
 - b. Create an effective agenda
 - c. Actively participate
2. Support the initiatives of the Residence Hall Association
 - a. Ensure that Vice-President and Secretary are attending weekly RHA meetings
3. Motivate members of the hall to become involved.
 - a. Recruit new members
 - b. Recognize the contributions made by participants
 - c. Attend and support Hall Council's programs and events.
4. Promote a feeling of unity and community within the hall.
5. Meet bi-weekly with the RHC Advisor.
 - a. Prepare agendas for executive board and general board meetings.
 - b. Evaluate progress of organization
 - c. Discuss issues and upcoming events
6. Serve as a leader and role model
 - a. Participate in scheduled trainings
 - b. Participate in goal setting for the organization
 - c. Work to prepare a list of expectations for group
 - d. Abide by all University policies and procedures.
7. Take up responsibilities of any other officer who is unable to perform their duties
8. Make sure all responsibilities of the other positions are completed

Vice-President:

1. Attend all Residence Hall Council executive and general board meetings.
 - a. Attend weekly meetings.
 - b. Actively participate
 - c. Attend weekly RHA body meetings with the RHC Secretary
2. Recruitment of new members
 - a. The primary expectation for the VP is to develop and implement recruitment plan
3. Maintain the main Residence Hall Council Bulletin Board
 - a. Changing it once a semester – Board in the 1st Floor Lounge
4. Create an environment that allows for students to get to know one another
 - a. Plan a short activity each week (team builders, icebreakers, games, contests)
5. Serve as a leader and role model
 - a. Participate in scheduled trainings
 - b. Abide by all University policies and procedures.
6. Assist President with responsibilities when needed when others are unable to perform duties
7. Make sure all responsibilities of your position are completed

Treasurer:

1. Attend all Residence Hall Council executive and general board meetings
 - a. Attend weekly meetings.
 - b. Actively participate
2. Maintain Budget Records for RHC
 - a. Create a budget with Advisor that would be helpful for the year
 - b. Using documents, record transactions and budget used for programs
 - c. Follow appropriate procedures for filling out the detailed budget request section on program proposal forms
3. Provide RHA with a monthly update of your budget
4. Serve as a leader and role model
 - a. Participate in scheduled trainings
 - b. Abide by all University policies and procedures
5. Make sure all responsibilities of your position are completed

Secretary:

1. Attend all Residence Hall Council executive and general board meetings.
 - a. Attend weekly meetings.
 - b. Actively participate
 - c. Attend weekly RHA body meeting with RHC Vice-President
2. Take detailed minutes at each RHC Meeting within 48 hours
 - a. Email all members an electronic copy of the minutes
 - b. Email RHA Secretary a copy of the minutes
3. Keep track of Executive and General Board attendance
 - a. Communicate with President and Advisor if any concerns with attendance arise
 - b. Include list of active and inactive members in minutes
4. Serve as a leader and role model
 - a. Participate in scheduled trainings
 - b. Abide by all University policies and procedures.
5. Make sure all responsibilities of your position are completed

Public Relations Officer:

1. Attend all Residence Hall Council executive and general board meetings.
 - a. Attend weekly meetings.
 - b. Actively participate
2. Maintain the small Residence Hall Council Bulletin Board
 - a. Changing it once a semester – Board in the 1st Floor Lobby
3. Will create all advertisements for RHC Events
 - a. Make sure events are advertised for in a timely manner
 - b. Will take down any flyers used to promote the event 48 hours after the event
4. Serve as a leader and role model
 - a. Participate in scheduled trainings
 - b. Abide by all University policies and procedures.
5. Make sure all responsibilities of your position are completed

Wing Representative: (Not a member of the Executive Board, but an elected position)

1. Attend Hall Council Meetings Residence Hall Council and general board meetings.
 - a. Attend weekly meetings 2 times a month.
 - b. Actively participate
2. Utilizes the Hall Buddy as a form of communication avenue between RHCs and RHAs
3. Recruits residents to RHC to increase General Board Membership
4. Not required to attend all RHC programs, but strongly suggested they do.
 - a. Must attend 3 programs a semester
5. Is encouraged to attend all programs and bring other residents