

## EXECUTIVE BOARD OFFICER POSITION DESCRIPTIONS

ACADEMIC YEAR 2018-2019

All of the RHA officers are required to attend weekly Executive and Senate meetings, and have specific duties that require time outside of these meetings. These people help plan campus-wide activities and act as the representative body for the students living on campus. Each has specific job responsibilities and works cooperatively as an officer team under the advisement of a full-time staff member. All RHA officers will be required to maintain weekly office hours in accordance with the governing documents.

**President:** The RHA President is the person in charge of the campus RHA. They work very closely with the RHA Advisor. This person must conduct the meetings as well as serve on committees that are formed by the RHA Senate. This person is one whom other members of the RHA can go for information or assistance. This job requires a person that can work with the different members of the diverse range of students involved in RHA to aid in the resolution issues and other matters dealing with residents. The president is the leader of the RHA but is also a diplomat to all members of the campus population. Ideally, this person will build strong relationships with ASMSU and other campus organizations. One final, and very important responsibility of President is to attend all regional and national conferences, acting as a representative of MSU.

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**Vice President:** The Vice President works closely with both ResLife and other campus organizations, including ASMSU. They also serve as a link between the Bozeman community and RHA. They will ensure that the voice of campus residents is represented within other organizational meetings. Through this role, the position steps in for the President in their absence. This person will work closely with the three director positions, helping to coordinate their efforts and responsibilities. Lastly, this position is in charge of coordinating and executing the elections process.

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**Chief Administrator:** The Chief Administrator is the all-campus RHA financial go-to-person. This person is responsible for maintaining accurate records, formatting budgets, resolving financial concerns, and works very closely with all members of the RHA and Hall Councils to keep accounts in good standing. They need to be attentive to details, good with numbers, and able to meet specific deadlines. Along with those duties, this position is also in charge in keeping current and accurate minutes of RHA Senate and Executive Board meetings. Finally this position is in charge of maintaining the RHA Governing Documents and acting as a resource to Hall Council Secretaries and Treasurers.

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**National Communications Coordinator (and In-Training position as needed):** The NCC serves as the primary delegate on behalf of the MSU campus to various other schools in the region and country. They lead the delegations that attend conferences and take part in the creation of recognition bids that promote the many outstanding things going on at MSU. Energy and dedication are a must and a desire to make connections with folks across the country is highly encouraged.

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**Director of Marketing:** The Director of Marketing is responsible for maintaining the organization's social media accounts and the creation and distribution of any communication. They help promote and advertise RHA events and activities on campus and throughout the community. They work closely with the Director of Programming to advertise the events for the entire residence hall community. Creativity is a must!

**Director of Programming:** The Director of Programming is responsible for providing campus-wide activities for residence hall students. The Director of Programming should be an individual with novel ideas, energy, enthusiasm, and the know-how to get things done. Working with the Health Advancement Office, the Director of Programming also helps to provide health and wellness promotion in the Residence Halls. These individuals coordinate RHA's traditional events and help assist the Hall Councils in planning their events!

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**Director of Services:** The Director of Services maintains the various technology and program services RHA provides to residents, Resident Advisors, and the Hall Councils. They will need to learn how to set-up pieces of equipment, network with the Hall Council members, and keep accurate records of the equipment and services RHA has. This position also serves as a resource for services provided at the hall front desks and provide support to the other director positions for events and marketing.