

RESIDENTIAL HOUSING ASSOCIATION -RHA- 2019-2020



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A letter from the Advisor:

March 25th, 2019

Dear CSUMB Resident,

I am so excited that you are interested being a part of the Residential Housing Association (RHA) Executive Board next year! Being involved with RHA is an experience like no other -- you will have the opportunity to develop leadership skills, be a student voice and advocate, and create memorable programming for our communities. We need student leaders who are passionate, dedicated, and ready to face challenges with a creative mind.

Within this packet, you will find the necessary information for running in the 2019 elections including descriptions of Executive Board positions, guidelines for the elections process, and a timeline with important dates. If you have any questions or concerns, please feel free to reach out to any of the current Executive Board members or me. This can feel like a daunting process, but I guarantee it will be worth it.

Please take some time to look through this information and think about which position you are most interested in and how you hope to contribute to our campus community. I know you will find a role that speaks to you!

I look forward to meeting you and learning more about why you are excited to be a part of RHA!

With kind regards,



S. Katie Hill
RHA Advisor
California State University, Monterey Bay
shill@csumb.edu



Important Dates:

Date	Description	Location/Time
March 25 th	RHA Interest meeting: Q&A session with the current RHA Executive Board	Student Center Room 120 7:00 PM
April 5 th	Election packets due. Please submit application to shill@csumb.edu or the Student Housing & Residential Life Office by 5:00 PM	shill@csumb.edu , Student Housing & Residential Life Office by 5:00 PM
April 8 th	Election during General Assembly by Executive Board	Student Center Room 120 7:00 PM
May 31-June 2nd TBD	NACURCH Annual Conference RHA Fall Training	Louisiana State University, Baton Rouge Dunes Hall, TBD

Please take note of the dates noted above; these events are crucial to the transitioning of the new Executive Board and the success of the organization. An Executive Board position is a significant time commitment, and should be considered accordingly.

Purpose of RHA:

The Cal State Monterey Bay Residential Housing Association is dedicated to serving as a voice for the residents of on-campus housing and guiding them in a positive living experience. The Residential Housing addresses issues relevant to community life, offers a safe environment through on-campus activities, and provides leadership opportunities to all residents. The residential Housing Association pledges to uphold its principles and pursue its goals.

Eligibility:

All students interested in running for an Executive Board position must:

1. Satisfy all eligibility requirements established by the Chancellor of the CSU.
2. Maintain good judicial standing with the University and Student Housing & Residential Life throughout their term as an officer.
3. Be currently enrolled as a full-time student at CSUMB and reside within on-campus housing.
4. Be in good standing with the University and maintain at least a 2.5 cumulative GPA.
5. Not be a Resident Advisor through Student Housing & Residential Life or any other major student leadership office holder as defined by the CSU Chancellor's Office (AS elected officers, OSU, ICC/SCC Chair, MGC Chair) at CSUMB.



6. Those applying for the President and Executive Vice President positions have additional requirements to have at least one year of Executive Board of Area Council Officer experience and a basic understanding and knowledge of all RHA programs, policies, procedures and the Constitution.
7. Attend the RHA retreat on May 5th, 2019
8. Attend the NACURH Annual Conference from May 31 - June 2, 2019.
9. Plan accordingly to attend and fully participate in the fall training from August 12th- 23rd 2019 and spring training TBD

*A special petition may be filed with the RHA Advisor to request an exception to policy if you do not meet the eligibility criteria for a position. These will be reviewed by the RHA Elections Committee and results will be emailed before campaigning begins. The special petition form can be found on the RHA website at rha.csumb.edu

Compensation:

All RHA Executive Board Officers receive compensation for their service pending satisfactory completion of their duties during their term of office.

Executive Board Descriptions:

The information below was summarized from the RHA By-Laws. RHA is governed by the RHA Constitution and By-Laws. All candidates should familiarize themselves with the complete RHA Constitution and By-Laws available on our website at <https://csumb.edu/rha/rha-constitution-bylaws>.

General Officer Duties

For General officer duties please refer to the RHA Constitution and By-Laws, which can be found online on RHA website at <https://csumb.edu/rha/rha-constitution-bylaws>.

President

1. Serves as a spokesperson for the organization to the campus community, PACURH and NACURH.
2. Chair the General Assembly, Executive Board and President Council meetings.
3. Hold at least three (3) set officer hours per week.
4. Meet regularly with the Director of Student Housing & Residential Life.
5. Assist with leadership development of the Executive board.
6. Have a least one year of Executive Board or Area Council Officer experience and a basic understanding and knowledge of all RHA programs, policies, procedures and governing documents.

Vice President of Leadership Development

1. Assume the duties and responsibilities of the President in their absence and any duties delegated by the RHA president.
2. Focus on leadership development of Area Councils.
3. Assist with leadership development of the Executive Board
4. Help organize Fall and Spring Area Council training alongside the Advisor.
5. Attend each Area Council meeting at least once a month.
6. Organize on training/bonding event for General Assembly once a month.
7. Organize two RHA executive bonding events per semester.
8. Meet with RA Area Council advisors at least once a month.



Vice President of Residential Affairs

1. Attend meetings with campus organizations to represent Residential Housing Association or delegate an interested Executive board member if unable to attend.
2. Have an active role in Area Council recruitment.
3. Regularly collect opinions and feedback from residents.
4. Conduct the duties of the National Communications Coordinator- NCC.
5. Attend NACURH and PACURH webinars and meetings
6. Meet with dining services on an as-needed basis.

Executive Board Descriptions:

Vice President of Programming

1. Oversee all RHA programming with assistance from Area Council Events and Affairs Coordinators.
2. Network with other departments, and organizations to enhance programming.
3. Attend National Collegiate Alcohol Awareness Week Committee meetings in the fall semester.
4. Chair RHA Programming Committee
5. Be responsible for handling all requests for external programming collaboration and or co-sponsorship.
6. Complete programming proposals and evaluations for each event.

Vice President of Internal Affairs

1. Organize all RHA records such as budgets, agendas, minutes, proposals/allocations requests, and RHA team drive.
2. Establish the RHA budget and submit it to the President and Advisor for review.
3. Maintain communication with On-Campus Marketing- OCM.
4. Handle fundraiser logistics for care packages, micro-fridges, bike lockers, and more.
5. Have signature authorization up to \$50.00
6. Keep minutes of all General Assembly and Executive Board meetings.
7. Meet with Administration Officers on an as needed basis for training on the budget.
8. Attend Student Fee Advisory Committee.

Vice President of Marketing

1. Maintain an ongoing record of the actions, activities, and accomplishments of RHA for that school year.
2. Maintain and update social networking sites: Facebook, Snapchat, Instagram, and RHA website.
3. Will produce and distribute all RHA communications and advertisements to campus community.
4. Promote Area Council and NRHH events on RHA social media and through the RHA email.
5. Shall meet with Area Council Marketing Officers separately to train them on an as-needed basis.
6. Assist with making Area Council recruitment marketing strategies.

Please feel free to email current officers or the RHA Advisor with any questions you have regarding a specific position. Below is their contact information.



Election Application:

Contact Information:

Name:	
Current Housing Assignment:	
Housing Plan for Next Year:	
Phone Number:	
CSUMB E-mail Address:	

Position of Interest: Please check the boxes next to the positions that you are applying for.

<input type="checkbox"/>	President
<input type="checkbox"/>	Vice President of Leadership Development
<input type="checkbox"/>	Vice President of Residential Affairs
<input type="checkbox"/>	Vice President of Programming
<input type="checkbox"/>	Vice President of Internal Affairs
<input type="checkbox"/>	Vice President of Marketing

Academics:

Major:	
Class Level:	
Last Semester GPA:	
Cumulative GPA:	
Number of Units Passed Last Semester:	

Supplemental Information:

- ❖ Please attach a personal statement of intent that answers the following questions:
 - Why are you interested in joining RHA? Include any experiences or knowledge you have that will help you succeed in this position.
 - What role do you see RHA playing on campus?
 - What are 3 goals you have for yourself in this position and how do you plan to accomplish them?
 - What is one goal you have for RHA as an organization and how do you plan to accomplish that?
- ❖ Bid - See next page for more information
 - A bid is a visual resume; essentially professional boasting



- o Typically includes:
 - Position you are seeking to fill
 - Pictures that show your experience or any that professionally express your personality
 - Readable fonts that are also representative of your personality
 - Must be at least 2 pages long - feel free to write a lot, we want to get to know you.
- o See link for example of a bid and how they are reviewed (pages 24-37):
 - http://glacurh.nacurh.org/wp-content/uploads/2016/12/BiddingGuide-12_30_16-1.pdf

Agreement and Signature:

I have studied the duties of the position that I seek and understand **ALL** of the commitments involved. I have carefully read, understand and will comply with the RHA election guidelines. I certify that my cumulative GPA is **at least** a 2.5, and that I am currently held in good standing with California State University, Monterey Bay. I will seek clarification **prior** to taking **any** action on all campaign activities that are not clearly covered by the election rules, procedures, and directives outlined by the election committee.

I UNDERSTAND THAT ANY VIOLATIONS OF THE ELECTIONS RULES COULD RESULT IN PENALTIES UP TO AND INCLUDING DISQUALIFICATION FROM THE ENTIRE PROCESS.

Name (Printed):	
Signature:	
Date:	

