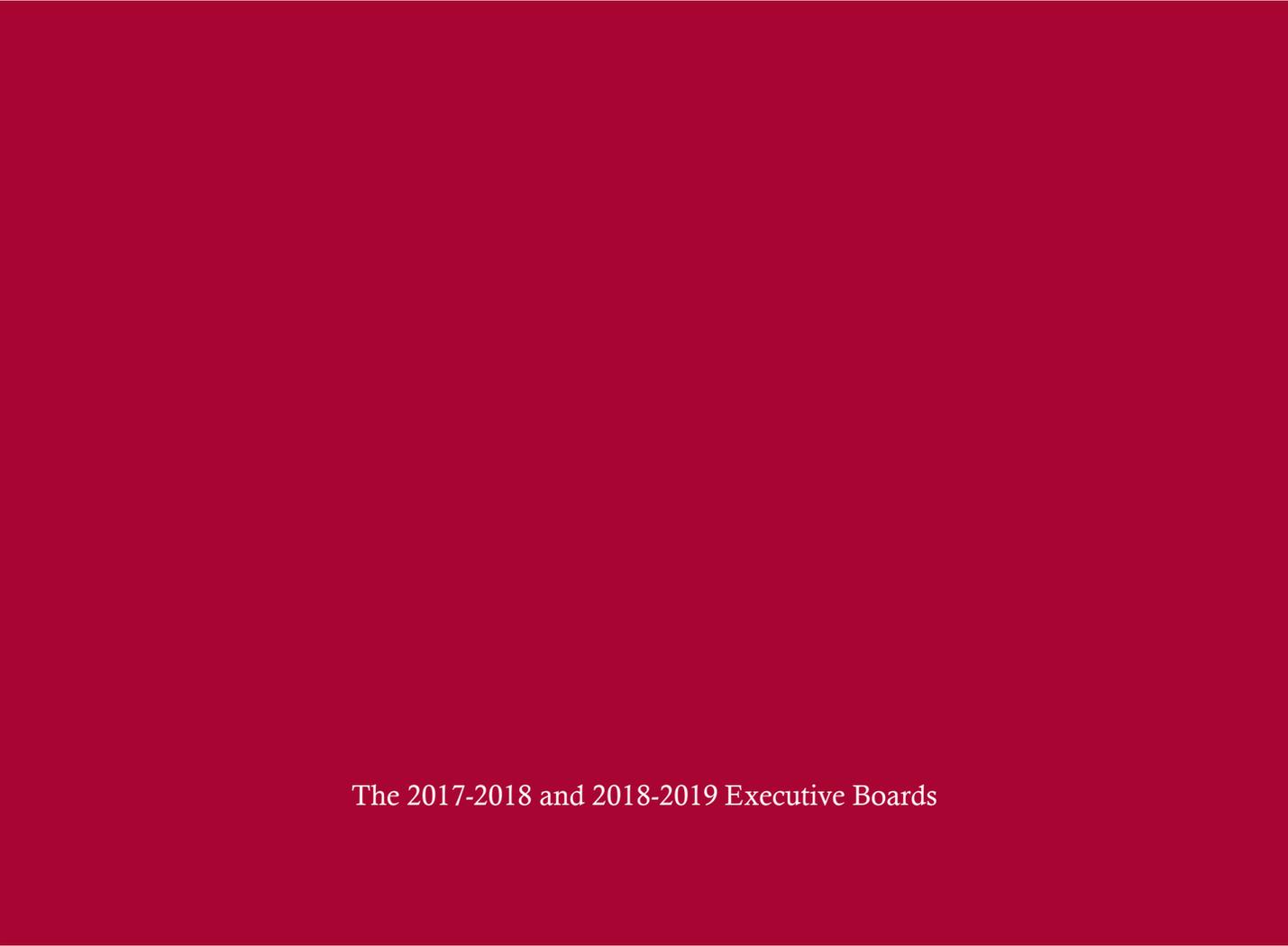




THE INDIANA UNIVERSITY RHA GUIDEBOOK



The 2017-2018 and 2018-2019 Executive Boards

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A NOTE FROM THE 2018-2019 EXECUTIVE BOARD

Welcome to Indiana University's Residence Hall Association. You are here because of the exemplary qualities you already possess as well as those you will be able to develop over the next year. During the course of your term, you have the ability to shape IU's residence halls significantly. What we do as a student government is in large part up to you. You have the opportunity as a member for RHA to make a tremendous changes and improvements both for our current community and for the years to come.

This guidebook contains resources that will help you on your journey. It outlines the technical working of RHA and our meetings, the roles of RHA and all our members, and specialized information and tips for each position in the organization. Please write in it, add to it, and use it well. Outside of this resource, please also remember the resources that you have in your fellow RHA members, advisors, and RPS staff.

We so grateful for the immense amount of talent we have this year and I am looking forward to working with all of you to create the best residential experience yet. Let's get to work!

Mason Walther
RHA President 2018-2019

Jade Cotton
VP of Staff and Administration 2018-2019

Tristan Britt
VP of Internal Affairs 2018-2019

Zoie Hancock
VP of Student Advocacy 2018-2019

GENERAL KNOWLEDGE

RHA works by dividing labor and creating specialties to accomplish goals. However, there are key pieces of information and certain procedures that everyone should be familiar with. This information includes the general outline of the RHA structure, Parliamentary Procedure, and the key meetings through which the organization runs. To understand what everyone else around the General Assembly table is doing, start here.

RHA works by delegating work to a campus-wide body consisting of Executives, Directors, and Center Governments that operate inside the residence halls. A helpful analogy for this system is the division of responsibility between the United States Federal Government (Executives and Directors) and State Governments (Center Governments).

THE ROLE OF THE CAMPUS-WIDE SIDE OF RHA

Campus-wide RHA is in charge of setting the direction of the organization, coordinating action between multiple residence hall governments, and ensuring orderly transitions of power. It is composed of the Executives and Directors.

Executives

There are four Executive positions, elected near the end of the previous administration's term: The RHA President, the Vice President of Internal Affairs, the Vice President of Staff and Administration, and the Vice President of Student Advocacy. They share common responsibilities like contributing at Executive meetings and chairing committees.

Directors

Directors make up the other half of RHA's campus-wide branch. The specific positions and their description are decided on by the Executive Board within days of the Executives' confirmation. According to the current RHA Constitution, there can be no more than nine Directors, and three (the Director of Finance, Director of Sustainability, and National Communications Coordinator) are constitutionally required. Past positions have included: the Director of Change and Engagement, the Director of Communications, the Director of Finance, the Director of Information and Assessment, the Director of Marketing and Outreach, the Director of Policy, the Director of Programming, the Director of Student Health, the Director of Sustainability, and the National Communications Coordinator.

RHA Advisors

RHA has three Advisors at the campus-wide level and an additional Advisor for each Center Government. These individuals are Graduate or Professional staff appointed by Residence Life staff to work with you in a plethora of ways, including providing advice, guidance, and feedback as well as being a connection between the RPS staff and RHA. These individuals are not officers in RHA but are here to help you and share their insights and experience to help each member of RHA grow as a leader.

Overview of Committees

All Center Presidents, Directors, and Executives have a responsibility to serve on various committees as assigned. These committees empower RHA to regulate itself internally and to give input on RPS decisions that eventually affect all residents. At the end of each committee meeting, the ranking RHA member on the committee will submit a summary of what the meeting covered to the VPIA to keep everyone informed. The Committees are:

- The Academic Programs Committee (APC) oversees Living Learning Communities and Thematic Communities.
- The Campus Housing Advisory Committee (CHAC) oversees decisions made about the physical buildings of the residence halls.
- The Diversity, Inclusion, and Culture Committee is chaired by the VP of Student Advocacy and collaborates with campus partners in order to encourage a culture of inclusivity within residence halls through programming, policy, and hosting training sessions for the GA.
- Funding Board decides what events RHA will fund and is convened by the Director of Finance with all of the Center Government treasurers voting.
- Internal Affairs Committee is convened by the VPIA and is tasked with reviewing the people and procedures that make RHA run efficiently and within the governing documents.
- Meal Plan Committee determines what RPS does with food on campus.
- The Student Health Committee is convened by the Director of Student health and works to improve the University's health offerings to students.
- The Sustainability Committee is convened by the Director of Sustainability and works on programming or events to improve sustainability at IU.
- The Transportation Board evaluates bus routes and other critical infrastructure which determine how residents move across campus

Additional Commitments

All members of RHA have been chosen to represent the residents of our university. This role is important during official meetings, but also in daily life on campus. Members are also expected to volunteer their time and effort to improving IU. This usually consists, at a minimum, of helping with Welcome Week events, but can extend to other campus events RHA chooses to support. Whenever a Center Government holds an event, RHA members are also expected to help make the event a success.

THE ROLE OF IN-CENTER RHA

While the central body of RHA is tasked with facilitation, advocacy, and continuity, the student governments operating inside of each residence hall have a much more direct impact on residents' lives. Center governments, as they are known, collect information about how they can improve residents' lives and then act on that information. One critical responsibility of Center governments is appropriating funds for RA's to spend on their floors. Another is creating events that help residents live happier, healthier lives.

Overview of Center Presidents

There is one center president elected for each residence hall. Because we refer to residence halls or dorms as “Centers,” the elected heads of their student governments are Center Presidents. While this job is covered in more depth later, the general mandate of a Center President is twofold: First, bring into being the new Center Government for the school year. Second, direct the Center Government to improve quality of life for residents through two main avenues:

- Listen to, pass on, and address resident concerns
- Plan and execute events for residents to achieve various goals

THE ROLE OF RHA REGIONALLY AND INTERNATIONALLY

Leadership opportunities for RHA do not end at the campus level. As the student government for IUB’s Residence Halls, RHA has the opportunity to have an impact on policy and programming across the region and even the world. Each year RHA affiliates with the National Association of College and University Residence Halls (NACURH) and is a part of the Great Lakes Affiliate of this organization (GLACURH). Each year RHA takes a delegation of students to several conferences such as the NACURH Annual Conference, the GLACURH Regional Leadership Conference (RLC), and the GLACURH Regional Business Conference (RBC). As a member of RHA you have the ability to apply to be a part of the delegation and represent RHA at one of these conferences, all while furthering your own professional development and exchanging ideas with other RHAs throughout the region and beyond.

Other NACURH Affiliates at IUB

Along with RHA, our sister organization, the National Residence Hall Honorary (NRHH) affiliates with NACURH and sends representatives to attend conferences alongside RHA. NRHH is an honorary organization which strives to uphold the values of recognition and service within the community. While not directly a part of RHA, NRHH has close ties with our organization and involvement with the NRHH Chapter here at IUB is encouraged. Involvement with NRHH can take many forms, from membership in the Chapter to participation in programs and initiatives such as NRHH “Of the Month” awards which can be given at the campus, regional, and international level.

PARLIAMENTARY PROCEDURE

Parliamentary Procedure, or “parli-pro,” describes the set of rules RHA uses to run meetings and ensure every person is heard while moving through the meeting without being bogged down. This set of rules (referred to as Robert’s Rules of Order) is used in all RHA meetings including General Assembly, Presidents’ Council, Directors’ Council, Executive Board meetings, and Center Government meetings. It operates off a **motions** system. Below is a brief introduction to parli-pro. You can also find a “cheat sheet” to motions and examples in Appendix Section C.

MOTIONS

A **motion** is a formal proposal by a member of a deliberative assembly that the assembly take certain action. The proper way for an individual to propose that the group take a certain action is by making a motion. There are a few types of motions which are outlined below.

Main Motions have for their object the bringing of questions, or propositions before the assembly for consideration. Only one main motion can be considered at a given time by the assembly.

Subsidiary Motions have for their object the modification or disposition of the main motion being considered. It is in order to propose them while a main motion is still before the assembly, and to vote upon them before voting upon the main motion.

Privileged Motions have not connection whatsoever with the main motion before the assembly, but are motions of such importance that they are entitled to immediate consideration. The main business before the house may be temporarily set aside to address a privileged motion.

Incidental Motions arise "incidentally" out of the business of the assembly, and have very common characteristics.

Carrying Out Motions

1. A member rises and addresses the presiding officer. For RHA purposes, raising your placard until you are placed on the Speakers’ List fulfills this action.
2. The member is recognized by the presiding officer. When a member has been recognized, the member is the only member entitled to present or discuss a motion.
3. The member proposes a motion. The motion should begin "I move that____" followed by a statement of proposal. Note that it is not appropriate to discuss the merits of the motion either prior to or immediately following the formal proposal of the motion.
4. Another member seconds the motion. The member simply states "I second the motion." If nobody seconds the motion, the presiding officer may ask "Is there a second to the motion?" If there is none, he may declare "The motion is lost for want of a second"
5. The Presiding officer states the motion to the assembly. When a motion has been properly proposed and seconded, the chairperson repeats the motion to the assembly. In may then be spoken of as a "question", a "proposition", or a "measure."

6. The assembly discusses or debates the motion. To speak, a member must obtain the floor in the same manner as when presenting a motion. Note that discussion must be confined to the question that is "**before the assembly**".

- a. The proposer of the motion has the opportunity to speak first
- b. The presiding officer should alternate between supporters and opponents
- c. The presiding officer should recognize a member who seldom speaks in preference to ones who frequently speak

7. The presiding officer takes the vote on the motion. Before taking the vote, the presiding officer ask, "Is there further discussion?" The presiding officer proceeds to take the vote by announcing "All in favor of the motion (STATE THE MOTION) say 'Aye'. The presiding officer then says, "Those opposed say 'Nay'." The presiding officer then says "All those abstaining please say abstain". The vote shall be recorded as Ayes-Nays-Abstentions.

8. The presiding officer announces the results of the vote. The presiding officer announces the vote by saying "The motion is carried; therefore (STATE THE INTENT OF THE MOTION)" or if the vote is in the negative, the presiding officer states "The motion is lost."

Amending A Motion

The purpose of the motion-to-amend is to modify a motion that has already been presented in such a manner that it will be more satisfactory to the members. The following are common methods of amending:

1. By adding something to the motion which it did not contain.
2. By removing something from the original motion.
3. By substituting something in the original motion with something else

Note that an amendment **may be hostile**, but it **must be germane**. A hostile amendment is opposed to the spirit of the motion to which it is applied. To be germane, an amendment must have direct bearing on the subject of the motion to which it is applied. An amendment may nullify the original motion, but if it relates to the same subject matter, it is germane.

Types Of Amendments:

1. Amendment of the First Rank - An amendment to the motion.
2. Amendment of the Second Rank - An amendment to an amendment and NOT to the original motion

Until the amendment of the first rank is voted upon, no other amendment of the first rank can be proposed. Until an amendment of the second rank is voted on, no other amendment of the second rank is in order..

Order Of Voting On Amendments:

Amendments are voted upon in inverse order of proposal.

1. Discussion is held and the vote is taken upon the amendment to the amendment.

2. Discussion is called for and the vote is taken upon the amendment to the motion.
3. When the vote on the amendment has been taken, discussion on the motion as amended is opened and when completed, a vote is taken upon the motion as amended.

KEY MEETINGS

RHA runs through the General Assembly, Presidents' Council, Directors' Council, and Executive Board meetings. For meetings outside of GA, reports will be given to the VPIA to convey to the Assembly.

General Assembly

GA, as it is commonly called, is the bedrock meeting of RHA. Though functions once in GA have been shunted into Presidents' Council, GA remains the core of RHA since all decision makers are together in the same room. These meetings are chaired by the VPIA. The General Assembly is convened biweekly at 7pm on Wednesday nights, and lasts until all the scheduled work is done or a vote is completed to adjourn. While different administrations may make commitments as to the length of GA during their tenure, there is no official time limit at the time of this writing.

At least two days before GA, you will receive an email from the VPIA detailing the time, place, and agenda for GA. Bills and reports for the night will also be included. The agenda will include the following items:

Call to Order: This begins the meeting. It is indicated by the presiding officer tapping a gavel three times.

Roll Call: The presiding officer calls for those in attendance, who respond with "present."

Reading of the Minutes: Typically, this never happens. Therefore, the Presiding officer will state that they would entertain a motion to waive the reading of the minutes and a motion will be made to waive the reading of the minutes.

Reports: There will be reports from Executives, Directors, Center Presidents, and Committees. While these used to happen on an impromptu basis, they are now submitted in written form to the presiding officer ahead of the meeting. The presiding officer will review the reports, send them out with the agenda, enter them into the minutes, and present a summary to the GA. After the summary the presiding officer will ask for additional comment. If you entered something into your report that was not mentioned, comment here.

Note that GA reports should be meant for everyone at the meeting. If it only applies to a select group, please take it to the appropriate committee.

Good example: "I talked with 20 of my Wright Senators and 5 other residents from Wright, and 17 of them did not support RPS's decision to change Wright to an Enhanced-cost residence hall."

Bad example: "Boisen 1 of Teter wants a television, but I don't know how to do that. What should I do?"

Old Business: Old Business is comprised of items which have been introduced before but are not resolved. RHA makes an effort to complete all our agenda items, but we will

occasionally have Old Business. In this case, the bill or item will be reintroduced by the person who submitted it and will then have a few minutes to speak on it and answer questions from the Assembly. The person will then leave the room while discussion takes place and a vote of some form eventually takes place. After the vote the sponsor will be brought back into the room.

New Business: All bills and resolutions for GA need to be submitted by 11:59 the Friday before GA to give the VPIA time to enter them into the agenda. Bills and resolutions not previously placed on the agenda are entered as new business. If you want to contribute to these discussions, **read the bill beforehand.** The bill will be introduced by the person who submitted it, who will then stay to answer a few minutes of questions from the Assembly. After this the person who brought the bill will leave the room while the Assembly discusses the measure. This discussion will be timed by the presiding officer, and when time runs out or when someone moves to end discussion, the Assembly moves into a vote on the bill. Amendments can be introduced anytime in discussion or the voting process if the presiding officer allows it. Once the bill is voted upon, the sponsor will be brought back into the room and informed of the result.

Any Other Business: At this point a member of the Assembly can introduce a bill or resolution that was not entered on the Agenda. If the Assembly votes to engage in the additional business, they follow the same process as above. This option is used sparingly so that members of the Assembly can engage in meaningful and well informed discussions with prior notice of items.

Advisor Comments: The advisors will comment on the proceedings and may give advice on how to proceed in the future.

Kudos: This is a quick time to thank others for their actions during the past two weeks or that night.

Adjournment: The meeting is adjourned. Everyone can go home.

Executive Board Meetings

The Executive Board is composed of the President, Vice President of Internal Affairs, Vice President of Staff and Administration, and Vice President of Student Affairs. This body meets on a weekly basis to plan RHA's next actions and responses to rising issues.

Directors' Council

The Directors' Council is a biweekly meeting between the Executives and Directors to discuss issues facing the entire constituency of the organization. This meeting is run by the Vice President of Student Advocacy and has two main purposes:

1. Provide a forum for Executives and Directors to get a second opinion on potential bills before bringing them to the General Assembly
2. Create a way for Directors to coordinate their initiatives across departments.

Presidents' Council

The Presidents' Council is run by the Vice President of Staff and Administration, with all Center Presidents in attendance. The time, place, and organization of this meeting is decided by the VPSA. This is the place for Center Presidents to share information about their successes and struggles at the center level.

If none of your Senators are showing up to meetings, this is the place to bring that up. If an event you held just went well, this is a good time to mention it. This forum was designed to give assistance and technical assistance to Center Presidents, so make sure to use it.

It is also important to note that you need not wait until Presidents' Council to get feedback or help on an issue facing your center. If, for example, three of your Center Government members decided to resign in the same day, you should reach out to both your Graduate Advisor and the VPSA. You should also feel free to contact other Center Presidents at any point for programming ideas, collaborating on events, or getting information about how another Center Government approaches a problem or program.

RHA Committee Meetings

RHA Committees serve a key role in advancing the mission of the organization forward and meeting the needs of our residents. All members of RHA serve on committees in order to better serve our residents as well as develop new leadership skills. Each committee meets at its own specified time and location. The frequency of these meetings can range from weekly to an as-needed basis (called ad-hoc committees). For more information about the RHA committees and their purposes, please refer to page 6.

1 on 1 Meetings

1 on 1 meetings take place between each individual in RHA and their Advisor, whether that be a member of the Executive Board, a Graduate or Professional Advisor, or potentially both. 1 on 1 meetings with the Executive Board and Advisors can be pivotal for nearly any project you are working on. In these settings it is an open forum to discuss what you are planning and ask any questions that may seem out of place in any other meetings. Oftentimes, your Advisor will have been through a comparable situation and, if not, they will likely have resources to help you find the answer. 1 on 1 meetings are also an opportunity for you to just talk about RHA, school, leadership, or any other topic with someone and know that they are there to listen and offer their support.

SPECIALIZED INFORMATION

The information that follows is more specific to every individual's role in RHA. Please read the section covering your role in depth and be sure to ask any questions you may have. Please also feel free to read over other roles to learn more about the work that your peers do.

EXECUTIVE BOARD

President of RHA

Detailed Job Description

- Communicate the needs, desires, and opinions of the residents to the University and the community.
- Represent the residents in regards to issues involving RPS and other University departments, and communicate the thoughts and actions of these groups to the Executive Board, the General Assembly, and the residents.
- Act as a liaison between RHA and other University Organizations and student groups.
- Coordinate the responsibilities of the RHA Executive Officers and those appointed by the RHA President and the RHA Executives and act as Chief Executive.
- Convene and serve as the Chair of the Executive Board and attend all meetings of the General Assembly.
- Have the ability to appoint special ad hoc committees as needed.
- Enforce the acts of the General Assembly and operate its programs and projects.
- Serve on the Campus Housing Advisory Committee and serve as a liaison to General Assembly.
- Work with the Executives and the RHA advisor to coordinate the efforts of leadership development. This includes the development and planning of spring and fall training, retreats, and workshop events.
- Maintain open communications and regular one on one meetings with the RHA Directors they oversee
- Submit an end-of-the-term report at the end of their term to the General Assembly and the incoming President by April 15.
- Draft Executive Order and Executive Memorandums as necessary.
- Serve as RHA liaison to the Cabinet of Student Leaders.
- Ensure that they and the Executives meet with RHA Directors, Center Presidents, and any members of RHA interested in the executive positions informally on a monthly basis as an extension of leadership development and a measure of accountability.

Important Notes

As RHA President, you represent the entire organization. This responsibility means that not only must you be effective, but you must appear effective as well. If you can actively communicate your thoughts on issues within and without of RHA, the gravity of the office lends weight to your words. When people know what they are doing and why, they do a much better job than if they are confused.

Vice President of Internal Affairs

Detailed Job Description

- Attend all General Assembly and Executive Board meetings.
- Convene and serve as the Chair of all General Assembly meetings.
- Publish a new edition of the RHA Constitution, Bylaws, Legislative Library, and Appendices at the end of their term and distribute it to members of the Executive Board and General Assembly, center student governments, and to the RHA Advisor by April 15. This published edition should include all changes made to these documents during their term.
- Serve as the official liaison or delegate between the RHA General Assembly and the RHA Judicial Board.
- Work with the RHA President and RHA Advisor to coordinate the efforts of leadership development. This includes the planning and development of spring and fall training, retreats, and workshop events.
- Support, train, advise, and serve as a resource for Center Vice Presidents of Internal Affairs.
- Transfer all materials from two RHA administrations before to the IU Archives. This must be done by September.
- Chair the Internal Affairs Committee and serve on one of the main RHA committees.
- Maintain the posting and maintenance for General Assembly files including General Assembly agendas, minutes, resolutions and all documents from RHA committees in accordance with current policies and expectations set by the General Assembly.
- Maintain open communications and a regular one on one meetings with the RHA Directors they oversee
- Accept additional responsibilities from the list of RHA Responsibilities as assigned and other duties that fall under the jurisdiction of Internal Affairs.

Important Notes

The most important change you may experience as you become VPIA is the lack of deadlines and clear goals. You are given the mission “Improve RHA” and expected to run with it. Make sure you lock yourself into scheduled meetings and check-ins to bring accountability to your mission and to the tasks of those who report to you. Without progress reports, there is little progress.

Vice President of Staff and Administration

Detailed Job Description

The Vice President of Staff and Administration shall:

- Attend all General Assembly and Executive Board meetings.
- Convene and serve as chair to all President’s Council Meetings.
- Support, train, advise, and serve as a resource for Center Presidents.
- Act as a liaison for the center president’s to the Executive Board.
- Ensure that the office is properly supplied and managed, the official records of RHA are kept, and keep a current record of all committee appointments.
- Work with the RHA President and RHA Advisor to coordinate the efforts of leadership development. This includes the planning and development of spring and fall training, retreats, and workshop events.

- Chair one of the main RHA committees.
- Accept additional responsibilities from the list of RHA Responsibilities as assigned and other duties that fall under the jurisdiction of Administration.

Important Notes

As Vice President of Staff and Administration, you are the embodiment of institutional knowledge and assistance. When Center Presidents don't know what to do or how to handle a situation, you are their back-up plan. This position requires an even keel and a knack for mentorship.

Vice President of Student Advocacy

Detailed Job Description

The Vice President Student Advocacy shall:

- Attend all General Assembly and Executive Board meetings.
- Convene and serve as chair of all Director's Council Meetings.
- Convene and serve as chair of all town hall meetings which should take place at least once per month. This includes the planning and development of spring and fall training, retreats, sensitivity trainings, and workshop events.
- Coordinate RHA's involved campus auxiliaries and partners as they align to student advocacy.
- Work with the RHA President and RHA Advisor to coordinate the efforts of leadership development.
- Chair one of the main RHA committees.
- Maintain open communications and regular one on one meetings with the RHA Directors they oversee
- Accept additional responsibilities from the list of RHA Responsibilities as assigned and other duties that fall under the jurisdiction of Student Advocacy.

Important Notes

The Vice President of Student Advocacy has a hands-on role in determining the policies that affect students in the Residence Halls. To accomplish this, it is critical that you know the goings-on in every committee, and that you have a set of goals in mind for aligning the nascent policies with the President's vision of residential life.

DIRECTORS

Director of Communications

Job Description Revisited

Manages communications and recruiting effort of the organization. Position responsibilities may include:

- Report bi-weekly to the supervising Executive.
- Responsible for raising the awareness of RHA across campus.
- Maintain an actualized and current calendar pertaining to both RHA and campus events.
- Develop relationships with the IDS and other strategic partners on campus.
- Maintain social media.
- Assist the Vice President of Internal Affairs with the maintenance of the RHA Website.
- Responsible for designing promotional materials (such as t-shirts, buttons, water bottles).
- Responsible for any photography related needs, including photographic events and professional headshots of all RHA elected officials for the website.
- Collaborate with the Director of Information and Assessment in order to develop strategies for engagement and recruitment of RHA members.
- Work with the Vice President of Internal Affairs to draft public statements.
- Provide guidance and training to in-center Directors of Communications (or similar roles).
- All other duties as assigned.

Important Notes

As Director of Communications, you cover two domains; you are in charge of directing RHA's outward facing media campaign for attention and influence but must also assist the VPIA with ordering the inside of the organization through streamlining and clarifying information flows. As you work to increase the awareness of RHA on campus, be sure to follow the latest trends to create effective marketing. You will also help write public statements from RHA, so always try and approach this task intentionally and being mindful of what impact your words could have.

Director of Finance

Job Description Revisited

Manages all financially related matters of the RHA organization. Position responsibilities may include:

- Report bi-weekly to the supervising Executive.
- Report to Executive Board upon request.
- Become trained and formally serve as the student treasurer of all RHA financial accounts through appropriate systems.
- Access all RHA accounts, review all transactions, and manage the RHA budget.
- Work directly with the executives to ensure the financial sustainability of the many parts of the organization.

- Chair the RHA Funding Board, working with the in-center student treasurers from each Residence Hall on campus to provide funding to student organizations. This board, with the consent of the center(s) involved may enact a funds transfer between in-center governments.
- Tasked with providing any executive member of RHA with financial information upon request.
- Perform biannual audits of the centers accounts.
- All other duties as assigned

Important Notes

Being the Director of Finance requires constant vigilance. You are working with Treasurers for the various Center Governments who are often new to this sort of role, and whose respective governments may want to pass illegal appropriations that will only be prevented if you catch them before they happen. It is important that you always strive to keep within budget and act as good steward of student funds.

Director of Information and Assessment

Job Description Revisited

Actively works to poll and understand the tastes, needs, and desires of residents in the Residence Halls and the effectiveness of RHA, duties include:

- Report bi-weekly to the supervising Executive.
- Collaborate with Center Presidents to construct surveys and determine what unmet needs exist for residents.
- Meet with the President to develop plans of action.
- Collect and compile documents from center governments including meeting minutes.
- Work with the Director of Programming to collect feedback on and improve programs.
- Work with the Executive Board to develop RHA training sessions.
- Collaborate with RHA Officers to develop effect methods of engagement, recruitment and retention.
- Record minutes for all General Assembly meetings to maintain a record of votes and initiatives to be uploaded to the RHA storage platform with 48 hours of the meeting's conclusion.
- All other duties as assigned.

Important Notes

Your work will help RHA grow and improve. By communicating with students, gathering data about our progress, and researching new pathways, you will be able to help all members of RHA understand the needs of residents and assess how well our methods are meeting those needs. Don't be afraid to get creative in how you talk with residents and gather information.

Director of Programming

Job Description Revisited

Act as the primary force for the legislative and programming initiatives of RHA. Potential responsibilities may include:

- Report bi-weekly to the supervising Executive.
- Develop campus-wide and multi-center events for all of the residents in the Residence Halls that aim to address needs of residents including but not limited to social, educational, and diversity needs.
- Develop internal events for all members of RHA that fosters the ideas of philanthropy, educational needs, professional development, social bonding or any other needs that are identified.
- Convene and serve as Chair of the RHA Programming Board.
- Serve as a resource for center governments and facilitate the development of multi-center programs.
- Explore and coordinate RHA efforts at collaborative programming across campus with other organizations.
- All other duties as assigned.

Important Notes

As the Director of Programming, you are the in-house expert for developing and executing programs of all types. Programs can be active or passive, and address a variety of needs including educational, social, health, and much more. You will also be able to help guide Center Presidents develop and host multi-center events.

Director of Student Health

Job Description Revisited

Act as the primary force for enacting legislation and programs related to student health. Potential responsibilities may include:

- Report bi-weekly to the supervising Executive.
- Promote student health initiatives in the residence halls.
- Convene and chair the Student Health Committee.
- Act as a liaison between on-campus resources, (such as the Health Center, CAPS/SACS, Crimson Cupboard, Crimson Corps, Culture of Care, IU Dinning, the SRSC) and the General Assembly.
- Work closely with the Director of Programming to develop programs to address student health.
- Work to educate the General Assembly on topics pertaining to student health.
- Aim to address the challenges of sexual, behavioral, and dietary health on campus, both short and long-term.
- Develop a strategic plan for the Student Health Committee.
- Execute all student health initiatives enacted by the General Assembly.
- All other duties as assigned.

Important Notes

The Director of Student Health is a new position, but one with a clear mandate. The emphasis for this position is deliverables. There should be identifiable progress made under every new Director because there is so much still yet to be done. Set goals and achieve them. Making progress can be towards large multi-year goals while working to develop short-term programs and initiatives.

Director of Sustainability

Job Description Revisited

Act as the primary force for enacting and progressing the sustainability of RHA and RPS. Potential responsibilities may include:

- Report bi-weekly to the supervising Executive.
- Promote sustainable efforts in the residence halls.
- Convene and chair the Sustainability Committee.
- Meet regularly with the Director of Sustainability and RPS Environmental Operations to establish a strong partnership and advocate for sustainable policies within the residence halls.
- Perform biannual audits of RPS sustainability practices.
- Assist in developing in-center legislation to address issues discovered in the audit.
- Execute all sustainability initiatives enacted by the General Assembly.
- All other duties as assigned

Important Notes

The Director of Sustainability serves both as a regulator and an executor. While their work on the central level of RHA has not gone unnoticed, this position now bears a greater emphasis on ensuring Center Governments are keeping up with the pace of sustainable practices.

National Communications Coordinator

Job Description Revisited

Manages all interactions with the national RHA organization and other chapters by attending regional and national conferences. Potential responsibilities may include:

- Report bi-weekly to the supervising Executive.
- Act as a liaison to student groups and organizations outside of the University, such as the Great Lakes Affiliate of College and University Residence Halls (GLACURH), and the National Association of College and University Residence Halls (NACURH).
- Attend all conferences and business meetings that RHA is affiliated with including regional boardroom meetings.
- File affiliation paperwork for NACURH and GLACURH.
- Select and manage the RHA delegation for regional and national conferences. This includes but is not limited to:
 - Creating a budget for the conference
 - Building posters, displays, flags, and spirit pins

- Informing the delegation of conference practices such as spirit chants, evening socials, etc.
- Participate in regional and national task forces as applicable.
- Serve as the bid chair for any conference or award bids RHA places at the regional or national level.
- Help further the involvement of RHA members at all levels in NACURH and GLACURH through programs such as NACURH L.I.N.K.s and the Of The Month (OTM) process.
- All other duties as assigned.

Important Notes

As National Communications Coordinator, your job is not just about conferences. More importantly, you have a responsibility to spur innovation and progress inside of RHA and IU by applying the best practices discovered nationally to this campus. This is a position where you will be able to interact with students from many other universities and learn from their successes.

CENTER PRESIDENT

Summary of Responsibilities

A Center President is responsible for a varied set of tasks. They must:

- Attend all General Assembly and President's Council meetings.
- Communicate the needs, desires, and opinions of residents of their centers to the RHA General Assembly, the University, and to the community.
- Communicate the actions of RHA to the center level legislature and work to inform their legislature to the best of their ability.
- Operate the programs and enforce the policies of their center legislature and the General Assembly.
- Develop programs for your residence hall which address the needs of your needs, including but not limited to programs that address social, educational, and diversity needs.
- Attend all meetings of RHA committees as appointed.
- Ensure that the center delegation will be in place before the IU Leadership Retreat in September.
- Convene and chair in-center government meetings at least once per month.
- Accept additional responsibilities from the list of RHA Responsibilities.

Below are tips, tricks, and resources to make this demanding job easier and more rewarding.

Building a Center Government

This is perhaps the most daunting responsibility of a new Center President, but is doable if broken down into a few steps. A government is built of a Constitution and people who act in accordance with it. Center Governments cease to exist during the summer, so each yearly iteration of, for example, Teter Quad Student Government (TQSG), requires a new Constitution be ratified and new people be recruited to fill the roles outlined therein. As the person building the government, a Center President is advised to start with the previous

year's Constitution for their center and make the adjustments they see as necessary. Previous Presidents and the Vice President of Staff and Administration are great resources for seeing what worked in the past. The RHA Canvas Page has all Centers' previous Constitutions.

Constitution: Types of Representation in Center Governments

One of the most important decisions in creating a new iteration of government is the type of representation it will use. McNutt, for example, has historically used a board of 8 or 9 Executives that worked alongside the President, while Teter has elected a Senator from every floor to serve as a ratifying legislature. Keep in mind that large bodies have high turnover, but that small groups can have trouble putting on large events without help. Your government will be a key force of volunteers and manpower for staffing whatever events you decide to create.

People: Recruiting Your Government

Given the demographic make-up of the residence halls skewing toward freshmen, recruitment tactics are critical. You likely remember being a freshman recruited for every club and organization on campus. No matter the other qualifications, the best person for your center government is the person who will stay engaged with the organization until at least the end of the year. Turnover in RHA has historically been high because recruiting Presidents are unrealistic about the demands they will place on their recruits. Often, freshmen are making a decision to join groups based on 3 factors.

- Commitment Required
- Reward
- Passion

RHA is rarely sold on passion. People join RHA for other rewards like prestige or the promise of a possible scholarship in the future, and then stay for the passion they build as they come to love the residence halls and the organization. Your goal as a recruiter is to sell your government in one of two ways:

- Emphasize the small commitment which will make participation compatible with many other activities. This is often regarded as the "easy resume builder" approach.
- Emphasize the high rewards that a moderate commitment will yield. These can include fun, community, prestige, upward mobility, future scholarships, and interview-applicable operations experience.

The strategy you employ will depend on the population from which you are recruiting and the style of Constitution upon which you decide. A large legislature that meets biweekly and sometimes volunteers at events sells well as an easy resume builder to a population that traditionally feeds into other activities, like Teter. Selling on prestige, upward mobility, and operations experience works well in a highly competitive population with a small government, both of which McNutt has classically had. Collins sells government

participation well on community and friendship, which works well given the disposition of their LLC.

Regardless of the approach you take, ply it relentlessly in the early days of welcome week and classes. Collect emails and schedule a time and place for your first meeting as early as possible. Pass out fliers. It is critical to get to recruits before they become overloaded with other commitments.

A final note on this topic: even if you have a legislature, you will need directors. At the bare minimum this means a Treasurer. The Treasurer needs to undergo financial training at RHA training day, and without a trained treasurer you cannot disburse any funds. Other director positions can be modeled off of the executive or director positions described for the Central branch of RHA.

Running a Center Government

Running a Center Government consists of 3 key elements:

- Managing the government you recruited
- Working with the Professional Staff of your Residence Hall
- Working with outside organizations

Managing your Recruits

Now that you have your people committed and your Constitution planned, hold your first meeting. You will need to reserve a room for this meeting at your front desk. At your first meeting, ratify your Constitution and introduce your Directors. If you have a legislature, you probably want to assign legislators to committees headed by your directors. Without a trained treasurer so early in the process, focus on putting on free events with the items in your resource room and at the front desk. For example, you can use a ping pong table to host a tournament with a whiteboard from your resource room and music provided on borrowed Library speakers. This is fun, free, and also advertises your organization to residents. You can host Town Halls to ask for resident input into what events you want to hold later or what problems you can fix. The key is to stay active.

Working with Residential Life Staff

Each Residence Hall has a team of professionals you will work with throughout the year, and you should get to know them as early as possible. They are:

- Residence Life Coordinator (RLC) or Residence Manager (RM)
- Assistant Residence Manager (ARM) in buildings with an RM
- Graduate Advisors
- Office Services Assistant (OSA)
- Resident Assistants (RAs)
- Community Educator (CUE)

Your RLCs or RM can be thought of as the chief executive of the residence hall; they can do a lot to help residents, but often need some kind of data from you about what students want in order to make it happen. Schedule regular talks with your RLCs/RM if possible.

The ARM handles a lot of the day-to-day operation of the Residence Hall, and can help you if you encounter issues doing something you want to do. Just like the RM, they want to help residents but often don't know how without information from you.

The OSA operates the office in your center. This means they manage the center desk, oversee room reservations and the center calendar, and are generally connected to what's happening in-center. When planning an event, make sure you communicate with you OSA to reserve the necessary space.

The Graduate Advisors in your hall are great resources. Each grad oversees a set of student staff and will work with an organization in center. Typically, this includes advising the Conduct Board and the Center Government, however there may be more positions depending on you center. They can share insights from their own experiences as well as help connect you with other resources.

The student staff in your building are critical. The RA for a floor will often have good insights to issues a floor is experiencing. Your CUE will have special training and knowledge when you want to program around social justice topics. Take the opportunity to get to know these students, keep them in the loop about what your government is doing, and seek for opportunities to collaborate with them. RAs and CUEs also live in you building, so make sure you're asking for their feedback as well.

Working With Outside Organizations

You will often be approached by outside organizations for manpower or funding with their events. Remember to act according to your mandate when considering these proposals. You were elected to improve quality of life for residents of your residence hall specifically. If it is not an event that you would be happy to put on under the name of your government for that express purpose, look long and hard at whether you should ratify the expenditure. For example, if a Center President is approached by a gospel group wanting \$3,000 to sing at a venue ten minutes away from the hall by car. This Center President will then follow their governing documents to see if the bill qualifies to be sent to a vote. Because this event is not taking place in a residence hall and may be difficult for many residents to access, it is not a good candidate for RHA funding. The Center President can encourage the group to host the concert in their hall for the next year which would then be a better candidate for RHA funding.

Distributing and Gathering Information

As President, you are a conduit of information between your residents and the committees and meetings of RHA, which in turn inform RPS policies. In order for RPS to do right by residents, they need to know what the residents think about what they plan to do. In order for students to have an opinion on RPS policy, they need to know it exists. To this end, each President must work with the Communications Director to receive the aggregated

reports and news bulletins that carry information students will care about. Distribute that information to all members of your Center Government, ask your Advisor to print out copies for RA's to give to their floors. Schedule regular town halls to give updates and ask for feedback.

Keep records on the information you collect back from residents. The Director of Change and Engagement will distribute analytical tools to you, but you can and should run your own. Hold polls, take surveys, and just talk with your constituents. We can't represent residents if we don't know what they think. Be sure to speak to the Director of Communications, the Director of Information and Assessment and the Vice President of Student Advocacy for additional guidance in these areas.

Solve Resident Complaints

Sometimes residents are unhappy about issues occurring on their floor or in their laundry room. When they are, you will be one of the avenues they seek out. Because you have regular meetings with the RLCs/RM and attend Large Staff Meetings, you can make sure their voices are heard by those with the power to fix them. You can brainstorm solutions to the concerns with your building's staff. Sometimes, it may be helpful to get an outside perspective or you may be connected to another professional within RPS.

Additional Meetings

Aside from the Center Government meetings you are running, you need to attend additional meetings including Large Staff, Presidents' Council, Community Council, and General Assembly.

Large Staff is a 2 hour meeting every other week, usually the alternate Wednesday from GA. Here, you will listen to RA's talk about their floors and events and hear from the RM and ARM what is going on behind the scenes in your Residence Hall. This meeting gives you a chance to build relationships with the people working in your Center, learn important information you can get nowhere else, and report out what you have been doing and plan to do with your Center government. This is also a great way to give information to all floors by asking RA's to tell their floors, and gauge feedback by asking them what the response was. Just remember to record numbers.

Presidents' Council is a place where you can request help from your fellow Presidents and the Vice President of Staff and Administration. Going to this meeting will make you better at your job and will allow you to build relationships with people who may become your close friends over the next few years.

Community Council is a meeting held by each center. It brings together representatives of the building's stakeholders including RLCs/RMs, EO staff, Dining, Academics (if applicable), the Center Government, and residents. These meetings are usually weekly or bi-weekly and typically last an hour. This is a great place to bring up resident concerns and start talking about solutions.

General Assembly has been described under General Information, but as a President it allows you an opportunity to represent the thoughts of your constituents on issues that matter across all the residence halls and to vote on bills that will affect them. Each President can bring two voting delegates and more non-voting delegates with them to GA, and must send a proxy if they cannot attend. If you miss GA you are letting down your residents, and you also will not know what goes on there until the report comes out.

Serve on RHA Committees

Serving on committees is a way to have a say in the direction RPS and RHA take in the future. As a voting member, you get a direct say in issues that may never receive more input from RHA than your vote and the votes of your fellow committee members. Attendance also allows us to keep records and report back what happened there to the General Assembly and potentially take further action. If you do not attend the committee meeting, we have no idea what is going on, and neither do the students.