Important Dates

- Feb 22nd – Applications will be available in the RHA Office (Kryzsko 126) and on the WSU Housing website
- March 14th – Attached **application** is due in the RHA Office by 4pm. **Portfolio** materials need to be emailed to RHA@winona.edu no later than midnight.
- March 20th – Elections will take place for President and highest demanded exec position at 5:00pm in Haake Conference Room during RHA General Assembly
- Exec board transition bonding: April 4th, 5th, and 6th in the evenings and April 10th all day

Application Process

- Please read over the position descriptions and then sign/fill out the attached document and return on date indicated above
- Please put together an electronic portfolio that showcases who you are and why you are interested in the position(s).
- Guidelines for the portfolio are as follows:

**Page #1 Must Include:**

- Current Photo
- First and Last Name
- Year in School
- Major/Minor
- Current Residence Hall
- Campus Involvement
- Position(s) you are running for

*Essentially this page serves as a short biography so we can get to know who you are*

**Pages #2-3:** For the rest of your portfolio we want to know why you are running for the RHA Executive Board. Some items you may want to include are:

- What kind of leadership/work experience do you have?
- Why are you running for this position(s)?
- Why do you enjoy living on campus?
- What new ideas will you bring to RHA if elected?
- How will you advocate for Housing and Residence Life?
- What are some of your strengths as an individual?

*Please do not treat your portfolio like a worksheet.* The questions for pages 2-3 are more or less guidelines for you to use. We are looking for creativity and originality in each portfolio. Feel free to add information you think would be beneficial for us to know about you! Formatting is very open and we encourage you to be creative using pictures, graphics or any other visual effects that will make your portfolio pop! We ask that your portfolio be between 2-3 pages in length and that it covers the guidelines listed above! A copy of your résumé is not required but if you would like to include it please feel free to do so.

If you have any questions, please contact a current RHA Executive at RHA@winona.edu
Executive Officer Information

Minimum Requirements:
- Maintain a minimum 2.5 cumulative GPA
- Maintain a minimum of 12 credit hours
- Administrative, conduct, and academic records in good standing
- Live in residence halls

Position Descriptions:

**General Executive Board Duties:**
A. Staff two RHA office hours per week, except the Executive President who shall hold one per day.
B. Attend all RHA General Assembly meetings and RHA events unless excused by the Vice President of Member Relations.
C. Assist with the election process, training, and transition of Hall Council members in their assigned hall as a Hall Buddy.
D. Meet with the RHA advisor as arranged.
E. Meet with the RHA Executive Board as a group once a week in addition to pre-GA meetings.
F. Be acquainted with all WSU campus residence halls and their policies.
G. As a Hall Buddy, assist with the election process and transition of assigned Hall(s) as need be.
H. As a Hall Buddy, once HC elections/transitions are completed, provide support for all Hall Councils by attending weekly Hall Council meetings and being available as a resource to all council members.
I. Attending a minimum of six Hall Council events per semester and providing evaluations as designated by the Advisor (with the exception of the NCC).
J. Coordinate positive recognition of all members within the organization
K. Meet with HC position counterpart monthly (i.e. VPoF&R meet with HC Treasurers) with the exception of the Vice President of Member Relations who will meet with the whole HC.
L. Check the RHA email account and forward information to appropriate Executive Board Members.

**The Executive President:**
A. Oversee all projects and committees.
B. Appoint committees as necessary.
C. Prepare agenda for General Assembly and Executive meetings.
D. Run GA and Executive meetings.
E. Chair Dining Advisory Committee.
F. Lead the annual revision of all RHA Constitutions.
G. Act as a liaison between RHA and Student Senate.
H. Represent RHA at all university, regional, and national events where it is necessary. If unable to attend, shall appoint someone from RHA to attend.
I. Work directly with RHA Advisor to plan annual calendar, elections, trainings, retreats, etc. as needed by the Executive Board and Hall Council Members.
J. Attend President chats within MACURH.
K. Coordinate and run the annual election process for NCC and Executive Board.
L. Provide support and assistance as needed to individual halls during mid-year elections/transition.
M. Coordinate one executive bonding event per semester.

**The Executive Vice President of Event Planning and Retention:**
A. Hold title of Programming Communications Coordinator (PCC) and attend chats within MACURH.
B. Perform event requirements as determined during the spring training of the newly elected Executives.
C. Oversee RHA All-Hall events.
D. Plan collaborative events.
E. Coordinate a minimum of two retention-based events/activities per semester.
F. Perform the duties of the President in their absence.
G. Oversee RHA's involvement in annual Homecoming events.
H. Assist the department in its efforts to retain upperclassmen to live in the residence halls as needed.

**The Executive Vice President of Public Relations & Marketing:**
A. Coordinate advertising for RHA’s All-Hall events.
B. Update bulletin board and display case a minimum of three times per semester unless otherwise specified by the Advisor.
C. Maintain and improve RHA’s image via RHA’s Facebook page, Twitter account, and other forms of social media.
D. Oversee RHA Newsletter/Update. Advertise hall council and RHA events as needed in the form of an email newsletter.
E. Coordinate RHA’s participation in campus club fairs throughout the year.
F. Order promotion items and clothing for the organization.
G. Serve as the RHA Office Manager by setting up the office, establishing office guidelines, designate weekly office tasks/activities, ordering supplies, etc.

**The Executive Vice President of Finance & Records:**
A. Maintain minutes at GA meetings, email them to all officers of RHA, and post a copy to the online Portal within 48 hours.
B. Maintain all budget books.
C. Type any other documents.
D. Oversee disbursements of funds after approval by RHA.
E. Supervise the preparation and signing of all financial documents, except in emergency circumstances in which case the Executive President may sign.
F. Submit a proposed semester budget to RHA by the third GA meeting of the semester.
G. Announce all-RHA account balances at GA meetings.
H. Serve on the University Student Fees Management Committee (SFMC).
I. Coordinate RHA’s Philanthropy (Adopt-A-Block).
J. Manage the RHA portal.
K. Manage an updated roster of all RHA Executives and Hall Council Members including contact information.

**The Executive Vice President of Member Relations:**
A. Plan (and propose to rest of executive board) new Hall Council member training once HCs are elected each fall.
B. Oversee the coordination and implementation of the annual Winter Retreat.
C. Meet with each hall council as a group on a monthly basis.
D. Promote OTM nominations & submissions within RHA.
E. Represent RHA at monthly OTM meetings by submitting RHA events and WSU-specific nominations. This position holds one vote in all decisions made at OTM meetings (proxy if involved with NRHH as well as an executive).
F. Promote member involvement.
G. Plan a minimum of two additional developmental activities per semester that benefit RHA and its members.

H. Ensure that any RHA member brought into a position after the regular training processes is thoroughly trained into their position.

I. Track member attendance at mandatory RHA events and office hour attendance.

Name: ___________________________ Phone #: __________________________ Email: ___________________________

Please check what position(s) you are applying for:

- President
- Vice President of Event Planning and Retention
- Vice President of Marketing and Public Relations
- Vice President of Finance and Records
- Vice President of Member Relations

Major: ___________________________ Minor: ___________________________

Residence Hall for 2016-2017 year: ___________________________

Current GPA: ________________

**RHA Executive Officer positions are a 1 academic year appointment/commitment (Aug-May).**

By signing this application, I give my permission to the RHA University Advisor to check my Academic and Disciplinary standing at Winona State University. If I am elected, I give my permission to check my standing throughout the term. I will abide by the RHA Constitution.

______________________________________________________
Applicant Signature __________________________

Date

(RHA Office Use Only)

Date Turned in: ________________________________ Executive Initials: __________________________