

**RHA EXECUTIVE BOARD APPLICATION**  
**2011-2012 ACADEMIC YEAR**

ANSWER THE FOLLOWING QUESTIONS IN REGARDS TO THE POSITION YOU ARE  
APPLYING FOR. **APPLICATIONS MUST BE TYPED .**  
PLEASE RETURN APPLICATION TO THE  
HOUSING OFFICE BY 5:00 PM ON MONDAY, APRIL 4, 2011

NAME: \_\_\_\_\_ PHONE # \_\_\_\_\_

Address \_\_\_\_\_

PLEASE X ALL POSITION(S) YOU ARE INTERESTED IN:

- |                                                 |                                                  |
|-------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> President              | <input type="checkbox"/> Vice President/NCC      |
| <input type="checkbox"/> Public Relations Chair | <input type="checkbox"/> Hall President (2)      |
| <input type="checkbox"/> Sustainability Chair   | <input type="checkbox"/> Service Out Reach Chair |

1. **WHY ARE YOU INTERESTED IN THIS POSITION(s)?**
2. **WHAT SKILLS DO YOU HAVE THAT WOULD RELATE TO THE POSITION YOU ARE APPLYING FOR?**
3. **WHAT PERSONAL/PROFESSIONAL CHARACTERISTICS AND/OR ATTRIBUTES WOULD YOU CONTRIBUTE TO RHA?**
4. **HOW WILL YOU ENCOURAGE RESIDENTS TO GET INVOLVED IN RHA?**
5. **PLEASE LIST ORGANIZATIONS OR VOLUNTEER WORK YOU HAVE BEEN INVOLVED IN. INCLUDE ANY POSITIONS YOU HAVE HELD.**
6. **WHAT NEW IDEAS/PROGRAMS WOULD YOU LIKE TO SEE IMPLEMENTED BY RHA IN THE FUTURE?**
7. **WHAT OTHER TIME COMMITMENTS DO YOU HAVE FOR THE 2011-2012 SCHOOL YEAR?**
8. **PLEASE DESCRIBE YOUR TIME MANAGEMENT SKILLS AND HOW YOU KEEP YOURSELF ORGANIZED.**
9. **PLEASE INCLUDE ANYTHING ELSE WE SHOULD CONSIDER WHEN LOOKING AT YOUR APPLICATION.**
10. **THE EXECUTIVE BOARD IS REQUIRED TO RETURN TO THE HALLS THREE DAYS PRIOR TO EACH SEMESTER, DOES THIS CONFLICT WITH YOUR SCHEDULE IN ANY WAY? IF YES, PLEASE EXPLAIN.**

THANK YOU FOR APPLYING FOR THE RHA EXECUTIVE BOARD!  
IF YOU HAVE ANY QUESTIONS, PLEASE CALL  
CRYSTAL SVOBODA (406-657-2366) or BRIAN 'GUS' REDFERN (406-657-2588)

Thank you for your interest in RHA!! We are excited that you may be interested in serving as a member of the executive board. Listed below are the position descriptions for the positions available.

If you have any questions, feel free to contact CRYSTAL SVOBODA (406-657-2366) or BRIAN 'GUS' REDFERN (406-657-2588).

## **RHA Position Descriptions**

### **President:**

- Communicate the decisions of the Executive Board to RHA members
- Plan and facilitate leadership retreats/training session.
- Conduct weekly Executive Board meetings
- Determine and distribute agenda for weekly Executive Board meetings.
- Meet weekly with RHA advisors
- Oversee general operations of RHA and maintain responsibility for the organization.
- Serve as a liaison to other campus organizations and administrators
- Attend campus wide meetings to stay informed of campus events/issues
- Facilitate discussions regarding budget decisions made by the Executive Board

### **Vice President/NCC:**

- Attend weekly Executive Board Meetings
- Act on the President's behalf in his/her absence
- Assist in the overall operations of RHA
- Meet weekly with Advisor and President
- Help President plan leadership retreats/training sessions
- Help President conduct weekly RHA meeting
- Organize all regional and national conference delegations
- Re-affiliate with NACURH and represent the school on the regional and national level
- Report regional and national NCC news to Executive Board and RHA members
- Attend IACURH, NACURH, and No-Frills (dependent on the organization's budget)

### **Public Relations Chair:**

- Take attendance at each weekly general RHA social
- Attend all weekly Executive Board meetings
- Take minutes at weekly Executive Board meetings and distribute summaries to the Exec. Board members at the last meeting of the month
- Create and publish the weekly newsletter (currently "Potty Press") no later than Sunday Night

### **Community Out Reach Chair:**

- Attend all weekly RHA Executive Board meetings
- Work with Office of Community Involvement to schedule volunteer projects throughout the semester
- Come up with new and exciting ways for the club and residents to get out and volunteer!

**Sustainability**

- Attend all weekly RHA executive Board meetings and events
- Responsible for sustainability efforts within the Residence Halls
- Work with sustainability partners on campus and in the community to enhance the sustainability resources and efforts.

**Hall President**

- Attend all weekly RHA executive Board meetings and events.
- In the fall, RHA will appoint Floor Reps that will represent each Residence Hall. Hall Presidents are responsible with representing Floor Reps and holding by-weekly meetings on general residence hall concerns.

**\*All positions are required to work as a team to put on social, educational, and service programs for residents living within the Residence Halls.\***