The Residential Community Association Presents:
RCA Executive Board Elections!

Attention Residents:

My name is Rachel Loos. I am the Director of Internal Affairs for the Residential Community Association and I want to offer you a chance to become a Residential Student Leader! RCA has seven Executive Board positions that have their own unique responsibilities that will help you influence change and affect the lives of residential students in the coming year.

If you are looking to meet new people, improve campus housing, boost your resume, plan major events for campus residents, or just to make living on campus an enjoyable and life changing experience by representing the residential student body then apply to be on the Residential Community Association’s Executive Board!

In the following pages you will find all of the information you need to apply for an RCA Executive Board position. I have included information about Officer Qualifications, the election process, descriptions of Officer Positions, a description of the committee duties, and a copy of the Application Form. You must have your entire election packet completed and turned in by 9:30 P.M. February 23rd, 2015 at the RCA Office in the Student Organization Complex 029C. Please turn in applications as soon as possible! You must meet all requirements discussed below in order to run for an RCA Executive Board position.

If you have any questions or need more information, please email me or call the RCA office (775-5569). I look forward to seeing many qualified applicants!

Residential Regards,

Rachel Loos
Director of Internal Affairs
Residential Community Association
029C Student Union
Wright State University
Election Information

Candidates must meet ALL qualifications stated below. If you do not meet the qualifications, you will not be able to run for an RCA Executive Board position at this time.

Qualifications:

A. All Executive Board members must be residents of any WSU campus community.
B. All Executive Board members must not be concurrently employed by the Office of Residence Services in any other capacity.
C. Each Executive Board member is required to be a full time student, be in good academic standing (minimum 2.0 cumulative GPA) and be in good judicial standing within the University community.
D. All RCA executive board positions may not be held by any resident concurrently serving as President of any other registered WSU student organization.
E. All applicants must have been active with the residence life and housing for at least one academic term or one academic year by the time of assuming the position.

Requirements

A. A Completed Election packet for all Executive Board positions include:
   a. A completed application form
   b. A cover page that includes the position for which the candidate is applying
   c. A cover letter outlining interest and qualifications for the position
   d. A resume containing information relevant to the position, for which the candidate is applying
   e. An intentional goals list explaining what the candidate wishes to accomplish and how, specific to RCA
   f. 2 Evaluation Forms

Timeline for Elections

- **February 9th** Applications available
- **February 23rd** Applications due at 9:30 P.M.
- **February 24th** Campaigning begins
- **March 9th** Copy of bid packets are distributed/ Candidates Speak at General Assembly
- **March 9th** Campaigning ends
- **March 16th** General Assembly votes in the next RCA Executive Board.

*Notice*

- Please turn in your completed application before 9:30 p.m. on February 23rd to the RCA Office (located in the Student Organization Complex 029C)
- When running for an RCA Executive Board position, be aware that it requires a lot of time and effort from each member. Please make sure that you can commit to the RCA meetings and events!
- All references or recommendations must come from an Employer, Advisor, or Professor/Teacher.
- If your GPA drops below a 2.0 before/after running for a position, you are automatically disqualified from running for an RCA Executive Board officer and you will lose your position.

**POSITION DESCRIPTIONS FOR OFFICERS**
All RCA Executive Board members are required to attend all RCA functions in accordance with the “MEETING AND ATTENDANCE” section of the RCA Constitution. Each Executive Board member will serve as a liaison to other residential and campus organizations and must maintain budget responsibility for each individual purchase using the RCA Pro-Card. The following are basic, but not all encompassing, responsibilities of the RCA Executive Board. All position descriptions are subject to change.

President:
- Acts as the official spokesperson & liaison for RCA
- Presides as chair over the RCA Executive Board and General Assembly meetings
- Develops meeting agendas
- Keeps members united and focused on the collective vision
- Provides advice, recognition, motivation, and support to members
- Participates in weekly meeting with the RCA Advisor(s)
- Processes paperwork and other initiatives to keep RCA in good standing with the Office of Student Activities
- Registers RCA for on or off campus events
- Attends President’s Training in accordance with the Office of Student Activities
- Administrates and Monitors the RCA OrgSync page in accordance with the Office of Student Activities

Vice President:
- Acts as chair if the President is unable to attend meetings
- Works with Community Councils to assist with the development of their organization
- Organizes the Residential Leadership Training
- Organizes RCA Community Council elections and RCA Executive Board Elections
- Coordinates the Magic Bus
- Organizes and facilitates educational, cultural & diversity focused programs (RCA Gives Back Events)
  - Registers events in accordance with the Office of Student Activities policies and guidelines
  - Meet with necessary departments, organizations and vendors
  - Reserves all necessary spaces
  - Coordinates volunteers for events

National Communications Coordinator (NCC):
- Serves as the parliamentarian for RCA
- Articulates the mission of CAACURH/NACURH and the purpose conferences to the residential community
- Maintains the RCA Constitution and Sourcebook
- Organizes, prepares, and heads all Wright State University delegations
- Submits information to the Resource Files Index
- Communicates with and serves as the official WSU Representative to the regional and national organizations
- Accounts for & manages all conference dues and fees

Director of Internal Affairs:
- Drafts the annual RCA budget
- Maintains oversight of RCA accounts
- Provides finance updates as needed
- Meets with RCA Advisor on a monthly basis to audit the accounts
- Produces weekly Executive Board & General Assembly minutes
• Produces and maintains the RCA newsletter each academic term
• Organizes all meeting materials
• Keeps the organization archives organized and easily accessible
• Keeps track of and purchases office supplies
• Maintain attendance & quorum records
• Pick up the mail from the RCA mailbox in the Office of Residence Services on a weekly basis
• Oversees and maintains scheduling and accountability of Executive Board office hours
• Attends Treasurer Training in accordance with the Office of Student Activities

**Director of Public Relations:**
• Updates and maintains the RCA web-page
• Meets with university personnel to discuss residential student feedback
• Meets on a monthly basis with the Director of Residence Services and other administrators as needed
• Attends all Dinning Services meetings
• Develops and coordinates opportunities for residential student feedback
• Oversees all RCA assessment or evaluative initiatives
• Responsible for any and all of RCA’s advertisements, flyers, and publicity
• Administrates and monitors all RCA social media (Facebook, Twitter, etc.)
• Attends House of Representative meetings in accordance with the Office of Student Activities
• Seeks collaboration opportunities with outside organizations and university departments
• Administrates and monitors the RCA OrgSync page in accordance with the Office of Student Activities
• Vice-Chair of the Student Weekend Activities Team (SWAT)

**Director of Traditional Events:**
• Organizes and facilitates all RCA traditional events
  - Registers events in accordance with the Office of Student Activities policies and guidelines
  - Meet with necessary departments, organizations and vendors
  - Reserves all necessary spaces
  - Coordinates volunteers for events
• Organizes and facilitates social/recreational programs
  - Registers events in accordance with the Office of Student Activities policies and guidelines
  - Meet with necessary departments, organizations and vendors
  - Reserves all necessary spaces
  - Coordinates volunteers for events

**Director of Residential Activities:**
• Leads the Student Weekend Activities Team (SWAT)
• Participates in weekly meetings with the RCA’s SWAT Advisor(s)
• Organizes and facilitates all SWAT events
  - Registers events in accordance with the Office of Student Activities policies and guidelines
  - Meet with necessary departments, organizations and vendors
  - Reserves all necessary spaces
  - Coordinates volunteers for events

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RCA Executive Board Application Form
Full Name: ____________________________________________________________

Campus Address: __________________________________________________________

Wright State Email Address: _________________________________ Cell Phone: _________________________________

Academic Standing: _____________

Please circle the position for which you are running (only one per petition).

   RCA President
   RCA Vice President
   RCA National Communications Coordinator
   RCA Director of Internal Affairs
   RCA Director of Public Relations
   RCA Director of Traditional Events
   RCA Director of Residential Activities

*** I hereby give the Office of Residence Services the authorization to check my cumulative GPA to insure that I am in good academic standing with Wright State University. I understand that if I am not in good standing (2.0 GPA or higher), I will not be considered as a candidate.

Signature: ____________________________________________________________

Date: __________________________
Wright State University
Residential Community Association Executive Board
Reference Form

Candidate Name (printed):

The above named candidate is seeking a position as a member of the Residential Community Association (RCA) at Wright State University. RCA Officers are expected to facilitate an environment that lends itself to civility, open communication and academic excellence; while providing all residents with fun and engaging programs to improve the quality of living at WSU. RCA Officers will be required to work both autonomously and in team settings, addressing issues and concerns of residents, ensure that university policies are being upheld, planning and facilitating both social and educational programs, and to have the maturity to appreciate diversity and multiculturalism. Please express how you feel the candidate would perform in such a position in the sections provided below.

Reference Information

<table>
<thead>
<tr>
<th>Name:</th>
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<th>Signature:</th>
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<tbody>
<tr>
<td>Phone:</td>
<td>E-mail:</td>
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<tr>
<td>Position/Title:</td>
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How long and in what capacity have you known the candidate?

Please evaluate the candidate using the rating system below:

- 5 - Exceptional (consistently exceeds expectations)
- 4 - Above average (often exceeds expectations)
- 3 - Average (meets expectations)
- 2 - Fair (barely meets expectations)
- 1 - Poor (fails to meet expectations)

___ Able to develop positive relationships with others
___ Able to follow or accept direction cheerfully and accurately
___ Role modeling (sets good examples for others)
___ Shows concern for others (empathetic, non-judgmental)
___ Displays ambition (energy level, creativity, take on challenges)
___ Able to communicate (direct, effective, articulate)
___ Self-awareness (honesty, integrity, accepting of criticism)
___ Ability to cooperate (attitude, social adjustment, team player)
___ Displays initiative (takes on extra assignments, aims for new levels of achievement)
___ Ability for effective leadership (able to lead teams, hold positions of greater responsibility)
___ Commitment to diversity awareness/oppression reduction
___ Dependability (attendance, gaining trust of others)
Please circle the five characteristics listed below that are most applicable to this candidate:

<table>
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<tr>
<td>Honest</td>
<td>Open-minded</td>
<td>High level of initiative</td>
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<td>Solution Oriented</td>
<td>Willing to Learn</td>
<td>Committed to diversity</td>
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<td>Dependable</td>
<td>Dedicated</td>
<td>Organized</td>
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<td>Mature</td>
<td>Creative</td>
<td>Strong Leader</td>
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<td>Excellent Communication Skills</td>
<td>Good Critical Thinking Skills</td>
<td>Resourceful</td>
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<tr>
<td>Autonomous</td>
<td>Excellent Administrative Skills</td>
<td>Cooperative</td>
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<tr>
<td>Flexible</td>
<td>Professional</td>
<td>Observant</td>
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<tr>
<td>Able to accept constructive feedback</td>
<td>Hard Worker</td>
<td>Resourceful</td>
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Are there any concerns you wish to express about the candidate?

Please make your overall recommendations of the candidate below:

___ I would strongly recommend this candidate.
___ I would recommend this candidate.
___ I would recommend this candidate with reservations.
___ At this time, I would not recommend this candidate.

Thank you for completing this form. Your input will be helpful in our RCA Executive Board election process.

Please return this form to: RCA Director of Internal Affairs Wright State University Office of Residence Services 3640 Colonel Glenn Highway Dayton, Ohio 45435

Reference Forms must be received prior to the applicant being considered for a position. Forms may be faxed to (937) 775-3077 to meet the deadline; however, we would still like to receive the original copy of the signed reference form.
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Reference Form

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