



**Residential Community Association**  
**Spring 2022 Executive Board**  
**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:**

- All Executive Board members must be residents of any WSU campus community for Spring 2022.
- All Executive Board members must not be concurrently employed by the Office of Residence Life and Housing in any other capacity.
- Each Executive Board member is required to be a full time student, be in good academic standing (minimum 2.5 cumulative GPA) and be in good judicial standing within the University community.
- All RCA Executive Board positions may not be held by any resident concurrently serving as President of any other registered WSU student organization.
- All Executive Board members must have lived on campus for one semester before beginning an Executive Board position.
- The President of the Residential Community Association must have been a previous Executive Board member. If no Executive Board members wish to apply, the position will be opened up to Community Council members. If no Community Council members wish to apply, the position will be opened up to all residential students who qualify.

**Requirements/Timeline**

- Step 1: Follow this link to complete your application by November 22<sup>nd</sup> at 11:59pm.  
<https://forms.gle/DZQrsxyd8jbBzCiCA>
- Step 2: Be sure your personal reference completes their form as well by November 22<sup>nd</sup>.
- Step 3: Attend the RCA Elections on November 29<sup>th</sup> @8pm in Rike 160- during this meeting each applicant will have the opportunity to give a 5 minute speech to share their goals for the position they are applying for, followed by a 5 minute session of question and answer. Then the General Assembly will vote in new members.

**\*Notice\***

- When running for an RCA Executive Board position, be aware that it is a commitment of time and effort. Please make sure that you can attend the RCA meetings and events!
  - General Assembly meetings are once a month. Fall 2021 GA Meetings are Mondays at 8pm
  - Executive Board meetings are weekly and based on class schedule.
  - Professional Development is the first Wednesday of the month at 9:15pm. **This does not change.**
    - GA and Eboard meetings times are **subject to change** each semester based on Executive Board academic schedules.
- If your GPA drops below a 2.5 before/after running for a position, you are automatically disqualified from running for an RCA Executive Board officer and you will lose your position. We encourage you to continue to be involved as a council member and reapply for an executive board position when you qualify.



## **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 for Executive Board meetings and General Assembly meetings
- Keeps members united and focused on the collective vision
- Attend Coordinating 9 Meetings as scheduled by the Student Government Association
- Attends Biweekly regional RHA President roundtable meetings
- Attends the Regional Leadership Conference and the Regional Business Conference
  - Make necessary preparations for conferences
- Processes paperwork and other initiatives to keep RCA in good standing with the Office of Student Involvement and Leadership
- Attends President’s Training in accordance with the Office of Involvement and Leadership
- Administrates and Monitors the RCA Engage page in accordance with the Office of Student Involvement and Leadership

### **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 and facilitates Residential Leadership Training
- Organizes RCA Community Council elections and RCA Executive Board Elections
- Coordinates RCA Gives Back events
- Organizes and facilitates educational, cultural & diversity focused programs
  - Registers events in accordance with the Office of Student Involvement and Leadership 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 of conferences to the residential community
- Maintains the RCA Constitution and Sourcebook
- Organizes, prepares, and heads all Wright State University delegations for the Regional Leadership Conference, Regional Business Conference, and National Conference
- Submits information to the Resource Files Index
- Communicates with and serves as the official WSU Representative to the regional and national organizations



- Oversee National Communications Coordinator in Training (NCC-IT) position in the Fall semester
- Attends all online regional meetings relevant to position
- Creates and heads bidding committee in the Fall for Regional Leadership Conference and in the Spring for the Regional Business Conference

#### **Director of Internal Affairs:**

- Drafts the annual RCA budget
- Maintains oversight of RCA accounts
- Provides finance updates as needed
- Produces weekly Executive Board & General Assembly minutes
- 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 Life and Housing 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 Involvement and Leadership
- Maintain RCA email account and website updates

#### **Director of Public Relations:**

- Meets with university personnel to discuss residential student feedback
- Attends all Dining Advisory Board meetings or delegates another Executive Board Member to attend in their place
- 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, publicity, etc.
- Administrates and monitors all RCA social media (Facebook, Twitter, etc.)
- Seeks collaboration opportunities with outside organizations and university departments

#### **Director of Residential Activities:**

- Organizes and facilitates weekend events and programs
  - Become a Certified Event Planner
  - Register events in Engage accordance with the Office of Student Involvement and Leadership policies and guidelines
  - Meet with necessary departments, organizations, and vendors
  - Reserves all necessary spaces
  - Coordinates volunteers for events
- Creates and maintains an attendance policy for weekend events
- Administrates and monitors the RCA Engage page in accordance with the Office of Student Activities

#### **Duties for All Positions:**

- Attend weekly E-Board meetings
- Attend General Assembly Meetings
- Attend monthly Professional Development meetings
- Meet with Advisor biweekly



- Hold at least 4 office hours weekly
- Attend and support assigned Residential Organization under the RCA umbrella (Community Council, NRHH, AARC)
- Create and present community initiative resolutions as needed for the Community Councils to review and vote on
- Each RCA position is required to attend and
  - Take Off
  - Boogie on the Bricks
  - Casino Night
  - Nightmare on Springwood Lane
  - Live Band Karaoke
  - Movie Nights
  - RCA Gives Back Events