The Residential Community Association Presents:
RCA Executive Board Elections!

Attention Residents:

My name is Shantelle Binfet and I am the Vice President for the Residential Community Association. I want to offer you a chance to become a Residential Student Leader! RCA has six 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 February 12th at the RCA Office in the Student Organization Complex 029C or electronically to binfet.2@wright.edu. 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 at binfet.2@wright.edu. I look forward to seeing many qualified applicants!

Residential Regards,

Shantelle Binfet
Vice President
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 3.0 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 Executive Board members must have been affiliated with the organization for at least one academic term by the time of assuming the position, with the exception of the National Communications Coordinator in Training.
   a. 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.

Requirements

A. A Completed Election packet for all Executive Board positions include:
   a. A cover page that includes the position for which the candidate is applying
   b. A completed application form
   c. A cover letter outlining interest and qualifications for the position
   d. An intentional goals list explaining what the candidate wishes to accomplish and how, specific to RCA
   e. A resume containing information relevant to the position, for which the candidate is applying
   f. 2 Evaluation Forms
      i. Only one of the two evaluation forms may be filled out by someone associated with Residence Life and Housing
      ii. No current RCA Executive Board member may fill out an evaluation form

Timeline for Elections

• February 12th Applications due
• February 14th Interviews
• February 21st Voting

*Notice*

• Please turn in your completed application by February 12th to the RCA Office (located in the Student Organization Complex 029C) or email it to walterbusch.4@wright.edu
• 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!
  o General Assembly meetings are Tuesdays at 8pm in 205 SSC
  o Executive Board meetings are bi-weekly on Sundays at 8pm in the Emerald Room (SU)
• All references or recommendations must come from an Employer, Advisor, or Professor/Teacher.
• If your GPA drops below a 3.0 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
- 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 and facilitates 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
  - 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 of 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
- Oversee National Communications Coordinator in Training (NCC-IT) position in the Fall semester
  - Organize elections
  - Train to take over NCC position
  - Mentor
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
- 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 Activities

Director of Public Relations:
- Updates and maintains the RCA web-page
- Meets with university personnel to discuss residential student feedback
- Meets with the Director of Residence Services and other administrators as needed
- Attends all Dinning Services 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)
- Attends House of Representative meetings in accordance with the Office of Student Activities or delegates another Executive Board Member to attend in their place
- Seeks collaboration opportunities with outside organizations and university departments
- Serve as the Assistant to the SWAT Chair

Director of Residential Activities:
- Chair of Student Weekend Activities Team (SWAT) discussions
  - Attends NACA conference(s) or delegates another Executive Board Member to attend in their place
- Organizes and facilitates SWAT events and 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
- Participates in weekly meetings with the RCA SWAT Advisor(s)
- Creates and maintains an attendance policy for SWAT events
- Administrates and monitors the RCA OrgSync page in accordance with the Office of Student Activities

Collateral
Each RCA position is required to participate in collateral duties in addition to those stated above. The collaterals are as follows:
- Paint the Pit
- Boogie on the Bricks
- Nightmare on Springwood Lane
- Casino Night
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 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 (3.0 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

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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:

- Honest
- Open-minded
- High level of initiative
- Solution Oriented
- Willing to Learn
- Committed to diversity
- Dependable
- Dedicated
- Organized
- Mature
- Creative
- Strong Leader
- Excellent Communication Skills
- Good Critical Thinking Skills
- Resourceful
- Autonomous
- Excellent Administrative Skills
- Cooperative
- Flexible
- Professional
- Observant
- Able to accept constructive feedback
- Hard Worker
- Resourceful

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.
Wright State University
Residential Community Association Executive Board
Reference Form

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Solution Oriented Willing to Learn    Committed to diversity
Dependable      Dedicated               Organized
Mature          Creative              Strong Leader
Excellent Communication Skills Good Critical Thinking Skills Resourceful
Autonomous      Excellent Administrative Skills Cooperative
Flexible        Professional           Observant
Able to accept constructive feedback Hard Worker Resourceful

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