The Residential Community Association Presents:
RCA Executive Board Elections!

Attention Residents:

My name is Katy McClelland and I am the Vice President for the Residential Community Association. I want to offer you a chance to become a Residential Student Leader!

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 March 9th electronically to mcclelland.21@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 mcclelland.21@wright.edu. I look forward to seeing many qualified applicants!

Residential Regards,

*Katy McClelland*
Vice President
Residential Community Association
029C Student Union
Wright State University

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**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.
- 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.

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

**Timeline for Elections**
- **March 9th** Applications due
- **March 11th** Candidate Speeches at General Assembly Meeting
- **March 18th** Voting at General Assembly Meeting

*Notice*
- Please turn in your completed application by **March 9th** by email it to mcclelland.21@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!
  - General Assembly meetings are bi-weekly **Wednesdays at 8pm** in 205 SSC
  - Executive Board meetings are bi-weekly on **Wednesdays at 8pm** in 205 SSC
  - These meetings times are subject to change each semester based on Executive Board academic schedules
- All references or recommendations must come from an Employer, Advisor, or Professor/Teacher.
- 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.

**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
- Overseer 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
- 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
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 application).

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 (2.5 GPA or higher), I will not be considered as a candidate.

Signature:

Date:
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.

<table>
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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.

Error! Reference source not found.

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 or email RCA Advisor: lisa.eizenga@wright.edu
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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