



Residence Hall Association
LOYOLA UNIVERSITY MARYLAND

EXECUTIVE BOARD ELECTIONS PACKET

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2019-2020 EXECUTIVE BOARD

ELECTIONS PROCESS TIMELINE

Applications Available <i>Available through Email</i>	Wednesday, March 27th
Candidate Declaration Form Due	Friday, April 5th by 11:59 pm EST
Email Confirmation of Eligibility	Sunday, April 7th by 7:15 pm EST
Presentations and Elections	Sunday, April 14th at 7:30 pm EST

CANDIDATE ELIGIBILITY REQUIREMENTS

All Executive Board members (Officers) of RHA must be in compliance with the following requirements prior to, at the time of, and throughout his/her election/appointment and term of office:

- Full-time undergraduate students who currently reside in Loyola University Maryland housing options.
- Be in good student conduct standing with the University as determined by the RHA Advisor and maintain a minimum GPA of 2.5.
- Must serve for the entire academic year, unless a junior who is studying abroad meets the protocols set in the RHA Constitution.
- The Executive President must have served on the RHA Full Board for at least one academic year prior to being elected.

ELECTIONS PROCESS OVERVIEW

1. Submit the following documents by Friday, April 5th by 11:59 pm EST to rha@loyola.edu and the RHA Advisor at ashill@loyola.edu.
 - a. [Candidate Declaration Form](#)
 - i. Be sure to review and follow step by step.
 - b. Letter of Intent
 - i. Your letter of intent serves as your rationale and platform for why you should be elected. It may answer questions such as what motivated you to apply, how you plan to uphold RHA's mission and values, and what goal you hope to accomplish in the position. You may also wish to address personal characteristics such as qualities you possess and demonstrate, your understanding of community building, your philosophy on leadership, and/or issues for which you hope to advocate. Your letter may also provide a rationale for your position rankings. A 2-3 page (or equivalent format) letter should suffice. You may address your letter of intent to the RHA Full Board.
 - c. Resume
 - i. The résumé should include all pertinent information including a list of any extracurricular activities in which you have been or are currently a member of (please list office held or committee participation) and any relevant work experience or internships. If you need assistance in drafting a resume, the Career Center is available for consultation.
2. Prepare your (maximum) six (6) minute presentation (speech or PowerPoint presentation):
 - a. If you are running for President, your presentation will take place first on Sunday, April 14th.
 - b. If you are running for any other position, your presentation will take place following Presidential presentations on Sunday, April 14th.

EXECUTIVE BOARD ELECTIONS COMMITTEE

- RHA Executive and Full Board Members
- Abbas Hill, RHA Advisor

PRESENTATIONS

Presentations will take place Sunday, April 14th, starting at 7:30 pm EST. Times will be given after candidate application forms are submitted, reviewed, and confirmed for eligibility.

What should be included in a presentation?

Your presentation is an opportunity for you to showcase your qualifications and enthusiasm for the position in which you are applying. Below are some points that you can talk about during your presentation. You are not limited to these, or required to talk about each part:

- Share some basic information about you.
 - Where are you from?
 - What's your major?
 - What's your class rank?
 - When do you graduate?
- Share your experiences.
 - What organizations have you been a part of?
 - What positions have you held?
 - What skills and abilities do you possess?
- Illustrate/explain how you will apply your experience, skills, and abilities to the position you are bidding for.
- Share your goals.
 - What are your goals for the position, the organization, and/or the community?
 - How will you work to accomplish those goals?

Your presentation can be purely verbal where you read from note cards or it can be done with the help of a PowerPoint presentation. **Presentations may only be six (6) minutes long (time is not extendable).**

What happens after the presentation?

After the presentation, the General Assembly will ask you questions about your presentation and you will have an opportunity to answer those questions. The question and answer session lasts for five (5) minutes (**time is extendable**). After the question and answer session has concluded, you will be asked to leave the room until a successful vote has been reached for the position in which you are applying. After a successful vote has been reached, you will be allowed to re-enter the boardroom.

Please email questions about Executive Board Elections process to Amanda Stankiewicz, RHA Executive President, at aestankiewicz@loyola.edu or Abbas Hill, RHA Advisor, at ashill@loyola.edu.



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Executive Board Elections Procedures

EXECUTIVE BOARD ELECTIONS PROCEDURES

- I. The Executive President and Advisor should coordinate executive Board elections. Should the Executive President be seeking re-election to the Executive Presidency or other Executive Board office, a Vice President who is not a candidate may oversee the process with preference given to the Vice President for Policy.
- II. All candidates for any executive position will be required to fill out a candidate declaration form.
- III. Candidate declaration forms will be sent to the entire campus community during March.
- IV. Elections night should occur at least three weeks before the last day of classes.
- V. Candidates will present platforms to the Full Board for no more than six (6) minutes each.
- VI. A question and answer period for a specific position will follow for no more than five (5) minutes, but this may be extended with a motion and a second.
- VII. After all presentations for each respective position, the Full Board may discuss for five (5) minutes, extended with a motion and a second, and vote by ballot, with a quorum of 50%.
- VIII. An incumbent on the Full Board cannot vote for the position for which they are running.
- IX. In the event that no candidate receives a majority vote, the two candidates with the most votes will be selected and another ballot between those two candidates will occur.
- X. In the event of a tie, the Full Board may re-enter discussion or call back the candidates for additional questions before re-voting.
- XI. A candidate can run for a subsequent position in the event the candidate loses an election.
- XII. Elections should begin with Executive President, the three Vice Presidents, and followed by the remaining positions. Specific orders can be dependent on position interest and number of candidates and may be determined by the Advisor.



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Executive Board Position Descriptions

The RHA Executive Board shall be (in order of succession) The Executive Board of the Residence Hall Association shall consist of a President, Vice President for Policy, Vice President for Social Affairs, Vice President for Administration, Treasurer, Director of Public Relations, Historian, National Communications Coordinator, Resident Assistant Liaisons, and Diversity Chair.

EXECUTIVE PRESIDENT

- i. Provide the overall direction and leadership to the Residence Hall Association.
- ii. Serve as the official spokesperson for the Residence Hall Association and all resident students at Loyola University Maryland.
- iii. Oversee the Executive Board of the Residence Hall Association.
- iv. Call and chair all General Assembly and Executive and Full Board Meetings.
- v. Prepare the agenda for every General Assembly and Executive and Full Board Meeting.
- vi. Meet weekly with the RHA Advisor, and Assistant Director appointed by Student Life.
- vii. Advise Area Presidents and Vice Presidents.
- viii. Assist the Vice President for Social Affairs with organizing and planning campus-wide events.
- viii. In coordination with the Vice President for Policy, assist the Office of Student Life with:
 - i. Gathering student perspectives and feedback on new policies or policy matters;
 - ii. Expressing concerns voiced by resident students;
 - iii. Holding a standing meeting with the Director of Student Life each month.
- ix. Create ad hoc committees as necessary.
- x. Delegate responsibilities in order to achieve the mission and goals of RHA.
- xi. Help board members effectively achieve their duties by being a resource and support.
- xii. Execute and uphold all provisions of the RHA Constitution.
- xiii. Draft an end-of-year report, recapping areas of organizational and personal excellence, and improvement that can be made in the coming year.
- xiv. May live on campus the summer prior to the academic year of their term to prepare for the coming year. All residential costs will be paid for by Student Life. This benefit may be passed on to another Executive Board member should the Executive President be unable to fulfill the summer role.
- xv. May not vote except in the event of a tie.

VICE PRESIDENT FOR POLICY

- i. Serve as the Executive President's chief officer on all policy matters. This includes, but is not limited to, Student Code of Conduct, the housing lottery, campus security, technology services, laundry services, campus dining, and transportation.
- ii. In conjunction with the President, plan Executive and Full Board Trainings, leadership development training, and retreats.
- iii. Chair the Policy Committee, which is comprised of one President or Vice President from each residential area.
- iv. Address resident student concerns to the Director of Student Life through the Executive President.
- v. In coordination with the Executive President, assist the Office of Student Life with:
 - iii. Gathering student perspectives and feedback on new policies or policy matters
 - iv. Expressing concerns voiced by resident students.
 - v. Attending meetings as needed with the Director of Student Life each month.
- vi. Assist Area Leadership Teams in solving internal problems and concerns.
- vii. Maintain the Constitution and Bylaws of the Residence Hall Association.
- viii. Serve as parliamentarian, being knowledgeable of the Residence Hall Association Constitution Roberts *Rules of Order* and answering any questions related to the constitution parliamentary procedures.
- ix. Draft an end-of-year report, recapping areas of organizational and personal excellence, and improvement that can be made in the coming year.

- x. Keep RHA affiliated and in good standing with NACURH (National Association of the College and University Residence Halls) and CAACURH (Central Atlantic Association of the College and University Residence Halls)
- xi. Utilize NACURH and CAACURH resources in order to improve residential life at Loyola University Maryland.
- xii. Organize and lead delegations to NACURH, CAACURH, and CAACURH No-Frills conferences.
- xiii. Re-affiliate RHA with NACURH annually.
- xiv. Complete other duties as assigned by the Executive Board.

VICE PRESIDENT FOR SOCIAL AFFAIRS

- i. Serve as the Executive President's chief officer on all social programming matters.
- ii. Create and maintain a calendar of campus-wide RHA sponsored events for the academic year.
- iii. Uphold the responsibility of planning and execution of all major social events sponsored by RHA.
- iv. Coordinate with the Treasurer and Vice President for Administration while also having the ability to delegate to other members of the Executive Board.
- v. Coordinate all advertising and publicity for major RHA events with the Vice President for Administration and Director of Public Relations.
- vi. Serve as a support and guidance for Area Presidents when planning area events.
- vii. Complete other duties as assigned by the Executive Board.
- viii. Draft an end-of-year report, recapping areas of organizational and personal excellence, and improvements that can be made in the coming year.

VICE PRESIDENT FOR ADMINISTRATION

- i. Represent RHA to all outside vendors and companies.
- ii. Serve as the coordinator of logistical and administrative functions for RHA by connecting the Treasurer, Historian, and Director of Public Relations.
- iii. Coordinate the administrative branch of RHA to support social and policy committees.
- iv. Coordinate room reservations for all meetings.
- v. Coordinate with the Treasurer the negotiation of contracts and services, while also having the ability to delegate to other members of the Executive Board.
- vi. Coordinate with the Director of Public Relations regarding all advertising and publicity for RHA events.
- vii. Coordinate with the Office of Student Life, both administrators and graduate assistants, when planning RHA annual events.
- viii. Maintain a binder of all paperwork from the academic year. This includes agendas, training materials, event report forms, and other pertinent correspondence.
- ix. Assist the Executive President and Executive Board members with tasks as necessary.
- x. Draft an end-of-year report, recapping areas of organizational and personal excellence, and improvement that can be made in the coming year.

TREASURER

- i. Serve as the chief financial officer for the Residence Hall Association.
- ii. Maintain overall responsibility for the financial management of both the Executive Board and Area Leadership Teams.
- iii. Meet with the Advisor to discuss the budget within the first month of the first semester of the academic year.
- iv. Maintain accurate and detailed records within the treasury of all deposits, expenditures, receipts, and fund request forms.
- v. Provide budget reports to the Executive and Full Boards.
- vi. Review with the Advisor all fund requests from campus clubs and organizations.
- vii. Draft the end-of-year financial report.

DIRECTOR OF PUBLIC RELATIONS

- i. Envision of the overarching idea, planning, and execution for all electronic public relations activities the Executive Board undertakes.
- ii. Work closely with the Executive President, Vice President for Social Affairs, and Vice President of Administration to publicize and create awareness of all major campus wide events, as well as the goals and purpose of RHA.
- iii. Maintain social media accounts, including but not limited to, the RHA Facebook page and Twitter account.
- iv. Responsible for maintaining the Loyola RHA webpage.
- v. Coordinate the Activities Fair Table (Fall) along with the Vice President for Administration.
- vi. Provide support and guidance to Area Leadership Teams when advertising area events.
- vii. Complete other duties assigned by the Executive Board.
- viii. Draft an end-of-year report, recapping areas of organizational and personal excellence, and improvement that can be made in the coming year.

HISTORIAN

- i. Take minutes of General Assembly and Executive Board meetings.
- ii. Keep accurate attendance records of General Assembly and Executive Board meetings.
- iii. Report and distribute minutes via email, no later than five (5) days following the respective meeting.
- iv. Create the standards and process for Executive Board members and Area Presidents/Vice Presidents to complete their end-of-year reports and archive them accordingly.
- v. Oversee the collection of documentation of processes and programs including notes, photos, feedback, etc. to be passed down to the next year's boards.
- vi. Create and maintain archives both digital and physical of RHA records.
- vii. Be knowledgeable on existing historical resources in order to be able to provide chronological advice from years past.

NATIONAL COMMUNICATIONS COORDINATOR

- i. Keep RHA affiliated and in good standing with National Association of the College and University Residence Halls (NACURH) and Central Atlantic Association of the College and University Residence Halls (CAACURH)
- ii. Manage an NCCLoyolaMD@loyola.edu e-mail account.
- iii. Maintain Loyola University Maryland's RHA connected with the CAACURH board by attending monthly VOOM (video) conference chats and having a one-on-one video chat with the CAACURH Director
- iv. Connect to CAACURH by joining the CAACURH NCC Facebook page.
- v. Communicate information discussed in VOOM (video) conferences, on the Facebook page, and information provided in e-mails from the CAACURH Director to the Executive and Full Board.
- vi. Attend NACURH, CAACURH, and No-Frills conferences, if Loyola University Maryland has the ability to, and be the representative voice for Loyola University Maryland
- vii. Manage and provide information to representative delegates that attend the conferences
- viii. Delegate tasks to delegations or Full Board that need to be completed for the conferences
- ix. Utilize NACURH and CAACURH as resources in order to improve residential life at Loyola University Maryland
- x. Re-affiliate RHA with NACURH and CAACURH annually by submitting required forms that will be provided (ex. RFI form)
- xi. Collaborate with the NCC-IT and delegate tasks to the NCC-IT to help fulfill the duties of NCC.
- xii. Provide a "Transition Letter" with resources, support, and information for the next NCC, which will be the NCC-IT
- xiii. Provide the NCC-IT with appropriate guidance, resources and information throughout the term
- xiv. Complete other duties as assigned by the Executive Board
- xv. In the event the NCC position does not get filled, the duties of the NCC will fall under the VP for Policy's duties to be fulfilled.

DIVERSITY CHAIR

- i. The role of the Diversity Chair is to help incorporate diverse perspectives and ideas into RHA's agenda to enhance the welcoming and inclusive atmosphere RHA strives to sustain.
- ii. These diverse perspectives include but are not restricted to the identification of age, gender, race, ethnicity, sexual orientation, religion, disability, economic status, personality, and academics.
- iii. Responsibilities include reaching out to clubs, organizations, and other groups to gain insight and communicate any issues or concerns to the full and executive board to discuss possible action.
 - i. Possible issues may include housing, residential life, and events within the halls that are centered around lack of feeling included, possible stigmas and stereotypes, lack of opportunity and similar themes.
- iv. Will meet with area ALT's at the beginning of each semester to communicate to members about RHA's mission to promote diversity through events and representation.
- v. Complete other duties as assigned by the Executive Board.
- vi. Draft end-of- Semester reports, recapping areas of organizational and personal excellence, and improvement that can be made in the coming year.
- vii. Draft a transitional letter for the next Diversity Chair.

RESIDENT ASSISTANT LIAISONS

- i. This position must be filled by two Resident Assistants.
- ii. Serve as liaisons between RHA and the Resident Assistant staff.
- iii. Work closely with RHA regarding the role between Resident Assistants and the Residence Hall Association to promote a strong community and high-quality of life within the residence halls.
- iv. One RA Liaison should serve on the Social Committee;
- v. One RA Liaison should serve on the Policy Committee;
- vi. Complete other duties as assigned by the Executive Board.
- vii. Draft an end-of-year report, recapping areas of organizational and personal excellence, and improvement that can be made in the coming year.