

## Executive Board Positions

### President

The **President** shall present effective communication skills with other group members, create an inclusive environment, initiate and run weekly RHA meetings, oversee the responsibilities of other board and general members, send emails to members regarding RHA information and meetings, create meeting agenda, lead the group by example and create tasks and responsibilities, work closely with the adviser(s) of RHA to make sure that all tasks are complete, and serve as a primary representative of RHA.

### Vice President

The **Vice President** shall schedule and implement residential life events while working with other RHA members, fill in for the President if he/she is unable to attend meetings, create committees, chairperson for events and programs, program sign-in sheets for each event, evaluation of programs at the next meeting, lead the group by example, and create tasks and responsibilities.

### Secretary

The **Secretary** shall be responsible for taking minutes and notes for RHA meetings and events, store and organize pertinent documents for future reference, and support RHA in organizational and administrative duties.

### Marketing & Technology Committee Co-Chairs

The **Marketing & Technology Co-Chairs** shall be responsible for creating, designing, overseeing, and updating all marketing related materials. This includes but is not limited to the RHA website, social medias (i.e. Facebook, Twitter, YouTube, IG, etc.), professional program/event advertising, and residents? RHA organization awareness mediums (i.e. fliers, emails, posters, pamphlets).

### Programming Committee Co-Chair

The **Programming Committee Co-Chairs** shall be responsible for creating, facilitating, and executing the programs of RHA. This includes but is not limited to soliciting ideas, organizing volunteer shifts, and coordinating day-of logistics. The chairs will work collaboratively closely with Finance Chair and Marketing to implement programs effectively.

### Finance Chair

The **Finance Chair** shall be responsible for managing and tracking the RHA budget, help manage the purchasing process, and assist with other financial duties of the organization and events.

## **National Communications Coordinator**

The **National Communication Coordinator (NCC)** shall be responsible for exploring and advancing affiliation efforts with the National Association of College and University Residence Halls (NACURH) and the Pacific Association of College and University Residence Halls (PACURH) and coordinate outreach and communication efforts with constituent groups on and off campus (Community Councils, Resident Assistants, etc.).

Student Housing Services is a program of the University of Hawai'i at Mānoa

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