

Hall Government Election/APAC Interest Packet 2018-19

Dear Hall Government/APAC Candidates,

Welcome! My name is Eva Batenhorst and I am the Resident Hall Association Vice President. I hope that you had a great summer and that you are as excited about this year as I am. The Residence Hall Association (RHA) is grateful for your interest in a Hall Government or Arbor Park Activities Committee (APAC) position. Hall Government and APAC are great ways to make friends and develop leadership skills that are pertinent to not only your future but character as well. In this packet you will find an application, the requirements for holding office, campaign guidelines, important dates for candidates, a description of RHA, and job descriptions for the available position titles. Please read through this packet carefully to be sure that you qualify.

I hope this information will help in clarifying any questions you may have, but if there is anything else you need or questions you have, please feel free to contact me at ebatenhorst16@wou.edu or your Advising Resident Assistant (ARA). Thanks again for your interest in Hall Government and APAC. We hope to see your bright, shiny faces in the year to come and are excited to improve Residence Hall life with you!

I wish you the best of luck,

Eva Batenhorst

Vice President



Residence Hall
Association

REQUIREMENTS TO RUN FOR OFFICE

1. Live in the residence hall system during the election and while holding office.
2. Be currently registered for at least 12 credit hours (full-time student).
3. Have a GPA of 2.5 or above
4. Attend Leadership on Sunday, October 7th.

CAMPAIGN GUIDELINES

CAMPAIGNING

1. Campaigning may only take place in the residence hall in which you live. No campaigning is allowed in Valsetz, the RSC, or any parking lot.
2. Co-campaigning (grouping up with another person for elections) and campaigning from door-to-door are NOT allowed.
3. Discourteous comments, written or verbal, about opponents or other candidates are strictly against the rules.
4. All campaign materials must be removed within 24 hours after the campaign period is ended.
5. More information is available in the RHA Office located in the Residential Service Center (RSC).

POSTERS

1. Candidates may create 8.5" x 11" flyers to be posted in their residence hall. Posters must be appropriate and may be taken down at any time.
2. Candidates may hang ONE 3' x 3' poster in their residence hall. Posters hung in residence halls must be approved by the individual Resident Director/Area Director. The Resident Director/Area Director will identify the area where campaign posters will be hung within their individual buildings. Any tape residue, holes, or damage to painted surfaces will result in damage charges.
3. Posters improperly posted will be removed immediately by the Office of University Housing or campus dining personnel, and the name of the candidate will be reported to the RHA VP and ARA of their respective building.

CHALK

1. The use of chalk or any other markings on sidewalk, courtyards, bricks, or walls is PROHIBITED anywhere on campus.

COMPLIANCE

1. Failure to read and comply with the guidelines above may result in a warning or can lead to an immediate dismissal from candidacy.

HALL GOVERNMENT/APAC TIMELINE

2018-2019 Academic Year



Residence Hall
Association

September 16 th	Applications Available
September 17 th – Sept 28 th	Recruitment of Candidates
September 28 th	Applications Due on RoomPact (Due by 5pm)
September 28 th - Oct. 2 nd	Campaigning – Hall Gov. Only (Ends at 5pm) <i>campaigning may begin once an email is received from your ARA</i>
October 2 nd – 3 rd	Elections in Each Hall – Hall Gov. Only (Completed by 9:00pm)
October 3 rd	Announcement of Elected Members
October 3 rd or 4 th	Meeting with All Elected Members
October 7 th	Leadershop

Hall Government Officer Responsibilities

1. Common Responsibilities

- Establish and work towards goals and objectives
- Voice student opinions and concerns in a positive and professional manner
- Develop and maintain a positive attitude toward position
- Work as a team with other Hall Government members
- Publicize for Hall Government
- Have one-on-ones with Hall Government Advisor as necessary
- Take on additional tasks and responsibilities as needed including but not limited to all-hall programs, group meetings with position constituents, etc.
- Submit three “Of The Month” nominations to NRHH each term
- Attend all Hall Government meetings

2. President

- Meet once monthly in one-on-ones with Hall Government members
- Meet with the RHA President three times a term
- Meet weekly with Hall Government Advisor
- Call and conduct Hall Government meetings
- Develop meeting agendas
- Interpret Hall Government constitution
- Plan and implement executive officer training and retreats with Hall Government Advisor
- Attend all RHA General Assembly meetings
- Assess officer progress
- Oversee all Hall Government committees
- Keep open communication with Hall Government and Hall Government Advisor
- Attend one RHA Executive Board meeting per month

3. Vice President

- Meet once monthly with Hall Government President in one-on-ones
- Meet with the RHA Vice President at least once a term
- Attend all RHA General Assembly meetings
- Serve as a liaison between corresponding Hall Government and RHA General Assembly
- Inform respective halls of RHA General Assembly business
- Call and conduct Hall Government meetings in the absence of the Hall Government President
- Attend NRHH Business meetings or meet with an NRHH Executive Board member or the NCC if unable to attend once a month.
- Coordinate Of The Month’s submissions from the hall each month
- Coordinate and publicize the application and selection process for vacant positions

4. Activities Director (2)

- Common Responsibilities
 - Meet once monthly with Hall Government President in one-on-ones
 - Meet with RHA Programming Coordinator at least once a term
 - Attend General Assembly meetings twice a term or meet with the RHA Programming Coordinator if unable to attend
 - Write and submit program evaluations for “Hall of the Year” points
 - Organize and implement at least one program per term with the assistance of the Hall Government and other Activities Director which is social and larger in scale
 - Discuss programming with other Hall Governments to decrease program overlap and to increase co-programming
- Social Activities Director

- Attend a meeting of a programming organization who focuses on social programs not otherwise listed under other officers' duties once a month. Organizations include but are not limited to: SAB, Triangle Alliance
- Plan and implement one active program and one passive program per term centered on one of the core values of Community, Inclusion and Communication.
- Work to build community through programming
- Educational Activities Director
 - Attend a meeting of a programming organization who focuses on educational programs not otherwise listed under other officers' duties once a month. Organizations include but are not limited to: MSU, Green Team, Triangle Alliance
 - Plan and implement one active program and one passive program per term centered around one of the following core values: Wellness, Support, Sustainability, and Learning.
 - Work to help educate residents through programming

5. Treasurer

- Meet once monthly with Hall Government President in one-on-ones
- Meet with RHA Finance Director at least once a term
- Meet weekly with Social Accounts Bookkeeper in the Office of University Housing
- Attend General Assembly meetings twice a term or meet with the RHA Finance Director if unable to attend a meeting
- Meet with Hall Government Advisor as needed to update budget
- Maintain accurate financial records for hall
- Responsible for filling out and acquiring signatures for requisition forms
- Work in conjunction with RHA on other major yearly community service fundraisers

6. Secretary

- Meet once monthly with Hall Government President in one-on-ones
- Meet at least once a term with the RHA Secretary
- Attend General Assembly meetings twice a term or meet with the RHA Secretary if unable to attend a meeting
- Record minutes at every meeting and distribute them to Hall Government members and the RHA Secretary with 72 hours to have the minutes posted online
- Responsible for taking attendance at meetings
- Maintain an accurate filing system of all Hall Government documents (i.e.: agendas, minutes, all hall programs)

7. Historian

- Meet once a month with Hall Government President in one-on-ones
- Meet at least once a term with the RHA Publicist
- Attend General Assembly meetings twice a term or meet with the RHA Publicist if unable to attend a meeting
- Responsible for taking pictures of all programs and residents of their hall
- Puts together a hall scrapbook by the time of the UH-Mazing Student Awards Ceremony
- Responsible for all hall correspondences; i.e.: thank you notes, invitations, etc.
- Reserve all rooms and equipment for Hall Government sponsored programs
- Coordinate publicity for the hall

8. First Year General Assembly Representative

- Meet once monthly with Hall Government President in one-on-ones
- Meet at least once monthly with the RHA First Year Liaison
- Attend all RHA General Assembly meetings
- Be an active voice of the first year students at all Hall Government and General Assembly meetings

- Implement an all first year student program in coordination with other FYGARs and the RHA First Year Liaison twice per term
 - Serve as a liaison between corresponding Hall Government and RHA General Assembly if Vice President is unable to
9. Hall Representative **(Non-Elected Position – Anyone can be a Hall Rep.)**
- Attend Hall Government meetings
 - Promote and encourage attendance of Hall Government programs
10. Sustainability Advocate ***** (Only applicable to Ackerman) *****
- Attend all Ackerman Hall Government meetings
 - Attend RHA General Assembly meetings once a term or meet with RHA Programming Coordinator
 - Meet with RHA Programming Coordinator once a term
 - Meet twice a month with Ackerman Hall Government President
 - Attend a sustainability themed organization meeting once a term
 - Advocate for environmental awareness within the community of Ackerman Hall and be responsible for self-educating on related issues
 - Chair a committee organizing two sustainability themed programs per term
 - Write one Of the Month every month.

Arbor Park Activity Committee Responsibilities

1. Treasurer **(Selected by AD and ARA – Non-Elected Position)**
- One resident will be designated as the Treasurer who will
 - Meet bi-weekly with the UH Social Accounts Bookkeeper
 - Issue Requisition Forms
 - Maintain the Portal log for the APAC social accounts
 - Update the APAC on the status of social funds account
 - Meet termly with the RHA Finance Director
 - Intend to serve in the position for the entire academic year
2. General Members **(Non-Elected Position – Anyone can be a General Member)**
- The residents plan programs to fulfill the social and educational needs of Arbor Park residents
 - Attend RHA General Assembly, representing the APAC and fill a voting seat
 - The committee and advisors will designate one member to take minutes for every meeting