

September 20, 2009

Dear Hall Government Candidates,

Welcome to Western Oregon University! 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 position. As an out of state student, hall government was a great way for me to make friends, and develop leadership skills that are pertinent to being successful in the job market today. In this packet you will find an application, the requirements for holding office, campaign guidelines, important dates for candidates, a description of R.H.A, and job descriptions for the seven available position titles. Please read through this packet carefully to be sure that you qualify.

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. Maintain a cumulative GPA of 2.0 or above.
4. Attend Leadership on Saturday, October 10th.

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 the parking lot.
2. Co-campaigning 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 expires.
5. There is a grievance process for candidates to use if necessary. More information is available in the RHA Office or contact the VP of Internal Affairs.

POSTERS

1. Candidates may post 8.5" x 11" flyers within their residence hall. Resident Assistants (RAs) will hang and remove all campaign flyers in individual community areas
2. Candidates may hang one 3' x 3' poster in their residence hall. Posters hung in residence halls must be approved by the individual Area Coordinator. The Area Coordinator 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 University Residences or campus dining personnel and the name of the candidate will be reported to the VP of Internal Affairs and Advising RA of their respective building.

CHALK

1. The use of chalk or any other markings on sidewalk, courtyards, bricks, or walls is prohibited in the residential community

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.

I hope this will help in clarifying any questions you may have, but if there is anything else you need, please feel free to contact me at 8-8561 in the RHA office. Thanks again for your interest in Hall Government!

Good Luck*

And have a fantastic year!

Michelle Bright
RHA Vice President of Internal Affairs

HALL GOVERNMENT ELECTION TIMELINE 2009-2010 Academic Year



September 20	Applications Available
September 20-29	Recruitment of Candidates
September 29	Applications Due
September 29- October 6	Campaigning
October 6-7	Elections in Each Hall (completed by 9:00pm)
October 7th	Announcement of Elected Members
October 8th	Brief Meeting with All Elected Members
October 10th	Leadership

Hall Government Officer Responsibilities

Common Responsibilities

- A) Facilitate in establishing goals and objectives
- B) Voice student opinions and concerns in a positive and professional manner
- C) Develop and maintain a positive attitude toward position
- D) Work as a team with other hall Executive Council members
- E) Provide staff support
- F) Publicize for Hall Government

President

- A) Responsible to call and conduct Executive Council meetings
- B) Meet in twice monthly one-on-ones with Executive Council members
- C) Meet weekly with Advisor
- D) Develop meeting agendas
- E) Interpret Hall Government Constitution
- F) Plan and implement staff training and retreats with Advisor
- G) Attend all RHA General Assembly meetings
- H) Build leadership skills within assisting in planning and implementing leadership
- I) Assess officer progress
- J) Oversee all Hall Government committees
- K) Keep open communication with staff and Advisor
- L) Responsibilities are not limited to the above description. Duties include flexibility of the position and a willingness to take on additional tasks and obligations at any time
- M) Meet with the RHA President once a term

Vice President

- A) Attend all Executive Council meetings
- B) Attend all RHA General Assembly meetings
- C) Serve as a liaison between Executive Council and RHA General Assembly
- D) Meet semi-monthly with Hall Government President
- E) Call and conduct Executive Council meetings in the absence of the Hall Government President
- F) Inform residents of RHA General Assembly events
- G) Coordinate Of The Month's in hall
- H) Attend one NRHH Business meeting per month
- I) Coordinate the application and selection process for vacant positions
- J) Responsibilities are not limited to the above description. Duties include flexibility of the position and a willingness to take on additional tasks and obligations at any time.
- K) Meet with the RHA VPIA and VP/NCC once a term

Activities Director/Publicist

- A) Attend all Executive Council meetings
- B) Meet twice monthly with Hall Government President
- C) Meet with RHA Activities Director once a term
- D) Provide publicity for all Hall Government sponsored events
- E) Attend Student Activities Board meetings once monthly
- F) Write one Of The Month every month

- G) Publicize for vacant positions
- H) Responsibilities are not limited to the above description. Duties include flexibility of the position and a willingness to take on additional tasks and obligations at any time.
- I) Responsible for writing program evaluations for hall of the year points
- J) Attend GA meetings once a month

Treasurer

- A) Attend all Executive Council meetings
- B) Meet twice monthly with Hall Government President
- C) Meet weekly with Social Accounts Bookkeeper in the Office of University Residences
- D) Meet with RHA Administrative Finance Director once a term
- E) Meet with advisor as needed
- F) Maintain accurate financial records for hall
- G) Responsible for filling out and acquiring signatures for requisition forms
- H) Attend all budget committee meetings
- I) Work in conjunction with RHA on other major yearly community service fundraisers
- J) Responsibilities are not limited to the above description. Duties include flexibility of the position and a willingness to take on additional tasks and obligations at any time.
- K) Attend GA meetings once a month

Secretary

- A) Attend all Executive Council meetings
- B) Meet twice monthly with Hall Government President
- C) Type minutes at every meeting and post them weekly in the hall
- D) Responsible for taking attendance at meetings
- E) Maintain an accurate filing system of all Hall Government programs (i.e.: agendas, minutes, all hall programs)
- F) Write hall contribution for the RHA newsletter and have it to the RHA Secretary by the 1st of every month
- G) Responsibilities are not limited to the above description. Duties include flexibility of the position and a willingness to take on additional tasks and obligations at any time.
- H) Meet once a term with the RHA Secretary/Webmaster
- I) Attend GA meetings once a month

Historian

- A) Attend all Executive Council meetings
- B) Meet semi-monthly with Hall Government President
- C) Responsible for taking pictures of all programs and residents of their own hall
- D) Puts together a hall scrap book at the end of the year
- E) Responsible for all hall correspondences; i.e.: thank you notes, invitations, etc.
- F) Reserves all rooms for Hall Government sponsored programs
- G) Write one Of The Month every month
- H) Responsibilities are not limited to the above description. Duties include flexibility of the position and a willingness to take on additional tasks and obligations at any time.
- I) Attend GA meetings once a month

Freshman General Assembly Representative

September 20, 2009

- A) Attend all Executive Council meetings
- B) Attend all RHA General Assembly meetings
- C) Meet once monthly with Hall Government President
- D) Meet once monthly with the RHA Freshman Liaison
- E) Be an active voice of the freshmen at all Hall government and General Assembly meetings
- F) Write one Of The Month every month
- G) Responsibilities are not limited to the above description. Duties include flexibility of the position and a willingness to take on additional tasks and obligations at any time.

HALL GOVERNMENT

APPLICATION FOR OFFICE

Applications are due to be filed with the Area Coordinator or your Hall Government Advisor by 5:00 PM on Tuesday, September 29th. If you have any questions contact the RHA Office at 8-8561 OR your Advising Resident Assistant.

PRINTED NAME: _____

POSITION APPLYING FOR (List only one):

ROOM NUMBER: _____

RSC BOX NUMBER: _____ **V-NUMBER:** _____

CELL PHONE: _____ **EMAIL:** _____

YEAR IN SCHOOL: _____

CUMULATIVE GPA OR High School GPA: _____

Questions:

1. What is your definition of leadership?

2. What past experiences have you had as a leader in your community?

SIGNATURE: _____ **Date:** _____

***Please remember to turn in your application on time ☺**