

RSA Job Description: **President**

Description from by-laws

- Attend all specified Association meetings
- Oversee all Council operations.
- Work closely with the Council and it's Advisor(s).

Duties

Regular meetings

- Call and facilitate weekly Council meetings.
- Attend weekly General meetings.

Oversight

- Oversee the council's operations
- Provide feedback, motivation and support as necessary
- Hold representatives, delegates and other members involved with council operations accountable for their responsibilities
- Consult with the Council advisor as needed on council operations

Resident concerns

- Facilitate the Association serving as the voice of the residents in matters presented to the Council and the whole Association.
- Identifying issues affecting the residents. Acquire and assess background information, identify desired goal agreed upon by the Council or General Body (whichever appropriate) and take steps necessary to achieve desired goal.
- Maintain up to date background information, goals and status of issues being addressed on the Association web site.

Special Association committees

- Be prepared to serve on an Association committee
- Perform the work required
- Holding other committee members accountable for their work
- If designated, act as chair of the committee

Characteristics

- Strong organizational skills.
- Attention to detail and ability to see the big picture.
- Excellent time management skills.
- Ability to effectively communicate in a manner that is direct and respects the dignity of each person.
- Strong initiative
- Ability to hold others accountable for their responsibility, confronting issues as needed.
- Desire to develop the Council into an effective team, aware of the unique experiences each person brings.

RSA Job description: **Vice President of Administration**

Description from by-laws

- Attend all specified Association meetings
- Serve as acting Council President in the absence of the Council President.
- Coordinate the Of the Month's (OTMs) for the community.
- Work directly to address resident concerns presented to the Council.

Duties

Regular meetings

- Attend weekly Executive meetings and General meetings

Recognition

- Identify ways to recognize individuals in addition to the NACURH Of The Month (OTM) program
- Identify and recognize individuals who have made positive contributions to the quality of residence life within the community
- Submit at least one OTM a month related to contributions to the community

Council Operations

- Support the council in their operations.

Special Association committees

- Be prepared to serve on an Association committee
- Perform the work required
- Holding other committee members accountable for their work
- If designated, act as chair of the committee

Characteristics

- Strong organization skills.
- Receptive to the need to recognize people for contributions.
- Ability to hold others accountable for their responsibility, confronting issues as needed
- Desire to develop the Council into an effective team, aware of the unique experiences each person brings.

RSA Job description: **Programming Coordinator**

Description from by-laws

- Attend all specified Association meetings
- Coordinate programming efforts for the Council, focusing on community service, educational, and social programming.
- Carry out programming procedures as stipulated in the Association policies

Duties

Regular meetings

- Attend weekly Executive meetings and General meetings

Programming

- Act as the project manager for all major programs. Review status of associated tasks. Make necessary decisions and facilitate decision making by the Executive when appropriate.
- Create a project plan for each program. Project plans should outline each task involved, steps to complete task, due date and dependencies on other tasks.

Council Operations

- Support the council in their operations.

Special Association committees

- Be prepared to serve on an Association committee
- Perform the work required
- Holding other committee members accountable for their work
- If designated, act as chair of the committee

Characteristics

- Strong organization skills
- Attention to detail and ability to see the big picture
- Desire to plan and execute enjoyable and successful community service, educational and social programs
- Ability to hold others accountable for their responsibility, confronting issues as needed
- Desire to develop the Executive into an effective team, aware of the unique experiences each person brings.

RSA Job description: **Secretary**

Description from by-laws

- Attend all specified Association meetings
- Take minutes for all meetings and distribute to Council members in a timely manner.
- Keeping attendance at all meetings.
- Maintain a regular means of communication to the residents within the Council's scope.
- Administer the approval of minutes at the beginning of each meeting.

Duties

Regular Meetings

- Attend weekly Executive meetings and General meetings
- Maintain accurate minutes from Council Meetings.
- Record detailed minutes for each item on agenda at each meeting.
- Record attendance at each Council meeting. Address with Council as determined.
- Prepare minutes, organized in form of the agenda within 2 days of meeting
- Send minutes to Association Secretary to post on the Association web site.
- Email necessary individuals about minutes being posted.

Communications

- Facilitate advertising and information dissemination for the Council.
- Manage advertising for all major programming.

Council Operations

- Support the council in their operations.

Special Association committees

- Be prepared to serve on an Association committee
- Perform the work required
- Holding other committee members accountable for their work
- If designated, act as chair of the committee

Characteristics

- Strong organization skills.
- Ability to hold others accountable for their responsibility, confronting issues as needed
- Desire to develop the Council into an effective team, aware of the unique experiences each person brings.

RSA Job description: **Treasurer**

Description from by-laws

- Attend all specified Association meetings
- Work directly with Treasurer of the Association in order to carry out the financial affairs of the Association.

Duties

Regular Meetings

- Attend weekly Executive meetings and General meetings

Financial operations

- Facilitate transactions with the Council budget account.
- Maintain updated figures for transactions, categorized according to the approved Council budget.
- Acquire necessary co-sponsorship for Council programming, including contacting on-campus organizations, filling out required paperwork, attending organization meetings when possible, completing the transfer and providing necessary follow-up after program.
- Provide updates on the budget status to the Association Treasurer regularly.

Council operations

- Support the council in their operations.

Special Association committees

- Be prepared to serve on an Association committee
- Perform the work required
- Holding other committee members accountable for their work
- If designated, act as chair of the committee

Characteristics

- Strong organization skills
- Attention to detail and ability to see the big picture
- Desire to plan and execute enjoyable and successful community service, educational and social programs
- Ability to hold others accountable for their responsibility, confronting issues as needed
- Desire to develop the Executive into an effective team, aware of the unique experiences each person brings.