Residence Hall Council Application

Thank you for your interest in serving on the Residence Hall Council for the 2013-2014 academic year. Please complete the application and return the completed document to your RC by 5:00 pm on Wednesday, September 18, 2013. All candidates will be updated about their candidacy no later than 5:00 pm on Friday, September 20, 2013.

GENERAL INFORMATION

Name: ___________________________ Residence Hall: ____________

Cell Phone Number: ___________________________ Room #: _______________

Trinity Email: ___________________________ Classification: __________________

Position you are interested in running for (See position descriptions on the reverse side):

[ ] President [ ] Vice President

[ ] Secretary [ ] Treasurer

[ ] Floor Liaison

SHORT ANSWER (Please type your answers on a separate sheet of paper and attach them to this application)

1. What past experiences or current qualifications do you think can enable you in the role for which you are applying?
2. What do you hope to accomplish by being an executive officer of the Residence Hall Council?
3. In general, what other co-curricular, employment, or other non-academic time commitments do you have this academic year?

SIGNATURE VERIFICATION

By submitting this form as instructed above, I attest to the truthfulness of the information I have provided and acknowledge the following:

- I will work cooperatively with fellow RHC members to determine reasonable meeting times during the semester.
- I understand the duties of the position I am running for, as stated on the back of this page, and intend to fulfill them.
- I intend to reside in my residence hall through the end of the spring semester 2014.
- I understand that I must maintain a 2.0 cumulative grade point average throughout the academic year.
- I give permission to the advisors of the RHC to use any information on this form to verify its accuracy for the sole purpose of being considered for this position.

_________________________________________ Signature

_________________________________________ Date
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RESIDENCE HALL COUNCIL POSITION DESCRIPTIONS

The Residence Hall Council is the governing body of the residence hall students. RHC advocates for the needs and concerns of students in the development and implementation of residence hall policy, programs, and services. RHC sponsors programs and events of their own and may support other events at their discretion. The RHC Bylaws empowers the formation of councils in each residence hall. All executive board members must be in good standing with the university and maintain a minimum 2.00 cumulative grade point average while in office. Executive board members must be able to attend all regular meetings of the RHC.

The executive board of the RHC consists of the President, Vice President, Secretary, Treasurer, and Floor Liaisons. The roles and responsibilities of the available executive board positions are as stated below:

The duties of the President shall be to:
- Serve as the chief executive officer of the organization
- Preside at all meetings of the organization and prepare the agenda for the meetings
- Be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large
- Call all special meetings

The duties of the Vice President shall be to:
- Perform the duties of the President in her absence
- Supervise the activities of all committee chairs to plan a programming calendar for the academic year
- Organize and execute an assessment program for hall council and committee program meetings
- Organize on-going training/team building activities throughout each semester to develop the leadership skills of RHC leaders

The duties of the Secretary shall be to:
- Maintain accurate minutes/reports at each meeting
- Assist President with agenda preparation/print out agenda for each meeting
- Keep all minutes on file
- Type/print out materials for officers and committee members for meetings
- Email out minutes to members 48 hours after the last meeting
- Send out event reminders to council members

The duties of the Treasurer shall be to:
- Handle all financial affairs and budgeting for the organization, based on the established policies and procedures of Trinity Washington University
- Maintain all necessary accounting records, and prepare monthly financial reports for the membership. These records shall be maintained in accordance with generally accepted accounting principles.
- Maintain bank accounts in the organization’s name, requiring the signatures of the President, Treasurer, and Advisor for authorized disbursements.

The duties of the Floor Liaisons shall be to:
- Represent their respective floors in all executive meetings.
- Ensure that the needs of their floors are properly articulated and addressed.
- Solicit and promote the participation of their floor-mates in all residence hall events and activities.
- Perform other duties as assigned by the President and Vice President.