

## Guide:

Listed below are all of the currently described and available positions, but if none of these sound like something you are interested in, or you have your own idea for a position, then you can create it! Email [res-rhahcc@email.arizona.edu](mailto:res-rhahcc@email.arizona.edu) to let them know and they will add it to this list!

### Purpose of the positions:

We have specified positions in order to give every member of hall council who desires it access to a leadership position and a functioning role within the team. The idea is that if you know what your role is, then you will have a much easier time working within your group. There is always the option to be a general body member if you do not want a specific position but would rather have a more general one. You will still be able to do all of the things that any other position could do, but you won't have an assigned role. If you are not sure which one you want to pick a good start is to read through the position descriptions and get an idea of what they entail. Talk with your friends about which ones sound good, and then narrow it down from there. You are allowed to apply for up to three different positions, so you have lots of options!

### Available positions:

- President
- Vice President
- VP of Virtual Programming
- VP of Training and Development
- VP of Sustainability
- VP of Advocacy
- VP of Social Justice
- VP of NRHH Communications
- VP of Recognition
- VP of Service
- VP of Marketing
- Communications Coordinator
- VP of Social Marketing Relations
- VP of Membership and Recruitment
- VP of Finance
- Secretary
- VP of Procedure
- VP of Utilities/Equipment
- VP of Feedback and Evaluations
- VP of General Body Representation
- General Body

- \*Not an eboard position

- President

- The main role of this position is to coordinate HC activities
- They will also lead meetings in whatever fashion their hall council deems appropriate (some like to be more relaxed, others will want more structure, see "VP of Procedure" - they can help coordinate the organization of meetings if one is elected.)
- Each hall council has their own challenges and each president will have to take on the role of navigating those with the help of their HC buddies, other advisors, and their VP.
- They must attend all HC meetings unless prior notice is given. If they are unable to attend, the VP can take over running the meeting for them.
- The president will attend all GB meetings if no alternate is elected or able to attend for them (See "VP of General Body Representation")
- Will plan team bonding activities throughout the school year. The requirements for the number of team bonding activities will be determined before the school year begins.
- Will work with each position and General Body members to make sure that they are staying updated and functioning within the team.

- VP

- The right-hand human being who helps the president plan and run meetings, as well as is there as a support with all other coordination.
- They can fill in if the President has to be absent for a meeting, as well as help be in charge of any subcommittees that arise during planning.
- The VP is required to attend all HC meetings unless prior notice is given. If both the President and the VP are absent, then the VP of Procedure may fill in and run the meeting if one is elected.
- The VP can coordinate HC meeting structure with the President and help to create a presentation along with the VP of Procedure, if one is elected.
- The VP will also attend all GB meetings along with the President if they are available and no other party is elected to go for them. (Again, see "VP of General Body Representation")
- Will help President plan team bonding activities
- Will mainly support the President in their duties, but will also support all other positions and General Body members when necessary.
- Can take over for President if for any reason they have to resign mid-year until a new election is coordinated.

- VP of Virtual Programming

- The main role of this position is to be in charge of any programming that the hall council wants to plan.
- For the Fall 2020 semester, all programming will have to be virtual, but that doesn't have to stop the VP of Virtual Programming from coming up with some activities that can be done over Zoom or another virtual platform.
- The VP of Virtual Programming is required to attend all HC meetings unless prior notice is given.
- Their purpose at the meetings is to provide programming ideas and updates on current programs.
  - They can get feedback from the rest of the HC at this time.
- The VP of Virtual Programming may research and put together resources on virtual programming and help any other HC members with their plans for programming.
- They may attend GB meetings as a non-voting viewer, or they can fill in for the President, VP, or VP of General Body Representation as needed.
- Will work with the VP of Marketing, Communications Coordinator, and VP of Social Media Relations if any of these positions are elected to create advertising for programs
- Will work with VP of Sustainability, VP of Advocacy, VP of Service, and VP of Social Justice, if any are elected, to make sure that programs support RHA values.
- Will work with VP of NRHH Communications and VP of Recognition if either are elected to coordinate recognition within and for programs.
- Will work with the VP of Finance if elected to ensure programs are staying within the budget.
- Will work with VP of Training and Development if one is elected to help with programming workshops
- VP of Training and Development
  - The main role of this position is to create leadership development content for the hall council and residents
    - Their content may come in the form of researched resources and/or virtual programs and workshops
  - The VP of Training and Development is required to attend all HC meetings unless prior notice is given. If they cannot attend, then they still need to share any updates with the President so they can inform the HC
  - Their purpose at the HC meetings is to provide resource and program/workshop updates with the HC.
  - Will work with VP of Programming, VP of Marketing, VP of Social Media, Communications Coordinator, VP of Finance, and VP of Utilities/Equipment, if elected, to plan, promote, and organize workshops and leadership development within programs
  - Will work with VP of Sustainability, VP of Advocacy, and VP of Social Justice, if elected, to promote RHA values within workshops and trainings

- This position may take on other duties such as helping the President and/or Vice President plan team bonding activities, if necessary.
- They may attend GB meetings as a non-voting viewer, or they can fill in for the President, VP, or VP of General Body Representation as needed.
- VP of Sustainability (ECO Rep)
  - The main role of this position is to attend biweekly ECO Rep meetings and report back to the rest of the HC, as well as fulfill any duties assigned by the ECO Reps.
    - Should the frequency of the ECO Rep meetings change, this position's attendance and reporting will change accordingly
  - The duties for this position will be decided by the ECO Reps Directors, but likely will include sustainability programming and raising awareness about current sustainability challenges within the halls
  - The VP of Sustainability is required to attend all HC meetings unless prior notice is given. If they cannot attend, they must report any updates to the President before the meeting so they can disperse the information then.
  - The purpose of the VP of Sustainability at HC meeting is to advocate for sustainable practices in any program that the HC is planning, as well as suggest programming ideas revolving around sustainability.
  - The challenges assigned to this position will come in the form of advocating for sustainability to students without being able to do so physically
    - They will work with the VP of Programming and VP of Training and Development if elected to create sustainability-related programs and workshops.
    - They will work with the VP of Marketing, Communications Coordinator and VP of Social Media if elected to spread the news about ECO reps, sustainability, and their programs
    - They will work with the VP of Advocacy and VP of Social Justice if elected to make sure their programs are being inclusive and highlighting the intersection between social justice and sustainability.
    - They will work with VP of Finance and VP of Equipment if elected to gain supplies for programming
  - They may attend GB meetings as a non-voting viewer, or they can fill in for the President, VP, or VP of General Body Representation as needed.
- VP of Advocacy (ACT Rep)
  - The main purpose of this position is to attend biweekly ACT rep meetings and report back to the HC, as well as fulfilling any requirements of the ACT Rep program
    - Should the frequency of the ACT Rep meetings change, this position's attendance and reporting will change accordingly
  - The duties for this position are decided upon by the ACT Rep director, but will likely mainly include programming to spread awareness about advocacy within the halls

- The VP of Advocacy is required to attend all HC meetings unless prior notice is given.
  - They will give an update after each ACT rep meeting as well as ensure that all programming is kept inclusive and upholds the values of the RHA
- Will work with the VP of Programming and VP of Training and Development if elected to create inclusivity-centered programs and workshops to spread awareness about minorities and being advocates for social justice
- Will work with VP of Marketing, VP of Social Media, and Communications Coordinator if elected to advertise the ACT reps, their programs, and inclusivity within the halls
- Will work with VP of Sustainability and VP of Social Justice to ensure that inclusivity programs are staying inclusive and highlighting social justice in particular
- They may attend GB meetings as a non-voting viewer, or they can fill in for the President, VP, or VP of General Body Representation as needed.
- VP of Social Justice
  - The purpose of this position is to advocate for social justice within the HC
  - This person will be in charge of making sure that programs and workshops are staying inclusive to all minorities
  - They may also decide to put up marketing and social media posts to spread awareness about social justice, as well as creating resources for their dorms about what residents can do to actively play a part
  - The VP of Social Justice is required to attend all HC meetings unless prior notice is given
    - Their function within the meetings is to audit all ideas to make sure they are promoting social justice and inclusivity
  - Will work with the VP of Programming and VP of Training and Development, if elected to ensure that programs are promoting social justice, as well as plan programs to raise awareness
  - Will work with the VP of Marketing, VP of Social Media, and Communications Coordinator, if elected, to ensure that social justice resources are circulated throughout the hall, as well as advertise any programs they plan.
  - Will work with the VP of NRHH Communications, VP of Service, and VP of Recognition to ensure that recognition does not become prejudiced and that they are supporting minorities (when applicable) in service activities.
  - They may attend GB meetings as a non-voting viewer, or they can fill in for the President, VP, or VP of General Body Representation as needed.
- VP of NRHH Communications
  - The main role of this position is to attend NRHH meetings and report back to the rest of the HC.
  - Will provide biweekly updates on NRHH meetings within the HC meetings.

- The current frequency of NRHH meetings is biweekly, but if this changes, then the position will change accordingly
- The VP of NRHH Communications is required to attend all HC meetings unless prior notice is given. If they cannot attend any meeting, then they still must follow-up with whoever is running the meeting in order to make sure they have the updates by the time of the meeting, or at minimum by the following meeting.
- They may attend GB meetings as a non-voting viewer, or they can fill in for the President, VP, or VP of General Body Representation as needed.
- Will work with the VP of Recognition and VP of Service if either are elected to bring the values of the NRHH into the HC.
- Will work with VP of Marketing, VP of Social Media, VP of Membership and Recruitment, and Communications Coordinator if elected to help disperse NRHH information and recruitment to residents
- VP of Recognition
  - The main role of this position is to bring recognition to the HCs in conjunction with the NRHH
  - This position is not required to attend NRHH meetings, but it is strongly encouraged in order to gain knowledge and ideas for recognition
  - The VP of Recognition is required to attend all HC meetings unless prior notice is given.
  - They may present recognition at each HC meeting, biweekly, monthly, or at some other predictable interval as determined by the HC organizer or President
  - Will work with the VP of NRHH Communications, VP of Social Justice, and VP of Service, if elected, to ensure that all recognition is upholding the values of the NRHH and RHA
  - May wish to work with VP of Marketing, Communications Coordinator, and VP of Social Media, if elected, to promote Recognition throughout the halls
  - They may attend GB meetings as a non-voting viewer, or they can fill in for the President, VP, or VP of General Body Representation as needed.
- VP of Service
  - The main role of this position is to coordinate service projects for the HC in coordination with the NRHH
  - This position is also not required but strongly encouraged to attend NRHH meetings to get a good idea of what service projects to plan during the pandemic and get support
  - The VP of Service can create and help the HC execute various service projects throughout the year, the main challenge of which will be figuring out how to do things remotely.
  - They may attend GB meetings as a non-voting viewer, or they can fill in for the President, VP, or VP of General Body Representation as needed.

- VP of Marketing

- The main role of this position is to create and oversee the marketing materials to ensure they are professional and cohesive with both the HC and the RHA.
- They may oversee both physical and virtual marketing materials including social media unless a VP of Social Media Relations is elected, in which case they will be in charge solely of the physical marketing materials.
- The VP of Marketing is required to attend all HC meetings unless prior notice is given.
- They may present marketing to the eboard for comments at meetings if they would like, and also will have to keep informed of all of the events and initiatives being planned in order to start creating marketing for those.
- This person will work with all other positions in order to create marketing to advertise whatever events/workshops/programs/projects those positions are starting for the halls. More specific ways they are involved are included in each of the respective position's descriptions.
- Will have to work with the CDs and RAs in order to coordinate printing or acquiring any physical materials, which may be a time-consuming role in the case of creating materials.
  - If they want to put together a marketing subcommittee for marketing creation it will have to be 4 members or less (including themselves) and appropriate social distancing measures will have to be taken when creating marketing.

- Communications Coordinator

- The main role of this position is to find new and interesting ways to get information out to the residents and receive feedback (especially during social distancing, but also during in person years)
- They may coordinate with the CDs in creation of a newsletter to send out to the halls with an agreed upon frequency and format approved by the VP of Marketing, if elected.
- Will work with the VP of Social Media Relations, if elected, to come up with creative posts for social media.
- The Communications Coordinator is required to attend all HC meetings unless prior notice is given.
  - They will update the HC on any new feedback from residents as well as collect information to disperse to the residents
- Will work with the VP of Feedback and Evaluations, if elected, to get feedback from residents in creative ways.
- Will work with all of the other HC positions in order to ensure news of upcoming events and initiatives is being shared with the residents.
- They may attend GB meetings as a non-voting viewer, or they can fill in for the President, VP, or VP of General Body Representation as needed.

- VP of Social Media Relations
  - The main role of this position is to create posts for the hall's social media accounts
    - They will have to coordinate with their CD in order to gain access to the social media accounts. Hopefully the HCC can help this process run smoothly
  - The VP of Social Media Relations is required to attend all HC meetings unless prior notice is given
    - They will give updates on new posts and get new ideas for social media posts during the meetings
  - Will work with the VP of Marketing and Communications Coordinator, if elected, to create social media posts in coordination with any physical marketing and other forms of communication.
  - Will work with all other positions to create social media posts for any events/initiatives. More details outlined in those positional descriptions.
  - They may attend GB meetings as a non-voting viewer, or they can fill in for the President, VP, or VP of General Body Representation as needed.
- VP of Membership and Recruitment
  - The main role of this position is to find new ways of recruiting members, especially when it has to be primarily virtual
  - This person may want to work with the VP of Marketing, Communications Coordinator, and VP of Social Media, if elected, in order to create marketing materials for recruitment
  - This person will have to come up with new methods for member recruitment and retention during the school year, and especially toward the end of the Fall semester going into the Spring semester.
    - The process may look different for every hall, but they can decide whether they want to hold new elections each time a new member wants to join a HC position, or whether they will just present the positions to the new member for choosing, etc.
  - Will likely work closely with the HCC in order to figure out and plan how the HC will get recruited and to get new ideas
  - The VP of Membership and Recruitment is required to attend all HC meetings unless prior notice is given
    - They will present any new members to the HC if they are added, and will also give updates on new methods of recruitment and any activities they would like to hold for recruitment
  - Will also have the ability to discuss recruitment ideas for existing programs/workshops.
  - They may attend GB meetings as a non-voting viewer, or they can fill in for the President, VP, or VP of General Body Representation as needed.
- VP of Finance (Treasurer)

- The main role of this position is to keep track of the finances for the HC
- The VP of Finance is required to attend all HC meetings unless prior notice is given.
- They will give weekly updates on the budget and help advise any programs/equipment expenditures
- Will work with all positions that will be planning programs/workshops to discuss possible spendings for those (although they will likely be small)
- Will work with VP of Utilities/Equipment, if elected, to discuss budget for new amenities
- They may attend GB meetings as a non-voting viewer, or they can fill in for the President, VP, or VP of General Body Representation as needed.
- **Secretary**
  - The main role of this position is to keep track of the meetings with a detailed record of meeting minutes
  - The Secretary is required to attend all HC meetings unless prior notice is given.
    - Will take detailed notes at each meeting and post them somewhere accessible to every member of the HC
    - If they are not able to attend, another member of the HC can take over for recording the minutes
    - Will record and help to submit any OTWs created or decided on by the HC
  - May wish to create a formatted document for recording of the minutes in order to be easy to fill in
    - Can work with the President, VP, and VP of Procedure in order to create a formatting that works with the meeting style.
  - Will work with all other positions to put updates into the meeting minutes
  - They may attend GB meetings as a non-voting viewer, or they can fill in for the President, VP, or VP of General Body Representation as needed.
- **VP of Procedure**
  - The main role of this position is to oversee the structure of HC meetings to ensure that they run smoothly
  - This person will either pick from an existing meeting format or create their own in order to best serve the needs of the HC
  - The VP of Procedure is required to attend all HC meetings unless prior notice is given
  - Will work with the President and VP each week to determine how meetings will be formatted, and may fill in for either in presenting meetings
  - Will take information and updates from each position to incorporate into the meetings each week, which will be planned in accordance with the meeting style chosen.
  - They may attend GB meetings as a non-voting viewer, or they can fill in for the President, VP, or VP of General Body Representation as needed.

- VP of Utilities/Equipment
  - The main role of this position is to oversee any dorm amenities that are used within the hall, as well as decorations and equipment for campus-wide programs, and RHA equipment checkout for programs
  - The VP of Utilities/Equipment is required to attend all HC meetings unless prior notice is given.
  - They will help HCs decide which amenities to purchase and where by the end of the Fall semester
  - This person will also coordinate any necessary equipment for HC programs (virtual programs exempt) as well as decorations
  - Will keep an updated amenities list in conjunction with the RHA Director of Operations
  - Will work with all other positions to ensure they have the equipment necessary for their roles.
  - They may attend GB meetings as a non-voting viewer, or they can fill in for the President, VP, or VP of General Body Representation as needed.
- VP of Feedback and Evaluations
  - The main role of this position is to help the HC better understand the needs and wants of the residents through gaining feedback
  - The VP of Feedback and Evaluations is required to attend all HC meetings unless prior notice is given.
    - The purpose of this position during meetings is to inform the HC of the opinions of the residents so they can adapt plans accordingly
  - This person will have to creatively find no-contact ways of getting feedback from residents. This is their main challenge
  - They may want to work with the VP of Marketing, Communications Coordinator, and VP of Social Media, if elected, in order to find ways of marketing feedback collection methods.
  - They may attend GB meetings as a non-voting viewer, or they can fill in for the President, VP, or VP of General Body Representation as needed.
- VP of General Body Representation
  - The main role of this position is to fill in during GB meetings as a voting member for their respective hall
    - This person may fill the role for the entire school year or just one semester as determined by the HC
  - The VP of General Body Representation is required to attend all HC meetings unless prior notice is given
    - They will still be required to report news from the GB meetings to someone who will be at the HC meeting so that they can relay that information to the HC during the meeting
  - This person will report all of the news from GB back to the HCs during their meetings

- It will be useful for this person to gain feedback from the HC so they can make informed voting choices during GB meetings.
- Will work with the President and VP to help bring news from GB back to the HC.
- General Body
  - This position has no role, but rather is made up of all residents in the residence hall. While all residents will not be registered with their HC unless they decide to attend meetings or tell the coordinators, they are still free to attend meetings and provide feedback to the HCs at any point in time.
  - This is a very no-stress way to try out the HCs and see if a resident is willing to make the commitment
  - They are not required to attend HC meetings, but are encouraged to do so
  - They may attend GB meetings as a non-voting viewer, or they can fill in for the President, VP, or VP of General Body Representation as needed.