



RESIDENCE HALL ASSOCIATION EXECUTIVE BOARD MEMBER EXPECTATIONS 2021-2022

The following expectations of an Executive Board member must be met:

Administrative and Operational Expectations:

1. The Executive Branch (RHA Board) will consist of the following officers:
 - a. President
 - b. Vice President of Leadership Development
 - c. Vice President of Programming
 - d. Vice President of Administration and Finance
 - e. Vice President of Marketing and Outreach
 - f. National Communications Coordinator
2. All officers of this organization must be matriculated students at CSULB and reside within University Housing.
3. All officers must be enrolled in at least 12 CSULB units
4. All officers must maintain an overall, CSULB, and term GPA of 2.6.
5. All officers must maintain a minimum of 10 hours a week dedicated to the RHA position and activities, including but not limited to:
 - a. Weekly Executive Board and Advisor meetings
 - b. Residential Council Body (RCB) meetings
 - c. Committee meetings
 - d. Executive Board and RHA Sponsored events (programs, trainings, etc.)
6. Officers may not hold any other executive position in Residential Councils during their term of office in the Organization.
7. Officers may not hold the following student staff positions while in office
 - a. Assistant Resident Life Coordinator
 - b. Graduate Resident Life Coordinator
 - c. Resident Assistant
8. Officers may not hold any other positions on-campus exceeding 10 hours a week during their term of office in RHA. All CSU student employees are capped at 20 hours when all on-campus position hours are combined.
9. All officers must understand, abide, and uphold the RHA Constitution and eligibility requirements specified by the University for all student organizations.
10. All officers will be required to attend three-fourths (3/4) of all Residential Council Body (RCB) meetings per year, all RHA Board meetings, and all RHA sponsored activities.
11. Fulfill positional requirements as outlined in the RHA Constitution.
12. Be available for the following standing retreats & trainings:
 - a. NACURH Conference: TBD (typically the last week in May/first week in June)
 - b. RHA meeting dates: Fridays at 1:00pm
 - c. RHA Spring 2020 Training: May 24 -26, 2021
 - d. RHA Fall 2021 Training: August 2 - 13, 2021
 - e. Move-in & Beach Days: August 18- 20, 2021
 - f. RHA Spring Training: January 17-19, 2022
 - g. Spring Welcome Back Week: January 20-28. 2022
 - h. *Note: PUCURAH and Regional Conferences have not been scheduled yet, more into TBD*

13. Shall develop transition materials and coordinate transition meeting times with the elected officer for your respective position for the following academic year.

Behavioral Expectations and Professional Conduct:

1. All officers must be in good standing with University conduct.
2. All officers must know and abide by the Standards of Student Conduct and Residence Hall Handbook policies and procedures. Officers cannot have an open conduct case, be on student conduct disciplinary probation, or a more severe disciplinary sanction at the university while in the position. HRL reserves the right to check the student conduct records of the Executive Boards through the duration of appointment. Violating University or residence hall policy may result in removal from the position.
 - a. All officers in regard to Alcohol and Drugs:
 - i. Officers will not consume alcohol or drugs while performing SA work responsibilities.
 - ii. Officers will not possess/use/produce false identification.
 - iii. Officers will not purchase or supply alcohol for persons under 21.
 - iv. Officers will not consume alcohol or marijuana with underage staff members or students on or off campus.
 - v. Officers will not possess/use/be in the presence of others using illegal drugs.
 - b. Underage Officers
 - i. Officers will not possess/consume/distribute alcohol per state law.
 - ii. Officers will not possess/consume/distribute marijuana per state law.
 - c. Officers over 21
 - i. Officers will not accompany any underage staff members or students to a bar or party and consume alcohol.
 - ii. Officers will not purchase or supply alcohol for persons under 21.
 - iii. Officers will exercise responsible drinking if they choose to drink and acknowledge that they are always a role model and mentor.
3. RHA Executive Board members are role models and representatives of CSULB and HRL on-campus, off-campus, and in on-line communities (i.e. Facebook, Instagram, Twitter, Snapchat etc.). Choices made by SAs affect their ability to be respected and to fulfill their SA responsibilities. A violation of any one of these policies can and will result in removal from the position.
4. Any elected and appointed official found not complying with the qualifications noted above or if found responsible for severe violations of the Community Living Guide and the Community Standards or the University Code of Conduct will be removed from office and will lose .

Compensation

A housing fee waiver valued at approximately \$4,475 for fall 2021 and spring 2022, respectively, will be reported to the Financial Aid Office. This value will be taken into consideration when calculating officers' 20-21 Financial Award Letter and will reduce it accordingly. Students should consult with the Financial Aid Office if they have questions prior to accepting the position.

This waiver will cover the cost of housing if the officer is placed in a standard room with a roommate. If the officer is assigned to a single room or a building that costs more than waiver the officer will be responsible for paying the difference at the scheduled due dates listed in the license agreement. Please note that a stipulation of receiving the housing waiver is that officers may be asked to assist with housing tours, including, but not limited to, showing their rooms to prospective students as needed. Officers are also still required to pay for their meal plan and social activities fees.

I, (signature will be attained via DocuSign), understand and agree to abide by the expectations listed above. I understand that if, at any time, it is deemed that I am not meeting these expectations that I will be ineligible to receive all or part of the compensation provided by Housing and Residential Life and may be asked to resign by the RHA Executive Board or Advisor(s). Further, I understand that this agreement is subject to change to account for approved changes to the RHA Constitution or if a decrease in residence hall occupancy or functionality requires hall closings and/or student reductions or relocations. To verify my eligibility, I grant the RHA Advisor(s) permission to access my educational records with the University.

Signature, Executive Board Member

Date

Signature, Assistant Director of Residential Life

Date

Signature, RHA Advisor

Date

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