



## RESIDENCE HALL ASSOCIATION EXECUTIVE BOARD POSITION DESCRIPTIONS 2021-2022

### **President**

The RHA President shall serve as the official representative for the RHA organization at CSULB. They will oversee all other executive officers. The President will serve as organizer for all Community Government meetings which take place on Fridays at 1:00 PM. The President will work closely with all executive board members and advisor(s) to ensure the organization leads from a shared vision.

### **Vice President of Leadership Development (VPLD)**

The VPLD shall serve as President in the absence of the President. The VPLD shall be the main point of contact for all advocacy efforts within the RHA organization. The VPLD will ensure concerns are heard, and work with executive board and advisor(s) to address the concerns. The VPLD will coordinate and execute all elections. The VPLD will also be responsible for training efforts and professional development in conjunction with the advisor(s). The VPLD will serve as point of contact for all Vice Presidents within the Community Governments.

### **Vice President of Programming (VPP)**

The VPP serves as the primary point of contact for all programming initiatives within RHA. RHA is responsible for putting on large scale events that span the entire housing community. The VPP will be the organizer and delegator of tasks for programs. The VPP will create a programming calendar so all residents can remain up to date with upcoming events. The VPP shall also serve as point of contact for the Community Government Logistics Directors.

### **Vice President of Administration and Finance (VPAF)**

The VPAF shall serve as the steward of funds for the organization. The VPAF will work closely with advisor(s) to ensure funds are being spent correctly and the budget is being managed appropriately. The VPAF will also serve as Parliamentarian per Roberts Rules of Order, run a speakers list, and take notes at all RHA meetings. The VPAF shall oversee and organize all documents needed for the organization and ensure records and accounts are up to date and in order. The VPAF shall serve as point of contact for all Treasurers within the Community Governments.

### **Vice President Marketing and Outreach (VPMO)**

The VPMO shall serve as the primary point of branding for the organization. This includes oversight of the website and all social media platforms. The VPMO will create flyers for programs and promote them to the general community. This position will also work to promote all recruitment and campaigning efforts in the organization. This position will also promote the programming calendar created by the VPP as well as ensure monthly updates are provided to the community. This position shall serve as point of contact for all Marketing Directors within the Community Governments.

### **National Communications Coordinator (NCC)**

The NCC shall serve as the representative of CSULB RHA at all NACURH and PACURH conferences. The NCC will ensure that RHA at CSULB is up to date on all legislative matters of the regional and national organizations as well as serve as a positive representation of our community. The NCC shall maintain correspondence with the region and provide updates as necessary. The NCC shall be responsible for any educational materials provided by NACURH for the organization. The NCC shall be responsible for maintaining membership to the regional and national organizations. The NCC shall serve as point of contact for the Community Government Secretaries.