

# Hall/Community Council Board Member Application

Please print clearly and legibly using black or blue ink.

Name: \_\_\_\_\_

Year: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Hall/ Community Room Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Ex: prefer @twu.edu

Hall/ Community Applying for: Guinn \_\_\_\_\_ Lowry Woods \_\_\_\_\_ Stark \_\_\_\_\_ Jones \_\_\_\_\_

Position running for: \_\_\_\_\_

Previous Experience: \_\_\_\_\_

\_\_\_\_\_

Why do you want to hold an executive position?

\_\_\_\_\_

\_\_\_\_\_

What can you bring to the Hall/Community Council and the residents of your current Hall or Community?

\_\_\_\_\_

\_\_\_\_\_

Requirements: Minimum GPA for executive officers is 2.2. Executive officers must attend RHA biweekly general assembly meetings. Executive officers must conduct themselves in an appropriate manner, and abide by all guidelines and policies of the Housing Department. Executive officers serve as role models for all residents.

**\*\*Please note that you must be a resident of the hall/ community you are applying for.\*\***

Specific information regarding officer responsibilities is on the back of this application.

*Upon receipt of your completed application, you will be contacted to schedule a brief meeting with the Hall/ Community Council Advisor.*

If you have any questions, please contact the front desk of your building.

Duties of the Executive Officers will be to:

- A. Attend executive officer training (which includes returning to campus several days prior to the start of classes each fall and spring semester); attend general assembly meetings, executive officer meetings, in-service training, retreats, and other Hall/Community Council sponsored activities.
- B. The Executive Officers shall be required to plan and coordinate events promoted by Hall/Community Council. Executive Officers can appoint Program Chairpersons to assist in specific programs.
- C. Attend Residence Hall Association (RHA) general assembly meetings. Meetings begin Monday, September 8, 2008 and will occur every other Monday following.
- D. Assist with spring elections.
- E. Maintain an optimistic attitude toward your Hall/Community Council, your Hall/Community, and your Hall/Community staff.
- F. Act as a role-model for your Hall/Community residents.

The Responsibilities of the President shall be to:

- A. Be the official representative of the Hall/Community Council.
- B. Call and preside over all meetings of the general assembly.
- C. Appoint all standing and special committee chairs with the approval of the executive officers.
- D. Delegate responsibility as deemed necessary for the administration of the office.
- E. Keep an up-dated notebook for suggestions and procedures that will be passed on to successors.
- F. Remain open-minded and unbiased.
- G. Vote only in the case of a tie.
- H. Coordinate the budgetary process for next year in consultation with the treasurer and the Hall/Community Advisor(s).

The responsibilities of the Vice President shall be to:

- A. Assume the responsibilities and power of the President in her/his absence.
- B. Assist the President in duties of office.
- C. Oversee standing special purpose committee and keep permanent records of committee reports and Hall/Community Council minutes.
- D. Coordinate the annual spring elections process including advertising, creating the ballot, distributing and collecting ballots, and counting votes. If the Vice-President cannot fulfill these duties because she/he is a candidate, the order of succession will be as follows: Secretary, Treasurer, and President. If all executive officers are candidates for any position, the President can appoint an Elections Chairperson from the general assembly.

The responsibilities of the Treasurer shall be to:

- A. Keep complete financial records for your Hall/Community Council and all subsidiary functions.
- B. Give the Hall/Community Council financial report at each Hall/Community General Assembly and Executive Officer meeting and distribute a written semester financial report to the Hall/Community Advisor(s).
- C. Approve all expenditures of the Hall/Community Council in consultation with the Hall/Community Council Advisor(s).
- D. Pay all Hall/Community Councils bills and deposit all Hall/Community Council funds into the Hall/Community Council account. Keep records of all expenditures, maintain receipts for expenditures and accurately record all deposits.
- E. In coordination with the President and Advisor(s), prepare the annual Hall/Community Council budget and submit to the General Assembly no later than one month into the fall semester.
- F. Coordinate all organizational fundraisers.

The responsibilities of the Residence Hall Association representative (RHA Rep) shall be to:

- A. Attend all RHA meetings and act as liaison between your Hall/Community Council and RHA.
- B. Inform RHA of all Hall/Community Council happenings and report to Hall/Community Council about all RHA happenings, including pending elections or RHA voting.
- C. Represent the views of Hall/Community Council when voting at RHA General Assembly meetings.

Secretary position is also available; please see the Hall/Community Council advisor for more clarification of the position.

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