University of Puget Sound students who live in campus residences are charged with approving the best candidates for each of the five Resident Student Association executive positions (President, National Communications Coordinator, Director of Administration and Recognition, Director of Business Services, and Director of Publicity).

The process will work as follows: application materials (photo and essay) will be submitted to and reviewed by the Executive Board. Each applicant will then have an interview with the Executive Board and RSA advisor. The Executive Board will then nominate the five candidates it sees most fit to sit on the Executive Board. These nominations will be presented to the General Council for approval. As with all voting done in the General Council, each hall will be given 1 electoral vote for every 25 students living within that residence hall. RHAs are charged with accurately representing the preferences of their constituents. This means that all of Trimble’s votes could go toward approving the candidate selected by the Executive Board, or it could mean that their votes are given to a different candidate that Trimble believes would be better suited to fill the position.

**Votes Allocated to Each Hall Based on Fall 2013 Occupancy:**
- University/Smith: 5
- Anderson/Langdon: 6
- Todd/Phibbs: 8
- Reg/Sew/Lang: 8
- Schiff/Harrington: 6
- Trimble: 7

Appointment Confirmations will be **Thursday, April 2nd in McIntyre 103**. Every candidate who applied, RHA exec members, and any student interested in attending will come together to hear the Executive Board’s appointment and the General Council will be asked to vote to approve the Executive Board.
Minimum Requirements

The following requirements must be met in order for a candidate to be considered eligible for election:

- Elected officials must live on campus (including on-campus houses and Greek houses) for the entire academic year following the election (2015-2016).
- Candidates must hold a minimum 2.5 GPA throughout the elections process and their term as an executive officer.
- Elected officials cannot be a member of the Residence Life student leadership team (RAs, RCCs or GHCs) during the year in which they serve their term.

RSA seeks candidates who show an expressed passion for and commitment to enhancing the residential experience at Puget Sound. Due to the training commitments of these positions, Candidates who are or will be on Residence Life team (including RAs, RPAs, RCCs, or GHCs) and students selected to work during fall orientation (i.e. Passages and Perspectives leaders) are ineligible to apply.

RSA Position Descriptions

President
Compensation: Half room remission
The position description for the President position reads as follows: *The President shall preside over all the General Council meetings, construct committees and appoint their Chairs, act as the spokesperson for the RSA, and be the voting member of the RSA Executive Board. The President may sit on any committees that will affect the RSA constituency, which may include meetings with the President of the Associated Students of the University of Puget Sound, the Residence Life Professional staff, and the Dean’s Council. The President also is responsible for checking and responding to emails sent to the RSA email account, rsa@pugetsound.edu.*

Essentially, the President serves as the voice and face of the group. It is the President’s responsibility to run meetings and this individual should be present at all RSA sponsored events and recruitment efforts.

National Communications Coordinator (NCC)
Compensation: Quarter room remission
The position description for the NCC position reads as follows: *The NCC shall reserve the right to call RHA (Residence Hall Association) programmer meetings and shall advise all RHA programmers to ensure the implementation of campus programs. The NCC shall assume the duties of President in the absence of the President at General Council and Executive meetings each week. The NCC shall be responsible for administrating participation in and attendance at all conferences deemed prudent by the Executive Board. The NCC will serve as the liaison between Regional and National Hall organizations. In addition, the NCC will help with the planning and implementation of programs and events throughout the year. The NCC will keep the Executive Board informed and aware of conference information and materials, including award bids.*

The NCC serves as the Parliamentarian for the RSA, meaning they are responsible for fielding questions regarding Parliamentary Procedure used for voting, and running meetings. The NCC will also serve as the public relations officer for the organization and serve as the RSA representative on any interdepartmental or event committees that the President and Executive Board deem appropriate.
**Director of Administration and Recognition**
Compensation: $500 per Semester
The position description for the Director of Administration and Recognition position reads as follows: *The DAR shall keep an accurate record of the General Council and Executive Board Meetings, keep a running record of all the RSA activities, distribute minutes, oversee the residence hall Potty Press newsletter, and write thank you notes. The DAR shall take attendance at all General Council meetings. The DAR shall preside over all National Residence Hall Honorary (NRHH) meetings; head all committees responsible for selecting NRHH members, and serve as the liaison between the National and Regional NRHH boards. The DAR shall attend all conferences deemed prudent by the Executive Board. The DAR shall be responsible for coordinating a monthly Of the Month (OTM) committee. The DAR shall be responsible for facilitating RSA participation in the end of the year awards ceremony.*

The DAR is the secretary and record keeper of RSA, and is also responsible for overseeing the operation of the NRHH chapter. In addition, the DAR assists with the planning and implementation of programs and events throughout the year. The DAR serves as the head advertising officer and provides support for other positions as things get busy. The DAR is traditionally also responsible for creating the agenda for the RSA General Body Meetings.

**Director of Business Services**
Compensation: $500 per Semester
The position description for the Director of Business Services position reads as follows: *The DBS shall keep an accurate record of all the RSA finances, monitor individual residence hall finances, act as a liaison between the RSA and external business services, provide financial instruction to the Executive Board, prepare a budget at the beginning of each year, make a treasury report to the General Council every week, and process all disbursement and deposit requests relating to the RSA account. The DBS shall advise and assist in the training of all RHA treasurers.*

The DBS is the financial manager of RSA, and is responsible for processing all funding requests submitted to the RSA by RHAs, RA/RPA/RCCs, or other student groups, including those on the General Body agenda for voting. This position requires attention to detail, and the duties are often carried out on one’s own time. The DBS position is a highly flexible position, with transferable skills to many different career and leadership opportunities.

**Director of Publicity**
Compensation: $500 per Semester
The position description for the Director of Publicity position reads as follows: *The DP works closely with the President to generate and manage a positive public image of RSA through the use of social media and university publicity resources. The DP shall work with the RHA Publicists to ensure positive media coverage for their respective RHAs and make them visible to the residential community. The DP shall also be responsible for continually maintaining a positive online image of RSA on social networks and giving RSA coordinated events a public image, and can work with the advisor to keep the RSA webpage updated.*

The DP role is a highly collaborative role, and one that requires the skill set to effectively work with various social media sites and on campus groups. This position requires good organizational skills and the ability to work well with technology. The DP is especially important in maintaining a good image of RSA as a whole, and for overseeing the public images of all of the individual RHAs. These skills will be extremely useful for several different career opportunities outside of campus as well.
Resident Student Association (RSA) Description

Traditionally, the RSA has been an organization dedicated to improving the quality of life on campus at the University of Puget Sound. As a programming body, the RSA has been responsible for a number of events and activities that occur throughout the year. Most notably, the RSA sponsors Casino Night, the RSA dance during freshman orientation, root beer floats during orientation, and LoggerDaze and other homecoming events. In addition, the RSA is responsible for the refrigerator rental program, the campus linens program, and the care package program for first year students. RSA serves as the advocate and voice for students living in our on-campus communities, acting as a liaison between the students and the administration.

One of RSA’s main functions is to help organize and operate the Residence Hall Association (RHA) within each of our residence halls on campus. Each of our residence halls elects five members from their hall to serve as their representatives to the rest of campus. Each RHA consists of five executive members: President, Treasurer, Secretary, Programmer, and Publicist. These members work closely with the RSA and represent their hall in the RSA/RHA General Council meetings. In addition, they organize individual RHA meetings and work with the RA (Resident Assistant) Staff to plan great programming for their fellow residents.

The RSA extends beyond campus as well and is connected to campuses across the regional and national level. As a part of the Pacific Affiliate for College and University Residence Halls (PACURH), the RSA maintains contact with colleges and universities in Washington, Oregon, California, Nevada, Alaska, Hawaii, and even British Columbia and Australia. Through the National Association of College and University Residence Halls (NACURH), the RSA also maintains contact with institutions across the United States.
Resident Student Association Exec Board Application

Please provide the following information:

Name: _____________________________________   Email: ________________________________
Address: ___________________________________   Phone: ________________________________

# of Semesters Lived on Campus: ___________

Position Running For:

___ President
___ National Communications Coordinator
___ Director of Administration and Recognition
___ Director of Business Services
___ Director of Publicity

Times Available for Interview
Please rank your preferences with “1” being your highest choice. Interview locations are to be determined. You will receive an email from rsa@pugetsound.edu confirming your interview time. Each candidate will be interviewed by the current Executive Board.

Monday, March 30
___ 4:00pm
___ 4:30pm
___ 5:00pm
___ 5:30pm

Wednesday, April 1
___ 3:00pm
___ 3:30pm
___ 4:00pm
___ 4:30pm

Please e-mail the following application materials (photo and essay) to rsa@pugetsound.edu, as they will be included in the voting pamphlet given to each RHA.

✓ Submit Electronic Photo to rsa@pugetsound.edu
✓ Answer the Following in 500 - 700 Words (12 Font, Single-Spaced) and email short answer essay to rsa@pugetsound.edu:

- Why would you be the best candidate for your chosen position?
- What skills and/or abilities do you have to meet the expectations of this position?

Applications are due by 5PM on Monday, March 23rd 2015
Applications must be e-mailed to rsa@pugetsound.edu.