

Purpose of the RSA Executive Board

The RSA Executive Board members make up the governing body of RSA and serve to actualize the goals and purpose of the organization. The Executive Board provides a forum to relay information to and from the Hall Councils and addresses issues of relevance to the entire residence hall community.

Requirement of RSA Executive Board Members

- **All Executive Board Positions**
 - RSA Executive Board positions are elected each academic year, serving May through April.
 - Slates are not permitted. A slate is defined as more than one candidate running together for any combination of offices.
 - Elected officers must live in a Residence Hall or On-campus Apartments for both Fall 2021 and Spring 2022 Terms.
 - Elected officers must maintain a minimum 2.5 GPA
 - Elected officers must be in good Judicial Standing with the University of Pittsburgh
- **SPECIFIC REQUIRMENTS for PRESIDENT and VICE PRESIDENT OF ADMINISTRATION Positions:**
 - Elected officers must have attended the University of Pittsburgh for at least one semester prior to the term in which they are elected.
 - Elected officers cannot be a Resident Assistant for the 2021 – 2022 academic year.

Executive Board Positions and Duties

A. PRESIDENT

1. Presides over the RSA Executive Board meetings
2. Acts as a spokesperson for the RSA with University Administrators and/or Officials
 1. E.g., Compass, Dean of Students, Director of Housing, Director of Residence Life
3. Establishes a meeting day, time and place for the RSA E-Board Advisors in conjunction with the RSA E-Board Advisor, which shall be compatible with all RSA E-Board officers
4. Monitors the performance of RSA E-Board Officers
5. Creates agendas for weekly RSA E-Board meetings
6. Meets weekly with the RSA E-Board Advisor
7. Shall be compensated with a stipend provided by the Student Government Board
8. Acts as a resource and liaison to their respective HC position: President
9. Meets periodically with their assigned executive coach
(Great for anyone seeking growth in communication, conflict resolution, goal and vision setting, responsibility, and time and meeting management skills.)

B. VICE PRESIDENT OF ADMINISTRATION

1. Performs the duties of the RSA E-Board President during their inability and/or absence
2. Informs the RSA E-Board of infractions of their bylaws, codes and standing rules
3. Is responsible for internal affairs, which includes, but is not limited to:
 - a) A minimum of two (2) Town Hall meetings per semester; typically these occur once a month
 - b) Collaborative programs between HCs
 - c) Coordinating with the Vice President of Communication to send out bi-weekly emails to all HCs
 - d) Reviewing HC meeting minutes
 - e) Setting the HC E-Board liaison schedule for the year
4. Records minutes at each regularly scheduled and special meetings of the RSA E-Board
5. Prepares and distributes a copy of the minutes to each officer of the RSA E-Board via e-mail
6. Takes roll at each RSA E-Board meeting and maintains a record of attendance of all RSA E-Board Officers
7. Assists with correspondence when necessary and appropriate
8. Collects, maintains, and monitors RSA meeting minutes and agendas from each HC and distributes them to the corresponding E-Board liaison for that Residence Hall
9. Maintains a current roster and contact information for HC members and RSA E-Board members
10. Distributes roster and contact information by October 1 and an updated list by January 15
11. Responsible for the selection of an RSA E-Board member as a representative to the SGB Assembly
12. Coordinates the recruitment materials for the RSA E-Board
13. Acts as a resource and liaison to their respective HC positions: Vice President and Secretary
14. Meets bi-weekly with their assigned advisor
15. Meets periodically with their assigned executive coach
(Great for anyone with strong communication skills, writings, and is seeking growth in leadership, responsibility, and meeting management skills!)

C. VICE PRESIDENT OF FINANCE

1. Maintains accurate financial records of the RSA E-Board, and RSA and SGB accounts
2. Meets weekly with the RSA E-Board Advisor
3. Meets periodically with their assigned executive coach
4. Monitors the RSA budget to approve, in conjunction with the RSA E-Board Advisor, all expenditures
5. Assists the RSA HCs, in conjunction with the RSA Funding Review Board, in processing requests for funding
6. Provides accurate and up to date financial reports at each meeting
7. Coordinates the preparation of the Annual Allocation Request from SGB
8. Prepares a detailed financial report at the end of each semester
9. Coordinates the financial components of RSA and the RSA E-Board retreats
10. Coordinates selection process for RSA Annual Scholarship
11. Acts as a resource and liaison to their respective HC position: Treasurer
(Great for anyone seeking to improve skills like spreadsheet creation and management, attention to detail, and creation and management of a large budget.)

D. VICE PRESIDENT OF PROGRAMMING

1. Identifies possible programs and poses them for creation to the RSA E-Board
2. Coordinates advertising and publicity for RSA E-Board programs
3. Coordinates the overall logistics of RSA's signature programs including (but not limited to) NAMO, Spring Carnival, Mental Health Awareness Program, Haunted Holland, and Nightmare in the Quad,
4. Acts as a resource and liaison to their respective HC position: Programming Chair
5. Meets bi-weekly with their assigned advisor
6. Meets periodically with their assigned executive coach

(Great for anyone with a strong ability to engage and connect with the needs of residents on a greater scale, who is passionate about connecting to the Pitt community through initiatives and philanthropy, and who wishes to inspire change in an important part of the Pitt experience are encouraged to apply.)

E. VICE PRESIDENT OF COMMUNITY OUTREACH

1. Assists HCs in developing advocacy proposals
2. Identifies possible advocacy committees and poses them for creation to the RSA E-Board
3. Suggests to Residence Life, Panther Central, and Housing Services, Dining Services, Campus Recreation, Pitt Serves ways to improve as needed
4. Coordinates service initiatives and provides information for the HC Service Chairs about new service opportunities
5. Communicates with HC Service Chairs about the projects in which they are participating and organizing
6. Organizes and plans at minimum one service project for HC members each semester
7. Acts as a resource and liaison to their respective HC positions: Advocacy Chair and Service Chair
8. Coordinates the overall logistics of Residence Hall Brawl and Pitt Pantry Prowl

(Great for anyone with a strong ability to organize programs and a creative spirit - opportunities to coordinate large campus wide events.)

F. VICE PRESIDENT OF COMMUNICATIONS

1. Shall regulate all RSA social media, email(s), website(s), and other forms of communication.
2. Shall organize and manage all RSA promotional material and merchandise.
3. Shall provide regular updates of the activities of the organization to the general body of RSA.
4. Shall update all RSA branding as necessary
5. Acts as a resource and liaison to their respective HC position: PR Chair

*(Great for anyone with a strong ability to reach out and connect with others, a person who values telling stories and sharing news.) **The National Communications Coordinator is appointed in a separate process and is not included in Spring RSA elections***

G. NATIONAL COMMUNICATIONS COORDINATOR

1. Shall serve as the National Communications Coordinator for RSA and NRHH.
2. Shall act as an official representative during corporate meetings at NACURH affiliated conferences.
3. Shall act as a liaison between NACURH, CAACURH, RSA, and NRHH.
4. Shall serve as the parliamentarian for all RSA E-Board business.

5. Shall coordinate the RSA E-Board appointment procedures for the National Communications Coordinator In-Training and organize their transition and training for the following semester.
6. Shall coordinate transition for the incoming RSA E-Board.
7. Shall deliver information and work with committees on-campus and in CAACURH.
8. Shall assist with membership activities of NRHH
9. Shall act as an advisor and liaison to all HC Recognition Chairs.

(Great for anyone with a strong ability to reach out and connect with others beyond the campus community, representing RSA on the regional and national levels)

Additional Roles of Executive Board Members

- Must attend weekly RSA E-Board meetings and be available to participate in RSA sponsored events
- Participate in RSA fundraising initiatives
 - Which includes organization and distribution of care packages several times throughout the year.
- Act as a liaison between at least one designated Hall Council and the RSA E-Board.
- Hold weekly office hours
- Submit at least 1 Of the Month award nomination per month
- Participate in the Early Return experience (Positional training)