Thank you for applying for one of the Residential Housing Association vacant officer positions. **Applications are due to the RHA Office, through email at rha@csumb.edu, or to the Student Housing & Residential Life Office by Friday, August 28, 2015 at 7pm.** Any questions should be directed to the RHA email at rha@csumb.edu.

**Eligibility Requirements**

All students interested in running for an Executive Board position must:

1. Satisfy all eligibility requirements established by the Chancellor of the CSU.
2. Maintain good judicial standing with the University and Student Housing & Residential Life throughout their term as an officer.
3. Be currently enrolled as a full time student at CSUMB and reside within on-campus housing.
4. Not be a Resident Advisor through Student Housing & Residential Life or any other major student leadership office holder as defined by the CSU Chancellors Office (AS elected officers, OSU, ICC/SCC Chair, MGC Chair) at CSUMB.
5. Be in good standing with the University and maintain at least a 2.5 cumulative GPA.
   a. Should any officer’s GPA fall below 2.5, the officer must resign from his/her position
6. One year of Executive Board or Area Council Officer experience required to meet eligibility for Executive Vice President.
   a. A special petition may be filed with the Advisor to request an eligibility exception
   b. Have a basic understanding and knowledge of all RHA programs, policies, procedures and the Constitution.

**Application Process**

1. Applications are due by Friday, August 28, 2015 at 7pm to Sondra Teske in Student Housing & Residential Life office (Bldg 12E) or to Dunes Hall (Bldg 10) or to rha@csumb.edu.
2. Applicants will give a speech at the General Assembly Meeting on Monday, August 31, 2015 at 7pm.
3. After your presentation, the General Assembly will vote. If elected, the RHA Advisor will check eligibility requirements.
4. Each applicant must follow all directions as expressed in this application.
RHA Officer Responsibilities and Position Descriptions

General Officer Responsibilities
1. Participate in all RHA sponsored programs/activities when availability permits attendance, including but not limited to trainings, retreats, programs, and meetings.
2. Meet with Advisor one-on-one weekly
3. Hold at least 2 set office hours weekly, not including President
4. Check RHA email, voicemail, and distribute received information as needed. Keep door open for care package distribution.
5. Hold Monday evenings from 7:00-8:00pm open for General Assembly meetings
6. At the end of their term, responsible for transitioning Executive Officers-elect
7. Must maintain open communication with all Executive Board officers during university breaks and entire academic year
8. There shall be at least one RHA Executive at the first floor community meeting of each fall semester, in each area, to discuss and describe RHA to residents and promote Area Councils
9. Provide RAs with flyers including presentation information if RHA member cannot be present at floor meeting.
10. Must educate Resident Advisors, Student Housing & Residential Life Student Assistants, and Professional Staff about RHA.
11. Must write at least two (2) OTMs (Of the Months) per month
12. Submit Officer Goals to the Vice President of Administration and Finance and the Advisor by fourth General Assembly meeting at the beginning of the academic year
13. Must actively participate in Area Council Interviews
14. Must participate and advertise RHA Fundraisers
15. Must assist with the distribution of Care Packages during Office Hours and door-to-door as needed
16. RHA is responsible for SH&RL sound equipment process
17. Begin the recruitment process for the next academic year in the fall semester
18. Update position binders at the end of each year with details of past term’s work
19. Receive an Officer Review from the President and Advisor, if needed
20. Outgoing officers are required to actively participate in Executive Officer transition training. Officers elected for next term are expected to volunteer at programs for the remainder of the academic year.

Executive Vice President Positional Duties
One year of RHA or Area Council experience required.
1. Assume the duties and responsibilities of the President in his/her absence
2. Document any concerns reported by residents about their community through the Internal Affairs procedures
3. Chair the Internal Affairs committee and oversee the concern/review process and documentation
4. Assume any duties delegated by the RHA President
5. Assist Area Council recruitment in collaboration with Area Councils Advisors
6. Regularly collect opinion and feedback from residents
7. Establish one residential life advocacy project per academic year
8. Assist RHA advisor with facilitation of the RHA Executive Board election process
9. Direct organizational marketing and outreach
Vice President of Programming
1. Chairs Programming Committee
2. Attend CSUMB Homecoming Committee meetings
3. Attend National Collegiate Alcohol Awareness Week Committee meetings in the fall semester
4. Network with other departments, and organizations to enhance programming at Cal State Monterey Bay (OSU, AS, Area Councils, OC3)
5. Be ultimately responsible for all logistics related to programming
6. Oversee all RHA programming
7. Be responsible for updating, collecting, and processing programming forms as they relate to the Programming Committee event proposals.
8. Be responsible for handling all requests for external programming collaboration and/or co-sponsorship
9. Complete tentative list of semester events by the end of RHA training
10. Event evaluations due one week after every event

National Communications Coordinator
1. Conducts the duties of NCC as outlined by PACURH and NACURH, including but not limited to the following:
   a. Responsible for coordinating the delegation selection process for PACURH, No Frills, and NACURH.
   b. Responsible for registration, travel arrangements, and payments for PACURH, No Frills, and NACURH.
   c. Maintain active participation and communication with the region and the national association via listservs, NACURH.org, and the NACURH forum.
   d. Chair PACURH, No Frills, and NACURH conference committees following delegation selection.
   e. Maintain and update the PACURH Regional Cheer Book.
2. Communicate regularly with PACURH Southern Regional Communications Coordinator – Recruitment and Retention (SRCC-RR)
3. Attend regional webinars.
Personal Information

Name: ___________________________________________________________

Permanent Address: ______________________________________________

Current Housing Assignment: ______________________________________

2015-2016 Housing Plan: __________________________________________

CSUMB Email Address: _____________________________________________

Telephone Number: ______________________________________________

Academics

Major: __________________________________________________________

Class Level: _____________________________________________________

Last Semester GPA: ______________________________________________

Cumulative GPA: ________________________________________________

Number of Units Passed Last Semester: ______________________________

Supplemental Information

Please attach a personal statement of intent to this application.
Please complete signatures of support form on the next page.
Please complete RHA Executive Board Elections Special Petition if applicable.

Personal Statement of Intent

• Why do you want to be in the position you are applying for?
• What experience or knowledge do you have about RHA and the position you are applying for?
• What qualities/skills would you bring to the position and to the residents of CSUMB?
• What are 3 goals you would like to accomplish throughout your term in this position and how do you plan to accomplish them?
• What is one goal you have for RHA as an organization and how do you plan to accomplish that?

SPEECHES WILL BE HELD DURING THE GENERAL ASSEMBLY MEETING ON MONDAY, AUGUST 31, 2015 AT 7PM, STUDENT CENTER ROOM 120

*An effort will be made to accommodate your availability if you cannot attend the General Assembly meeting to make your speech. Please be as flexible as possible and if you are unavailable, either submit an electronic email/video, request your statement of intent to be read, or send a proxy to represent yourself.
Write-In Nominations

To show you are dedicated to this position, please collect a minimum 50 write-in nominations from residents on campus.

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Agreement and Signature
I have studied the duties of the position that I seek and understand all of the commitments involved. I certify that my cumulative GPA is at least a 2.5, and that I am currently held in good standing with California State University, Monterey Bay. If elected, I will strive to do my best in representing the best interests of the students of California State University, Monterey Bay within the parameters of the Residential Housing Association Constitution and By-Laws.

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Date

Thank you for applying to be an officer in the Residential Housing Association!

“You Otter Love Where You Live!”
RHA Executive Board Elections
Special Petition

This only needs to be completed if you do not meet the current qualifications for the position you are interested running for.

Student ID: ___________________________ Date: ___________________________

  Full Name: ___________________________

  Current Campus Address: ___________________________

  Future Campus Address: ___________________________

  Best Contact Phone Number: ___________________________

  CSUMB Email Address: ___________________________

| Position you’re interested in running for: | |
| Reason for Request: | (Attach separate sheet if needed) |

Please read the following statements and initial on the corresponding line

I understand that submitting this petition means that it will be reviewed, but does not guarantee it will be approved and that I will receive a response to my request, prior to the beginning of the campaign week. _____.

(Initial)

I have read the RHA Executive Board position description and understand the commitments that come with the position I wish to run for: _____.

(Initial)

Signed: ___________________________ (type name if sent via email) Date: ___________________________

For Official Use Only

| Date Petition Received: | Petition Granted | Petition Denied |
| Petition Received By: | Date Decision Rendered: | Decision Letter Sent to Student on: |
| Staff Member Reviewing Petition: | | Email | Via USPS |
