

RHA Director Duties

Activities & Outreach Director

- Oversee activities planned by RHA, ensuring that they fulfill the purpose of RHA, as outlined in Article 1 of the Constitution.
- Work in conjunction with the Sustainability Director and Social Justice Director to implement the activities required by their positional duties, as outlined in sections 3.3g and 3.3h of the Constitution.
- Create a positional contract with the help of the RHC Activities and Outreach Directors, which signifies they have read and understand their job description. This document will also lay out expectations for the Activities and Outreach Directors, as well as their expectations of the RHA Activities and Outreach Director.
- Meet no less than once per month with the RHC Activities and Outreach Directors.
- Of the four required office hours of all Executives, the Activities and Outreach Director shall work two hours at the Center for Community Engagement and Service (CCES) at times to be determined with the Director of CCES.
- Advise and support RHC Activities and Outreach Directors as needed.
- Serve as the RHA and RHC representative for the Campus Activities Partnership.
- Serve as a member of the university Homecoming Committee and Family Weekend committee.
- Facilitate the formation of the Connected Community of the Year schedule of events.
- Serve as a member of the Campus Council hosted by the Center for Community Engagement and Service either in person or via email
- For programs and activities planned by the RHA Activities and Outreach Director, a proposed budget shall be drawn up and submitted to the RHA Executive Board with the help of the Vice President before any purchases are made.
- For each program and activity, submit an event profile (including budget, event setup, advertising, attendance, etc.) to the RHA President and make it available to other members of RHA.

Leadership Development Director

- Plan the following in conjunction with the RHA President and Advisor:
 - RHA Retreat/Training
 - Fall RHC Training
 - Other Leadership Development Opportunities that may arise
 - Spring RHA/RHC Transition and Training

*This position will require summer work to plan fall RHA retreat and RHC training, which may involve a brief period of time working on campus.

- Meet with RHA President and Advisor as needed.
- Work with the RHA executive board members to plan leadership development and training opportunities relevant to the roles of their coordinating RHC executives.
- Have a willingness to learn about foundations and expectations of leadership.
- Coordinate the on campus National Residence Hall Honorary (NRHH) program and lead once monthly committee meetings.

Public Relations Director

- Take meeting minutes at RHA meetings, Residence Hall Congress, and President Council meetings
- Document RHA sanctioned events or delegate another to document.
- Keep the RHA Facebook page up to date weekly
- Maintain RHA page on the PLU website
- Maintain and advance the RHA band on campus through intentional actions.
- Work with RHC Public Relations Directors to facilitate effective use of electronic resources, including, but not limited to Facebook, Twitter, Instagram, and PLU website
- Design or delegate the design and distribution of advertisements for RHA events
- Create a positional contract with the help of the RHC Public Relations Directors, which signifies they have read and understand their job description. This document will also lay out expectations for the Public Relations Directors, as well as their expectations of the RHA Public Relations Director.
- Work with the other RHA executives when planning advertising for events
- Meet no less than once per month with the RHC Public Relations Directors
- Be charged with oversight of a RHA calendar of events, and of individual hall newsletters
- This includes advising RHC Public Relations Directors on necessary information, guidelines for newsletters, and ensuring that newsletters are being regularly produced
- Serve as the RHA liaison to student media organizations on campus
- Have basic computer skills and a willingness to learn programs like WordPress, , Twitter, Facebook, and programs in the Adobe Creative Suite (e.g., Photoshop, Illustrator, InDesign).
- Be eager to develop and grow as an effective leader and advertiser

Social Justice Director

- Highlight varying perspectives and promote education and awareness of all social groups and cultures – locally, domestically, nationally and globally, within the residence halls and other places around the campus community.
- Create a positional contract with the help of the RHC Social Justice Directors, which signifies they have read and understand their job description. This document will also lay out expectations for the social justice directors, as well as their expectations of the RHA Social Justice Director.
- Meet no less than once per month with RHC Social Justice Directors.
- Advise and support the RHC Social Justice Directors (SJD) by serving as a resource and liaison for all residence halls on issues of social justice.
- With the help of the RHC SJD, create a working understanding of social justice for the wider PLU community and use this when planning programs and events.
- Serve on the following university committees: the University Diversity Committee and the Campus Ministry Council when in existence.
- In conjunction with serving on the above committees, serve as the liaison to the Diversity Center and Campus Ministry.
- Maintain communication and work with, when planning programs, recognized clubs and organizations on campus with interest in social justice issues and/or promoting diversity.
- Plan, in conjunction with the RHA Activities and Outreach Director, no less than one activity per semester related to social justice. Collaboration with other recognized groups and organizations on campus is encouraged.
- For programs and activities planned by the RHA Social Justice Director, a proposed budget shall be drawn up and submitted to the RHA Executive Board before any purchases are made.
- Two (2) of the four (4) office hours shall be spent in the Diversity Center in order to create better relationships with other diversity positions on campus. Flexibility can be shown in location of office hours if approved by the RHA Advisor and Executive Board.

Sustainability Director

- Educate the resident community regarding issues of sustainability, focusing on their relations to responsible community living and stewardship of the earth.
- Volunteer a minimum of six (6) hours at PLU Sustainability Office in the fall. The six (6) hours shall count towards required office hours, and also be waved if the Sustainability Director has previous work experience at PLU Sustainability Office.
- Maintain contact and communication with recognized groups and organizations concerned with sustainability issues. Including meeting with the Sustainability Director or Lead from the Sustainability Office at least once a semester.
- Create a positional contract with the help of the RHC Sustainability Directors, which signifies they have read and understand their job description. This document will also lay out expectations for the sustainability directors, as well as their expectations of the RHA Sustainability Director.
- Meet no less than once per month with RHC Sustainability Directors.
- Advise and support RHC Sustainability Directors. In particular, this includes overseeing the coordination of hall compost bin maintenance.
- Serve on the Sustainability Committee, which includes being a part of the student subgroup that oversees the Green Fund, which is used for campaigns around an energy and/or conservation issue. If the RHA Sustainability Director is unable to attend any of these meetings, the RHA Sustainability Director is responsible for gathering what was missed at the meeting.
- Plan, in conjunction with the Activities and Outreach Director, no less than one activity per semester related to sustainability. Collaboration with other recognized groups and organizations on campus is encouraged.
- For programs and activities planned by the RHA Sustainability Director, a proposed budget shall be drawn up and submitted to the RHA Executive Board before any purchases are made.
- For each program and activity, submit an event profile (including budget, event setup, advertising, attendance, etc.) to the RHA President.