Executive Board Structure

President
- Serve as the official representative of the RHA to campus
- Preside over all RHA general meetings and executive board meetings
- Handle all matters pertaining to the general welfare of the organization, unless delegated to another position
- Make appointments to committees and other organizations as deemed appropriate and necessary
- Vote only in the case of a tie at RHA meetings
- Provide for the election proceedings of positions of members and the executive board
- Serve as the liaison to the residence life/housing staff, office and administration

Vice-President
- Assume the duties of the president in his/her absence
- Coordinate and oversee the committees within the RHA
- Hold judiciary meetings, as necessary, and revise the constitution as deemed appropriate
- Chair or aid in large scale programming or general programming for the RHA
- Serve as parliamentarian
- Know and interpret the general parliamentary procedure for the organization

Treasurer
- If there exists a finance committee, this person would serve as chair
- Collect, record, and deposit all forms of funds for the RHA
- Prepare reports (weekly, monthly, semesterially and/or annually) for the RHA as determined and outlined in the responsibilities
- Coordinate the budget and all expenditures for the RHA ensuring that there are no outstanding debts
- Maintain a good relationship with local vendors
- Train and coordinate other financial officers in the RHA
- Prepare semester financial reports

Secretary
- Maintain records of the RHA including minutes, attendance reports, program reports, and correspondence
- Distribute materials to the appropriate students, faculty, administration, staff, etc.
- Send out reminders or updates to members and other appropriate students, faculty, administration, staff, etc. as deemed necessary
- Oversee communication within the organization including contact lists, e-mail lists, etc.
- Maintain a recognition program within the organization
- Serve as a liaison to a university committee/housing committee

National Communications Coordinator (NCC)
- Serve as the liaison between the RHA, NACURH and the regional affiliate
- Attend and vote at regional and national conferences, in particular, NCC Business Meetings
- Serve as the delegation chair for conferences
- Coordinate all aspects of forming and sending a delegation to conferences including funding, spirit and other activities
- Relay information from other NACURH member schools to the RHA
- Prepare and submit all dues and reports as requested by NACURH and the regional affiliate, including monthly newsletters to regional institutions
- Coordinate the Of the Month process (nominations and selections) in conjunction with and/or in the absence of a National Residence Hall Honorary chapter

Mr. RHA
- Represent the Residence Hall Association and serve as an ambassador for RHA.
- Serve as a role model for the on-campus resident students.
- Shall execute three programs for campus residents. One must be educational and one must be in conjunction with the Hall Kings and/or Queens. All programs must be approved by the RHA executive board and the RHA advisor.

Miss RHA
- Represent the Residence Hall Association and serve as an ambassador for RHA.
- Serve as a role model for the on-campus resident students. Shall execute three programs for campus residents. One must be educational and one must be in conjunction with the Hall Kings and/or Queens. All programs must be approved by the RHA executive board and the RHA advisor.