

**Resident Student Association**

**at the**

**University of Delaware**



**Spring 2011 Election Packet**

**Executive Board Election Packet**

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## **RSA POSITION EXPECTATIONS AND DESCRIPTIONS**

Candidates should review the following expectations of all RSA officers as well as all of the position descriptions. This will help you better understand the position as well as provide you with the opportunity to choose to run for the position best suited for you.

### **Candidate Qualifications**

1. Officers must hold a cumulative GPA of 2.2 at the time of their elections and through their term of office.
2. Officers must be enrolled for at least 12 credit hours during the Fall and Spring semester. Winter session enrollment is not necessary.
3. Officers may not incur any judicial sanctions during the term of office.
4. Officers must participate in periodical RSA training, including the fall retreat, Student Leadership training, and mid-year RSA/NRHH retreat.
5. Officers should be able and willing to devote the time and energy necessary to fulfill the duties of the position well.
6. Officers are not allowed to serve as an elected RSA officer and an RA position at the same time.
7. Candidates are responsible for reviewing all information found in this information packet including appendices.

### **Expectations**

1. Maintain open communication with the executive board, advisor(s), the Office of Residence Life, the RSA general assembly, and other contingents.
2. Act as a leader and a role model by setting a positive example to follow.
3. Abide by all policies and procedures of the University and exhibit positive behavior (i.e. role model) within the residence hall, on campus, and within the community.
4. Involve residents in activity planning, decision making, and all other RSA functions.
5. Establish clear goals for the organization.
6. Follow through on all commitments.
7. Provide input to the executive board, advisor(s), other representatives, and residents for the continuous improvement and development of the organization.
8. Attend weekly RSA and executive board meetings and be prepared with topics/issues to discuss. Meet with individual advisor(s) and executive board members on a regular basis.
9. Encourage residents to attend RSA meetings and get involved with RSA activities.
10. Accomplish all duties expected of individual positions listed in "Position Descriptions" section.

## **RSA EXECUTIVE BOARD POSITIONS DESCRIPTIONS**

There are several position types for which elections are held. Listed below are the position descriptions.

### **President**

The President of RSA serves as the voice of the University's undergraduate resident students population. He/she presides over all Executive Board and general assembly meetings. The President also has the authority to appoint delegates to other RSOs representing RSA, as well as chair any special committees throughout the year. Additionally their responsibilities shall include:

1. Provide direction and leadership to the RSA.
2. Execute the provisions of the RSA Constitution and Operation Manual.
3. Serve as the presiding officer of the general assembly.
4. Assign representation duties to other executive board members when unable to attend or represent RSA at essential appointments.
5. Collaborate and meet on a regular basis with the members of the Executive Board.
6. Maintain proper and current files of all correspondence pertaining to the business of RSA.
7. Ensure that the Executive Board and general assembly meetings occur on a regular basis.
8. Maintain an open dialogue with University administration, Office of Residence Life, professional staff, Complex Community Council (CCC) presidents and executive board members, and presidents of other registered student organizations (RSOs).
9. Chair the President's Council of Complex Community Council (CCC) presidents.
10. Attend monthly Council of Student Leaders meetings and any other meetings requested.
11. Draft an end of the year report.
12. Complete any other duties as assigned by the Executive Board.

### **Vice-President of Operations**

The VP of Operations oversees the internal processes of RSA. Additionally, he/she is responsible for collaborating with the Executive board on the following task:

1. Collaborate with the Secretary a working office and managing the operations of the RSA.
2. Collaborate with NRHH on the end of the year banquet and serve as co-chair of the committee.
3. Coordinate welcome/final kits distribution.
4. Oversee the election processes of the executive board.
5. Serve as presiding officer of the general assembly in absence of the President.
6. Serve as the Parliamentarian of RSA.
  - o Ensuring that proper parliamentary procedure is used during general assembly and Executive Board meetings.
  - o Maintaining an accurate and update RSA Constitution and Operation Manual.
7. Draft an end of the year report.
8. Complete any other duties as assigned by the Executive Board.

### **Vice- President of Intra-collegiate Affairs**

The VP of Intra-Collegiate Affairs oversees the liaison duties of RSA. He/she is responsible for representing RSA at monthly Student Government Association (SGA) and Faculty Senate meetings. He/she is also responsible for building partnerships with other RSOs to enable the RSA to have a strong campus presence. In addition, the VP of Intra-Collegiate Affairs coordinates liaisons to

different university departments (i.e. Housing Assignment Services, Dining Services, Public Safety).

Responsibilities of this position shall include:

1. Represent RSA and the interests of resident students at monthly Faculty Senate meetings.
2. Serve on a Faculty Senate committee.
3. Report regularly to the general assembly and the Executive Board on the business of the Faculty Senate.
4. Oversee the establishment of the Housing, Dining, and Public Safety committees and select chairs to serve as liaisons to those departments.
5. Maintain a dialogue with the Housing, Dining, and Public Safety departments.
6. Represent RSA and the interests of resident students at monthly Student Government Association (SGA) senate meetings.
7. Serve on a SGA committee.
8. Report regularly to the general assembly and the Executive Board on the business of SGA.
9. Serve as the chair of the Scholarship Selection Committee.
10. Draft an end of the year report.
11. Complete any other duties as assigned by the Executive Board.

### **Vice President of Marketing and Public Relations**

The VP of Marketing and PR oversees the brand of the RSA. He/she is responsible for developing marketing devices and PR documents that promotes RSA. Responsibilities for this position shall include:

1. Create and distribute all advertisements for RSA activities and programs.
2. Coordinate all RSA promotional items.
3. Coordinate the Activities Fair booth (fall and spring).
4. Chair the Marketing and Public Relations committee.
5. Update and maintain the RSA website.
6. Draft an end of the year report.
7. Complete any other duties as assigned by the Executive board.

### **Vice President(s) of Programming**

The VP(s) of Programming oversee all RSA programming. He/she shall also work with the Complex Community Councils to assist them in facilitating their programming and serve as resources to C3s.

Responsibilities for this position shall include:

1. Coordinate all campus-wide events and other programs planned or co-sponsored by the RSA.
2. Aid the C3s in creating programming when requested.
3. Give detailed updates to the executive board and general assembly on upcoming programs.
4. Coordinate with any RSO or organization on programming co-sponsored with the RSA.
5. Coordinate with the VP of Marketing and PR on programming publicity.
6. Chair the programming committee, which includes Resapalooza.
7. Create and maintain, with the executive board, a calendar of events for the academic year.
8. Communicate with the Student Activities office on administrative processes (e.g. space reservations, contracts, vendor contacts).
9. Draft an end of the year report.
10. Complete any other duties as assigned by the Executive Board.

### **Secretary**

The Secretary coordinates the internal communication of the RSA. He/she will serve as the primary link between the Executive Board and the general assembly. Responsibilities for this position shall include:

1. Record accurate minutes during both the general assembly and Executive Board meetings and distributing them electronically shortly after the meeting.
2. Correspond with the VP of Marketing and PR on the posting of the minutes on the RSA website.
3. Maintain an accurate roster and attendance records of RSA representatives.
4. Maintain an e-mail list-serve of active members for group communication.
5. Maintain an e-mail list-serve for the executive board.
6. Send e-mails on behalf of the group to active members.
7. Collaborate with the VP of operations on the management of the RSA office.
8. Draft an end of the year report.
9. Complete any other duties as assigned by the Executive Board.

### **Treasurer**

The Treasurer is the chief financial officer of RSA. He/she is responsible for establishing the budget of RSA each year and keeping accurate records of all incoming revenue and expenditures.

Responsibilities of this position shall include:

1. Work with the President and Advisor(s) to establish a yearly budget at the beginning of the academic year.
2. Maintain accurate and detailed records within the treasury of all expenditures and receipts.
3. Ensure the treasury book meets the standards of the Student Activities office.
4. Manage the general and internal accounts.
5. Provide a comprehensive monthly budget report to the Executive Board.
6. Complete all reimbursement requests within two (2) weeks.
7. Collaborate with the C3 Financial Director.
8. Facilitate the approval process for Co-Sponsorship Grants at the Executive Board meeting.
9. Ensure adequate funding for co-sponsorship requests.
10. Oversee fundraising operations.
11. Draft the end of the year RSA financial report.
12. Complete any other duties as assigned by the Executive Board

### **C3 Financial director**

The C3 Financial director shall serve as the primary contact for C3 funding requests. He/she is responsible for keeping accurate records of C3 expenditures. Responsibilities of this position shall include:

1. Coordinate the process for Finance Grants submission.
2. Maintain accurate Finance Grant forms.
3. Maintain an accurate ledger of all finance grant allocations.
4. Facilitate the approval process for Finance Grants at the general assembly meeting.
5. Draft the end of the year C3 program finance report.
6. Collaborate with the RSA Treasurer.
7. Complete any other duties as assigned by the Executive Board.

### **National Communications Coordinator (NCC)**

The NCC is the RSA's primary liaison to the National Association of College and University Residence Halls (NACURH) and the Central Atlantic Affiliate of NACURH (CAACURH).

Responsibilities of this position shall include:

1. Keep the RSA affiliated and in good standing with NACURH and CAACURH.
2. Utilize NACURH and CAACURH resources in order to improve residential life at the University of Delaware.

3. Organize delegations to the CAACURH Regional, CAACURH No-Frills, and NACURH National Conferences.
4. Chair the CAACURH and NACURH Conference Committees.
5. Coordinate any bid submissions by the RSA to either CAACURH or NACURH.
6. Draft an end of the year report.
7. Complete any other duties as assigned by the Executive Board.

## BECOMING A CANDIDATE

1. Review the Campaign Guidelines and the RSA Position Expectations and Descriptions. Fill out the Candidate Filing Information form; provide a Candidate Statement of Intent, along with a Candidate Biography located in this packet.
2. Your Candidate Statement of Intent and biography must not exceed 500 words, and will not be edited or corrected. You must make sure you submit it the way you want it presented. Your statement will be posted in your residence hall lobby, floor bulletin boards, and also near the voting booth during the election. You are not required to submit a statement, though you are encouraged to do so. The candidate statement form contains **suggested** questions.
3. Submit electronically to Ryan Kaczmarczyk, VP of Operations at [udelrsa@gmail.com](mailto:udelrsa@gmail.com) a recent photograph of yourself that will be posted in your residence hall lobby, floor bulletin boards, and also near the voting booth during the election. Your photograph should have only you in the picture. Please be sure that the picture is representative of who you are and should not contain illegal or illicit materials.
4. If you are ineligible for the position in which you are running due to an academic or judicial requirement concern, you will be contacted by the RSA advisor(s). **If you are not contacted, you ARE an eligible candidate.**

## ELECTION TIMELINE

Sunday, March 20	Candidate packets available via <a href="http://sites.udel/rsa">http://sites.udel/rsa</a> and through email
Monday, April 4	Candidate Packets Due to RSA E-Board at 11:59pm via email <a href="mailto:udelrsa@gmail.com">udelrsa@gmail.com</a>
Monday, April 11	Campaigning can begin at 8:00 am
Friday, April 15	Campaigning ends at 8:00 p.m.
Saturday, April 16	Campus Election Day during Resapalooza
Sunday, April 17	Candidates notified of election result

## CAMPAIGNING GUIDELINES

1. Campaigning may begin on Monday, April 11, 2011. You will be disqualified and forfeit your candidacy if you begin campaigning before this date and you will be responsible for immediately removing any posters and or flyers posted.
2. Campaign Posting is only approved within the bounds of residence hall complexes.
3. All advertising, including posters, flyers, and signs for campaigning, must be in accordance with the guidelines set up by the University of Delaware – Office of Residence Life.  
<http://www.udel.edu/reslife/students/solicitation.html#posting>
4. Candidates will be offered access to other buildings within their complex during the campaigning period. If you wish to receive this access please contact your complex coordinator (CC) via email.

Complex	RSA advisor(s)	Email Address	Office Location
Central	Samanta Lopez	<a href="mailto:slopez@udel.edu">slopez@udel.edu</a>	Warner Hall
Christiana Towers	LaMar Rice	<a href="mailto:lrice@udel.edu">lrice@udel.edu</a>	Christiana Commons, 111
Dickinson	Paul Miller	<a href="mailto:pemiller@udel.edu">pemiller@udel.edu</a>	Rodney Dining Commons
Harrington	Jacqueline Winslow	<a href="mailto:jwinslow@udel.edu">jwinslow@udel.edu</a>	Harrington Commons
Russell, Lane, Thompson	Sami Nassim	<a href="mailto:nassims@udel.edu">nassims@udel.edu</a>	Harrington Commons
George Reed	Keenon Mann	<a href="mailto:keenon@udel.edu">keenon@udel.edu</a>	George Read North
Independence South	Rebecca Krylow	<a href="mailto:beccab@udel.edu">beccab@udel.edu</a>	Independence Hall East
Ray Street	Michele Kane	<a href="mailto:michelon@udel.edu">michelon@udel.edu</a>	5 Courtney St.
Rodney	Jimmy Howard	<a href="mailto:jimmyh@udel.edu">jimmyh@udel.edu</a>	Rodney Dining Commons

5. Advertising may not cover any existing signs, posters, or flyers. Advertising may not be placed on any resident's door without their consent.
6. Any candidate found responsible of tampering with another candidate's campaign materials will be disqualified from the election.
7. Candidates should seek clarification by the Complex Coordinators (CC) or RSA advisor(s) prior to taking any action on all campaign activities that are not clearly covered by the elections rules, procedures, and directives outlined in this election packet.



## RSA CANDIDATE FILING FORM

### Personal Information:

Name: \_\_\_\_\_ Building: \_\_\_\_\_

Phone: \_\_\_\_\_ Room#: \_\_\_\_\_ E-mail: \_\_\_\_\_

Major: \_\_\_\_\_ Year: \_\_\_\_\_ FR SO JR SR  
(Circle One)

### RSA Position sought: *(Please check ONE)*

<input type="checkbox"/>	President	<input type="checkbox"/>	VP of Operations
<input type="checkbox"/>	VP of Intra-Collegiate Affairs	<input type="checkbox"/>	Secretary
<input type="checkbox"/>	NCC	<input type="checkbox"/>	C3 Financial Director
<input type="checkbox"/>	VP of Marketing & Public Relations	<input type="checkbox"/>	Treasurer
<input type="checkbox"/>	VP of Programming	<input type="checkbox"/>	

### Name as you would like it to appear on the ballot:

### Time Commitments:

*Please list any significant commitments you expect to have during the 2010-2011 academic year (i.e. student teaching, leadership in other clubs/organizations, sports, work, etc.).*

Total estimated hours per week needed for the above commitments: \_\_\_\_ hours/week

Total estimated academic credit hours: Fall \_\_\_\_ | Spring \_\_\_\_

***These questions will not affect your candidacy. Rather we would like you to consider whether or not you have the time to devote to the position for which you are running.***

## RSA ELECTION CHECKLIST

- ☐ I have studied the duties of the position I am seeking and understand completely all the commitments involved, including meeting attendance and participation.
- ☐ I have carefully read and understand the election procedures as outlined in this packet.
- ☐ I have a GPA of at least 2.2, and I am currently in good standing at the University of Delaware; I am not on academic probation. (Non-Freshmen)
- ☐ I am enrolled for at least 12 credit hours during the Fall 2011 semester.
- ☐ I have completed the Official Candidate Filing Form.
- ☐ I have completed the Official Candidate Statement and biography.
- ☐ I have a recent photograph that I will send electronically included with my nomination materials. This photo will be posted in your residence hall lobby and also near the voting booth during the election. Your photograph should have only you in the picture. Please be sure that the picture is representative of who you are and should not contain illegal or illicit materials.
- ☐ I will submit my completed nomination packet to udelrsa@gmail.com.
- ☐ I will not begin campaigning until after Monday, April 11, 2011 after 8:00 am.
- ☐ I will seek clarification prior to taking any action on all campaign activities that are not clearly covered by the elections rules, procedures, and directives outlined in this election packet.
- ☐ I will conduct my campaign in a professional manner using discretion in speeches, statements, and publicity so as not to harm other students or candidates.

***All nomination materials must be submitted by 11:59pm on Sunday, April 11, 2011 for inclusion on the ballot!***

### ***Items for Submission:***

*Candidates should submit the following completed documents electronically:*

- Candidate Filing Form
- Candidate Statement and biography
- Recent photograph

## CANDIDATE WAIVER

I, \_\_\_\_\_, hereby grant permission to  
(Print Name)

the Office of Residence Life to review my academic and housing assignment, to verify the fact that I meet the minimum qualifications (2.2 GPA and assignment in the residence hall where student is seeking a position) for an officer position on one of the RSA at the University of Delaware. I understand this information will be used for the sole purpose of the election process and will remain confidential.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **RSA CANDIDATE STATEMENT OF INTENT**

Name: \_\_\_\_\_

Position(s) applying for: \_\_\_\_\_

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The Candidate Statement must not exceed 500 words, and will not be edited or corrected. Your statement will be posted online and also near the voting booth during the election. Please address the following questions within your statement.

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1. What skills/aptitudes do you possess that qualifies you for this position?
2. Explain how you will approach your RSA commitment in conjunction with your academic and personal goals.
3. Provide two ideas that you would like to implement within RSA next year. Give reasons why you think they should be implemented.
4. How do you see RSA contributing to the UD campus?

## **RSA CANDIDATE BIOGRAPHY**

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The Candidate Biography must not exceed 500 words, and will not be edited or corrected. Your statement will be posted in your residence hall lobby and also near the voting booth during the election. Some suggested topics to include might be:

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1. General information like your hometown and/or major
2. Reasons why you chose UD
3. Favorite quote – be sure to provide citation information
4. A life lesson you learned and always will remember