

A Resolution to Restructure the Administrative and Internal Affairs Duties of the Executive Board into a Chief of Internal Affairs Position

WHEREAS the Residence Hall Association (RHA) is the governing body for all on-campus students at the University of Maryland, and

WHEREAS the Executive Board exists to guide the organization and serve all members, and

WHEREAS although the Executive Board was restructured last year, partly due to the imbalance of responsibilities between Executive Board positions, the board is continuously reflecting on individual and group efficiency, and

WHEREAS the RHA president role has two time-consuming roles as both RHA’s Executive Board leader and as the recognized external spokesperson for on-campus students, and

WHEREAS multiple Executive Board members, including the president, programming and community development coordinator, and administrative officer, share administrative duties, and

WHEREAS assigning these duties to a chief of internal affairs position, which would serve as the coordinator of all internal RHA affairs, would eliminate the administrative officer position and increase the efficiency of the president and programming and community development coordinator, and

WHEREAS creating a chief of internal affairs would allow the RHA president to focus on serving as the external spokesperson for on-campus students, which is especially needed as the university transitions to new leadership next year,

THEREFORE BE IT RESOLVED that the RHA chief of internal affairs would assume the following responsibilities:

- 1) Setting Executive Board meeting agendas, facilitating meeting conversations, and following up on action items or deadlines
- 2) Overseeing fall and spring semester Executive Board retreats with the advice of the president
- 3) Coordinating Executive Board community hours and the buddy mentorship program
- 4) Maintaining knowledge of the Executive Board positional duties found in the RHA bylaws and holding Executive Board members accountable for these duties
- 5) Booking meeting rooms, ensuring proper equipment, and managing other such logistical items
- 6) Managing RHA’s office space, including scheduling
- 7) Overseeing intra-organizational communication efforts
- 8) Taking minutes for Senate and Executive Board meetings and distributing them via email

47 9) Assisting the president in duties however necessary

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49 And the marketing and technology officer (MTO) would assume the remaining administrative
50 officer duties:

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52 1) Maintaining RHA membership roster, listservs and any other files deemed necessary by
53 the Executive Team

54 2) Updating the RHA Constitution, Bylaws, and Standard Operating Procedures upon
55 amendment, and making amended copies available electronically; and

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57 **BE IT FURTHER RESOLVED** that Article I of the RHA Bylaws include position descriptions
58 outlined in the attached document and available at ter.ps/ehb004s and that Article III, Section II,
59 Clause I of the RHA Constitution shall be updated to reflect these changes, and

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61 **BE IT FURTHER RESOLVED** that all mentions of the administrative officer in the RHA
62 governing documents be replaced with chief of internal affairs or MTO where necessary, and

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64 **BE IT FINALLY RESOLVED** that these changes will take effect beginning with the 2020-
65 2021 academic year.

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