

2013



2014

Residence Hall Association Staff Member Guide to RHA

Published 6/27/2012



Staff Member Guide to RHA

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RHA Overview

Who

The Residence Hall Association membership consists of all fee-paying on-campus residents. RHA leadership is made up of 80 hall council officers, 6 executive officers, and various committee chairs and members.

What

RHA Vision

The Georgia Tech Residence Hall Association strives for a fulfilled resident population through building community, developing leadership, and encouraging personal growth.

RHA Pillars

RHA's scope focuses on 5 major on pillars:

1. Fostering a firm spirit of leadership, citizenship, and community;
2. Provide a positive cultural, educational, and social atmosphere;
3. Encourage participation in extracurricular activities;
4. Aid the housing administrators in improving living conditions;
5. Represent the Residents of Georgia Tech Housing;

RHA Values

1. Integrity - Conducting all affairs with unwavering dedication to moral standards.
2. Honesty - Remaining truthful in all circumstances.
3. Unity - Working as one RHA to benefit all residents and build community.
4. Accountability - Being responsible for the actions taken individually and as an organization.
5. Growth - Continuous personal, organizational, and communal improvement.

When

RHA operates year-round, with a majority of activity occurring during the Fall and Spring semesters.

Where

RHA Hall Councils exists in every building group on campus. For the 2013-2014 year there are a total of 20 Hall Councils. RHA's main executive office is located in Room 101 of the Student Services (Flag Building).

Why

RHA exists fundamentally for two reasons:

1. To give residents a voice in their communities
2. To improve on-campus living

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How

RHA has a variety of governing documents. Each Hall Council is governed by a local set of By Laws with set rules and procedures for operating. The entire organization is governed by a global constitution and bylaws. The executive board may also set additional policies in the Policy Book and the president may set policies through executive order.

Professional Staff Member Role

Overview

Professional Staff Members are valuable to the operation of the Residence Hall Association. As advisors you help guide leaders to improving and/or building the community and conditions in our residence halls. RHA cannot be successful without effective by in from housing staff, both professional and student staff.

Resources

RHA provides a variety of services for Professional Staff Members to take advantage of including:

1. Financial Support from Hall Councils
2. Financial Support from the Legislative Council
3. Material and Equipment from the Funshop
4. Sam's Club Account
5. Program Patronage

The Residence Hall Association Executive Board is also available to help in any way possible. Please feel free to contact us or drop by our office hours which can be found on the RHA website.

Why does RHA need me?

Drive: The Hall Council Advisor position has one of the most important jobs in the organization, pushing the Hall Council to do make a difference. By telling the officers what they can achieve, how to achieve it, and how you are there to support them, the Hall Council Officers will be more excited to find different events to plan or find improvements for the residence halls.

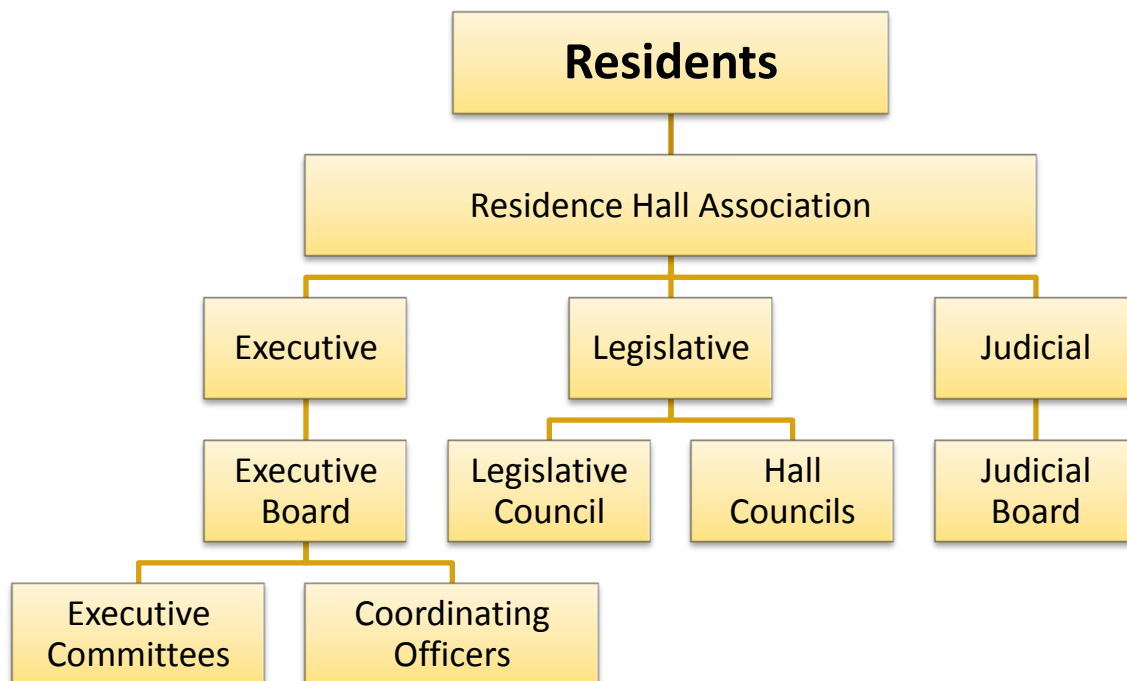
Knowledge: Professional Staff Members have a unique perspective on residence life. PSMs have better working knowledge the Department of Housing's procedures, which can enable the Hall Council Officers to successfully impact residents' lives. Many of the Hall Council Officers have never been involved in the organization or interacted with housing a greater level, you offer the bridge of support allowing them to truly make a difference.

Advisor Expectations

- Know the Residence Hall Association and Hall Council constitution and policies, thereby ensuring officers are fulfilling their duties.
- Attend all meetings and events sponsored by the group.
- Encourage an Executive Board meeting to be held, preferably on another day than the meeting as this is where the advisor can have a real impact.
- Get to know your officers.
- Encourage meeting planning - agendas, ideas, bills.
- Encourage Hall Councils to put on events.
- Try to avoid speaking at the meetings unless asked or if clarification is needed.
- Empower officers to think and act on their own, before stepping in - allow them to make mistakes and help the officers to learn from them.
- Hall Council officers are volunteers, but should be treated with the same respect as student staff.
- The Advisor is responsible for ensuring that the Executive Board is following Institute and Departmental policies, especially regarding reservations, risk management, facility issues, etc.
- Be professional.

Organizational Structure:

Below is a view of the overall organizational structure for the Georgia Tech Residence Hall Association. The Residence Hall Association consists of three branches.



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Executive Board

The RHA Executive Board is composed of 6 students and a professional staff advisor. The Executive Board is tasked with:

1. Planning for the future of the organization;
2. Being informed of all matters important to residents;
3. Representing Residents;
4. Enforcing organizational policies;
5. Guiding the creation of policies;
6. Communicating with the Hall Council Officers and the Department of Housing.

Executive Board Officers

The executive board is made up of the following 7 positions:

Position	Name	E-mail	Roles
President	Pamela Sanders	president@rha.gatech.edu	Ultimate Responsibility for the Organization.
Vice-President	Kenneth Hughes	vp@rha.gatech.edu	Internal RHA Matters, Executive Committees
Director of Communication	Michael O'Neal	doc@rha.gatech.edu	Keep Accurate Records of RHA Business
Director of Programming	Megan Ramsey	dop@rha.gatech.edu	Coordinate RHA Programming Efforts
Director of Finances	Michael Cherecwich	dof@rha.gatech.edu	Financial Records, Disbursements, Policies
National Communications Coordinator	Michaela Bartram	ncc@rha.gatech.edu	Coordinates Conferences and Regional Communication
Advisor	Alex Becking	advisor@rha.gatech.edu	Advise the President, Maintain Financial Compliance

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Committees and Coordinating Officers

The Executive Branch also has a variety of committees and coordinating officers that fall under different Executive Board members:

President

- The Auditor

Vice President

- Continuous Improvement Committee
- Inter-Committee Council

Director of Communications

- Information Technologies Coordinator
- Public Relations Committee

Director of Programming

- Programs Committee

Director of Finances

- Financial Oversight Commission

National Communications Coordinator

- Spirit and Recognition Committee

Advisor

- Elections Committee

Standing Committees

Overview - RHA has 2 coordinating officers and 7 standing committees. See below for details. Each committee will meet as determined by the chair. The Chair of the committee is appointed by the RHA President through executive order. The chair's duties are to call and run the committee meetings and to give reports at each subsequent LC meeting. The application for becoming a member of a committee and chairing a committee can be found on the RHA website at

<http://rha.gatech.edu/committees>

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Committee Name	Committee Description
<i>Public Relations Committee</i>	The Public Relations Committee (PR) seeks to promote RHA by managing communication between the organization and the Georgia Tech community, as well as coordinating publicity efforts on the Hall Council level. This includes assisting the President in protecting and promoting the image of RHA. This committee works very closely with all facets of RHA, and also maintains external relations to guarantee that RHA is given credit as arranged in any sponsorship.
<i>Continuous Improvement Committee</i>	The purpose of the Continuous Improvement committee is to assist in the advancement of the organization as a whole. CIC would be responsible for assisting in changing the internal structure of the organization by suggesting and analyzing suggested changes. They would also be responsible for the Hall Council Review. Lastly they would be responsible for implementing and lobbying for capital improvements funded by RHA.
<i>Programs Committee -</i>	The Programs Committee is primarily responsible for assisting the Director of Programming in creating campus-wide programs for RHA. This includes planning of events, advertising of events, set-up o events, running events, and cleaning up after events. Members of the programs committee contribute a great deal to the ideas and execution behind these various programs, and have a huge say in the creative brainstorming process. They are able to have a huge impact on campus as a whole, and it is great experience for those who wish to know what it takes to put on a large successful program.
<i>Financial Oversight Commission</i>	The Financial Oversight Commission (FOC) is directly responsible for assisting the Director of Finances in his/her duties. The FOC creates financial policies that it then uses to give recommendations on bills that go through LC. These policies are entirely under the discretion of the FOC and Director of Finances as long as they do not contradict the Constitution or Bylaws. The recommendations that FOC gives are non-binding but important as they are the initial barrier against bills that are not appropriate to be financed by LC.

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Coordinating Officers:

Coordinating Officer	Responsibilities
Information Technologies Coordinator	The Information Technologies Coordinator (ITC) is responsible for maintaining any electronic means of communication. This includes maintenance of the email lists that are used by RHA as well as the RHA website. The ITC is also responsible for maintenance of computers and other electronics that are used by the organization. Finally the ITC is responsible for the training of RHA officers in the use of these aforementioned technologies.
Auditor	The auditor is responsible for maintaining the financial integrity of RHA. This includes ensuring that all financial transactions of the organization follow policies of the Department of Housing, as well as Georgia Institute of Technology. The auditor is also responsible for auditing the finances of the entire organization once per semester and presenting these results to LC. Lastly, the auditor holds a voting seat on FOC and may request the financial documents of RHA at any time.

Hall Councils

Hall Councils are the local legislative units of RHA. They are governments for an individual residence hall or a group of halls. If your Hall Council is Freshmen Experience or specially designated by the RHA President it is the White Structure and consists of a President, Vice President, Social Chair, Treasurer, and Secretary. If your Hall Council is not freshmen experience it is the Old Gold Structure and consists of a Meetings Coordinator, Events Coordinator and Finance Coordinator. Each Hall Council sends from one to three voting representatives to the Legislative Council each week depending on the hall population and structure.

Hall Councils have four main functions:

1. Govern hall life such as quiet hours and conduct weekly business meetings
2. Organize programs and activities for the benefit of its residents
3. Inform residents of campus events and events affecting residence hall life
4. Provide a forum for residents to discuss their concerns about Housing or campus happenings in general

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Each Hall Council has their own account of funds allocated to them every semester for purpose of programming and activities. The Treasurer or Finance Coordinator should report the current account totals every meeting to keep everyone updated.

White (FE) Structure

- **Members** -Freshman Experience Hall Councils consist of the voting members drawn from residents of the halls. A President, Vice President, Secretary, Treasurer and Social Chair will constitute the Executive Board and have extra duties assigned to them as outlined below. In addition to these duties, **each board member holds a vote as a full Building Representative**. Each section that a PL is in charge of is assigned a Building Representative position.
- **Meetings** - The Hall Council should consistently meet every full week that school is in session at a specified time and place. Meetings may not take place on shortened weeks or holidays. Contact your President to determine the regular meeting times.
- **Submitting a Bill** - Bills are submitted online through the bill submission process on the RHA website. If a Hall Council bill is over \$250 it is required to be tabled for a period of one week.
- **Getting your Reimbursement** - The Treasurer should provide you with information on how to get reimbursed when you pass a bill. He/she will need an original, itemized receipt for proof of purchase. A credit card receipt is not acceptable. After you give the Treasurer your receipt and all relevant information, he/she should get the completed Expenditure Authorization Form (EAF) back to you within one week.

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President	Vice President	Treasurer	Secretary	Social Chair
Chairing all Hall Council meetings	Chairing the Hall Council meetings in case of the president's absence	Processing all reimbursement forms in a timely manner	Keeping accurate minutes of all Hall Council meetings	Attending Programs Committee meetings
Assisting the secretary in determining the Hall Council agenda	Acting as the Hall Council's representative to Legislative Council	Keeping accurate records of all Hall Council transactions	Distributing the minutes from each Hall Council meeting	Initiating, planning, and executing Hall sponsored programs.
Holding elections in the case of a vacant executive office position	Relaying information between Legislative Council and own Hall Council	Verifying the Hall Council accounting with the Hall Council advisor at least once by the end of each semester	Providing a copy of the Hall Council minutes to the RHA Director of Communications each week there is a meeting	Assisting the other officers and residents in coordinating events
Listening to and addressing the concerns of the residents.	Encouraging residents to become active in Hall Council and attend programs	Giving weekly reports of the budget to their Hall Council	Generating signs advertising Hall Council meetings and events	Encouraging residents to become active in Hall Council and attend programs
Representing the Hall Council to other campus groups and administrators	Assisting the other officers and residents in coordinating events	Keeping contact with the RHA Director of Finance	Encouraging residents to become active in Hall Council and attend programs	
Encouraging residents to become active in Hall Council and attend programs.	Keeping contact with the RHA Vice President	Encouraging residents to become active in Hall Council and attend programs	Assisting the other officers and residents in coordinating events	
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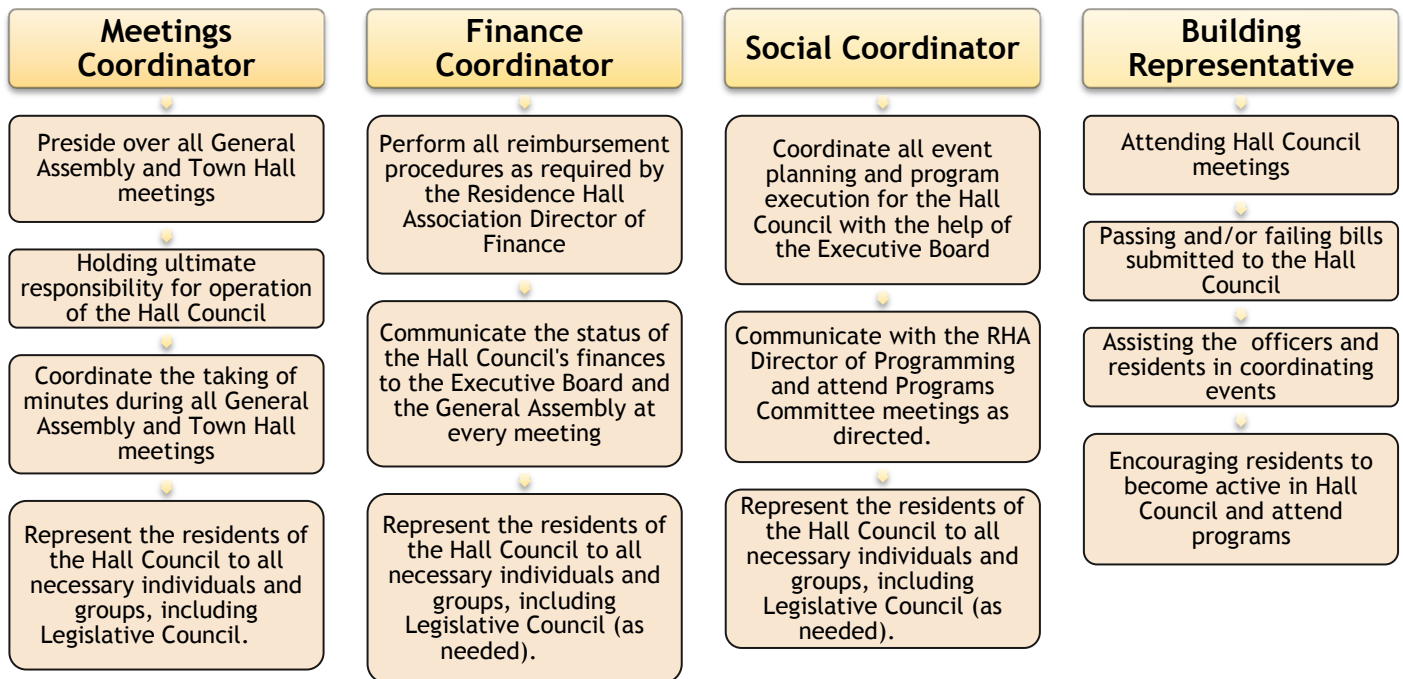
Old Gold (Non-FE) Structure

- Members** - There is a Coordinating Board, Building Representatives, and Voting Representatives. Apartment Hall Councils consist entirely of Building Representatives. The number of representatives varies by Hall Council; they should have $(.5 * SSM + 1)$ residents in attendance for quorum. Three of the Building Representatives also have additional duties and responsibilities. The Meetings Coordinator runs the General Assembly (GA) meetings and Town Hall meeting.
- Meetings** - The Meetings Coordinator will hold a General Assembly meeting. This meeting is to conduct all business that goes through the Hall Council. All Building Representatives will attend this meeting. Bills are passed and failed at this meeting.

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Town Hall meetings are held once a month by the Meetings Coordinator. This meeting is designed as an open forum to generate discussion about issues pertaining to residents. Residents that are not Building Representatives are highly encouraged to attend this meeting to give the Hall Council feedback and allow them to maintain contact with residents. Many issues addressed in this meeting will be taken to Legislative Council for campus wide action.

- **Submitting a Bill** - Bills are submitted online through the bill submission process on the RHA website. If a Hall Council bill is over \$250 it is required to be tabled for a period of one week.
- **Getting your Reimbursement** - The Finance Coordinator should provide you with information on how to get reimbursed when you pass a bill. He/she will need an original, itemized receipt for proof of purchase. A credit card receipt is not acceptable. After you give the Finance Coordinator your receipt and all relevant information, he/she should get the completed Expenditure Authorization Form (EAF) back to you within one week.



Judicial Board

The Judicial board is comprised of residents and is led by the Chief Justice. J-board serves as alternative route for all housing disciplinary and damage cases. This is an appointed position.

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Position	Name	E-mail	Roles
Chief Justice	Nikki Randall	justice@rha.gatech.edu	Primary Responsibility for the Judicial Board

Legislative Council

The Legislative Council meeting is the weekly business meeting comprised of representatives from the Hall Councils and is conducted by the RHA President. The Council is comprised of the Vice-Presidents (for *White Structure*) and the Executive Board (for *Old Gold Structure*) from all the Hall Councils. The number of representatives for each Hall Council is determined by the number of residents that it represents. The main purposes of this meeting are to exchange information relevant to the organization and campus, to disperse RHA funds for programs, to voice resident's concerns, and to authorize capital outlay purchases. This meeting takes place every full week of classes during the academic year on Wednesday night at 9:00 p.m. in the Student Services(Flag) Building starting September 11, 2013.

How to Write a Good Bill

For bills to be submitted, you must click “Submit a Bill” at the top of the RHA website (rha.gatech.edu).

The key to writing a bill is preparation. Descriptive submissions are better for presenting. Below is the walk through for bills, be sure to familiarize yourself with structure so you are not repeating the same information. The form must be filled out completely to be considered.

PAGE 1		
Bill Details		
Bill Title	Text Field	
Bill Type	Multiple Choice	Event - 2 Capital Outlay - 3 Resolution - 4
Bill Summary	Text Area	*Non-financial information
Contact Info		
Bill Author	Text Field	
Hall Council / Organization	Text Field	

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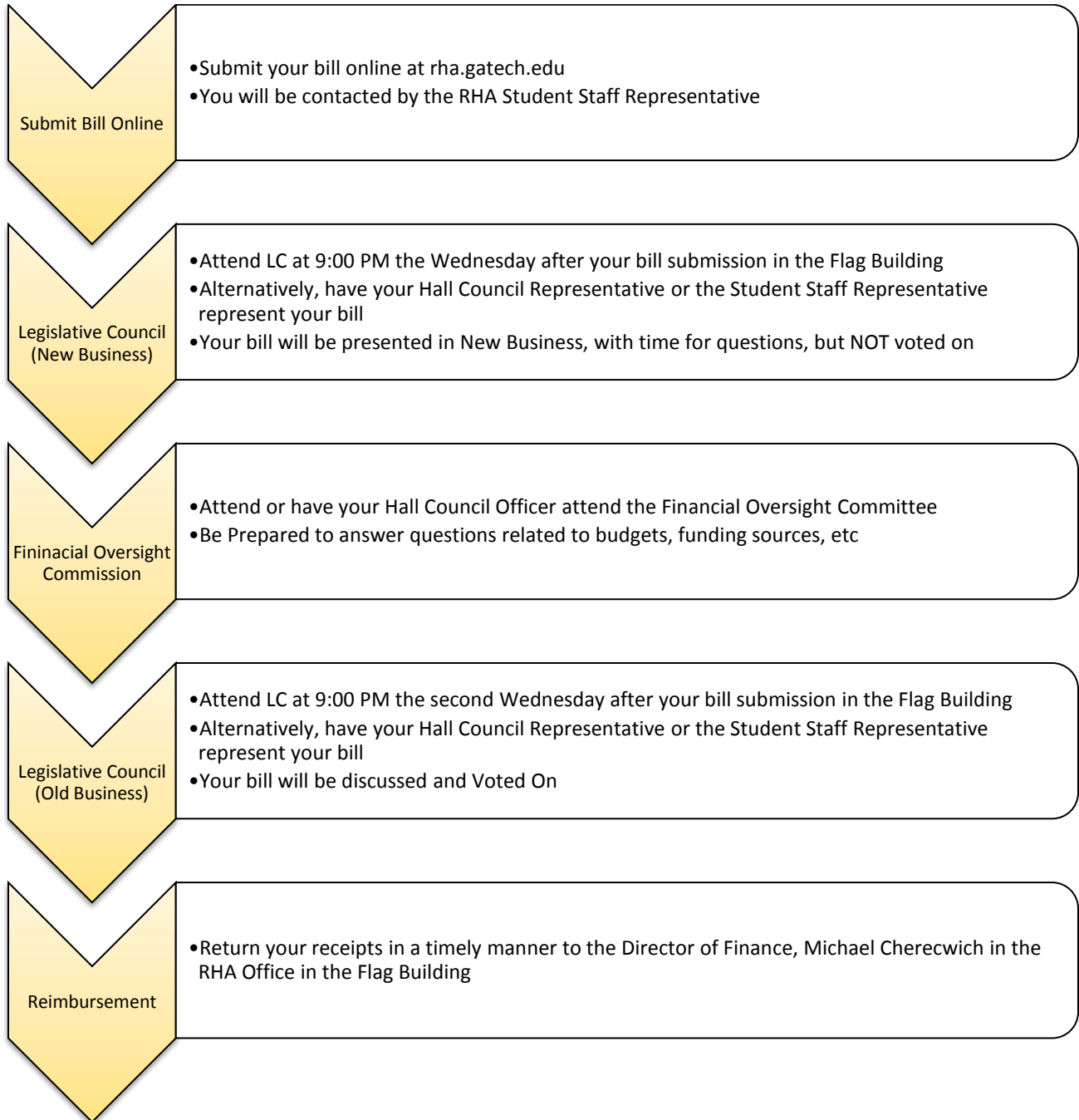
Bill Co-Author	Drop Down Box	*Please choose from your hall council
Email Address	Text Field	*GT Email Addressed Preferred
Phone Number	Text Field	*(xxx) xxx - xxxx
PAGE 2		
Event Details		
Event Date	Text Field	*mm/dd/yy
Event Time	Text Field	*hh:mm (am/pm)
Event Location	Text Field	
Expected Attendance	Text Field	
PAGE 3		
Financial Details		
Amount Requested	Text Field	
Budget Summary	Text Area	
Overall Requested	Text Field	
Other Sources of Funding	Text Area	
PAGE 4		
<p>Please verify that all information you have entered is accurate and complete. If you are sure that everything is correct, please click Submit to submit your bill. You should receive an email shortly confirming your submission with more information on presenting your bill to Legislative Council.</p>		

*Represents further information such as a format that should adhere to.

If you would like to submit a better Budget Description (Excel) or longer Resolution (Word), please email the Director of Communications before Bill Submission Deadline with the title **[LC Bill] *Bill Title* - Further Information**.

The hall council officer you chose should email you regarding the bill. Use this relationship for tips on how best present a Legislative Council bill.

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Finance Guidelines

Funding

The Residence Hall Association receives fifteen dollars per resident each semester to use for its activities. Eight dollars of this money (for each resident) is given to Hall Councils for their semester budget. The rest is distributed among other Residence Hall Association accounts for campus-wide programs, sponsorship, capital outlay, budgeted

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events such as Welcome Week and RezFest, and other operating expenses. Each semester, every Hall Council will find out their exact budget for the semester based on their population, usually around the third or fourth week.

Financial reimbursements have to be approved by the Hall Council treasurer and the Hall Council advisor. This money is to be used for Hall Council activities only.

What are the funds for?

The Residence Hall Association funds are designed to be an aid in our mission to build community throughout the residence Halls. RHA funds can be used for such things as section- or building- wide activities and capital purchases.

The Residence Hall Association strongly discourages the use of RHA funds for individuals or very small group events, such as study groups, where the focus of the activity is not community building within a section, Hall, building, or Hall Council.

How is the money not allocated to Hall Councils used?

The seven dollars per resident that is not allocated to Hall Councils is meant for the use of the entire campus. While part of the money is allocated to the operating budget which is controlled by the RHA Executive Board, a portion of the budget is under the control of the Legislative Council. The LC allocates from two accounts throughout the school year: Programs and Capital Outlay. For more information on these accounts please contact the Director of Finances (dof@rha.gatech.edu).

Where do capital purchases go at the end of the year?

At the end of the year, capital purchases will be collected from Hall Councils and placed in the Funshop. Items such as pool tables, ping pong tables, and other purchases made specifically for the improvement of a particular residence Hall will stay within that Hall Council with approval from the RHA Executive Board.

Any unspent funds at the end of the fall semester will be rolled over into the Hall Council's spring budget. Any funds remaining at the end of the spring semester will be re-allocated to the Residence Hall Association budget for the following year.

Guidelines for Being Reimbursed

Georgia Tech works on a reimbursement system. This means that when you buy something, you pay for it and we will pay you back. The following guidelines will help you receive your money faster.

- ALWAYS have your purchase pre-approved. Receipts cannot be reimbursed for items that have been purchased prior to approval. A Hall Council does not have executive authority over its funds and therefore must pre-approve all purchases. Absolutely no tips will be reimbursed that are not properly documented with provided tip verification form.

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- ALWAYS submit an ORIGINAL, ITEMIZED receipt. Every item and its cost must be listed separately on the receipt. Credit Card receipts with just the total will NOT be accepted. Copies of receipts will also not be accepted
- ABSOLUTELY NO ALCOHOL. No Hall Council may fund alcohol or any event that involves alcohol. Any receipt that has any tobacco or alcohol anywhere on it cannot be reimbursed.
- **Finals Food:** Finals food may not be voted on until the second to last scheduled meeting of a semester. The intention is that Hall Councils use finals food to spend their remaining budget and not pre-allocate for it. Finals food must be less than \$300 per night and \$1,000 in total.
- **Three Hall Council Rule:** Any non-RHA (only excludes Hall Council Executive Board, RHA Executive Board, and Committees) affiliated organization who intends to submit a bill to three (3) or more Hall Councils, must first submit a bill to the Legislative Council and have that bill voted upon. This rule may be suspended by the RHA Executive Board.
- **Capital Purchases:** Any capital item purchased by a Hall Council (of value > \$10) shall be returned to the Residence Hall Association to be placed in the Funshop at the end of the year. This policy may be waived by the RHA Executive Board.
- **Student Staff Voting:** Student staff members are not allowed to hold voting privileges in any Residence Hall Association entity, including Hall Councils, both during elections and during meetings.

Resources

Funshop

The Residence Hall Association maintains a storage area on campus known as the Funshop. The Funshop contains items designed for use at RHA events and for the support of Department of Housing staff as well as other organizations. A wide range of items can be found within the Funshop, such as a fully functional sound system, sports equipment, board games, and snow cone machines. A listed inventory of the items available is can be found on the RHA website, and is available upon request from the Director of Programming (dop@rha.gatech.edu). To request items from the Funshop, please use the online form. Non-perishable items are typically reserved for large scale or campus-wide events, but may be used for any RHA-sponsored event.

The Funshop is located in a garage adjacent to 633 Techwood Drive, beneath Smith Residence Hall. Items can currently be rented for a maximum of one week.

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Programming Ideas

RHA Files - The office of the Residence Hall Association contains files for many past Hall Council and campus-wide events. Contact doc@rha.gatech.edu for more information.

Programs Committee - This committee is open to all Georgia Tech students and is designed to introduce, discuss, and establish new potential events and programs for residents. If you have an idea for a large scale event, or would like to help plan one, you can contact and/or join the Programs Committee. The Director of Programming is always looking for new ideas and people to assist on the Programs Committee.

Conferences - Each year the Residence Halls Association sends a delegation to the regional and national conference for RHAs. RHA pays all the expenses associated with the conferences and travel. At each conference delegates take part in a wide variety of activities including dances, banquets and programming sessions. The programming sessions teach the attendees about a wide variety of topics. From how to be a better you at your position to information sessions on programs that are successful at different schools. Anyone interested should contact the NCC for more information at ncc@rha.gatech.edu.

Recognition

Of the Month Awards

The South Atlantic Affiliate of College and University Residence Halls (SAACURH) and the National Association of College and University Residence Halls (NACURH) award monthly recognition for the best activity in the region and nation (respectively) to the individuals or groups of individuals for the best activity or contributions that made a positive impact on residence life. For more help on how to apply for an OTM, please contact the NCC at ncc@rha.gatech.edu. OTMs are a great opportunity to allow a certain program or person be recognized outside of their direct impact area because OTMs are recognized not only at the school level but also the regional and national level. This is really one of the best ways to provide easy and large scale recognition for those who impact our residence halls!

Some general information needed to apply for an OTM is as follows:

Person in Charge or Nominee and their contact information

Your contact information

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How the program, person or group has made an impact

Additionally for programs:

Budget

Number of attendees

Feasibility of the program's replication at another school

Goals of the program

OTM Category: Programs

OTM Sub-Category	Description
Community Service	These OTMs are for programs that provide community service in not only the traditional sense but also the creative ways that give back to the community.
Educational	These awards are for programs that educate the residents in some manner.
Diversity	These awards go to outstanding diversity programs that not only educate residents but gets residents to open their eyes to something different.
Social	This award goes towards a program that brings people together and builds a community.
Passive Program	For the rockin' bulletin board that does more than just tell you dates but that also educates!

OTM Category: People

OTM Sub-Category	Description
<i>Community</i>	This is for a Hall or group of Halls that made outstanding strides to fostering and creating community in their area.
<i>Student</i>	This award is for students that are not student staff members or campus-wide RHA Executive Board members and have made outstanding contributions to developing community and improving residential life.

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<i>Residential Assistant</i>	This award recognizes outstanding Housing student staff members who have gone above and beyond their requirements to make a positive impact on residence life.
<i>Spotlight</i>	This award is to any student or non-student in general for their valiant efforts to improve their campus and residence halls.
<i>Organization</i>	This award goes to an outstanding hall council for their overall efforts for a month
<i>First Year Student</i>	This recognizes an outstanding Freshmen Experience participant for making an impact on their residence hall, hall council, and campus.
<i>Advisor</i>	For the awesome advisor!
<i>Executive Board Member</i>	This OTM is specifically for an outstanding member of the campus wide executive board.
<i>Faculty / Staff</i>	This award is to recognize non-students who have gone out of their way to improve residence life. Possible nominees could be food service personnel, hall directors or janitorial staff.