Savannah State University’s Residence Hall Association
Hall Council Position Duties

Officers Duties and Responsibilities

A. President
a. Serve as the official representative of the hall to RHA and the university
b. Preside over all hall council community council officer meetings and general body meetings
c. Handle all matters pertaining to the general welfare of the organization unless delegated to another officer
d. Make appointments to committees and other organizations as deemed appropriate and necessary
e. Vote only in the case of tie at Hall Council Community council meetings
f. Serve as the liaison to residential life and university administration
g. Works with the Treasurer on budget oversight, reconciliation and RFI reports
h. Sends i
i. Responsible for the end of the month report

B. Vice-President:
a. Assume the duties of the President in his/her absence
b. Coordinate and oversee the committees within the hall
c. Serve as a committee member on the Finance Committee
d. Serve as the Hall Council Community council Liaison to university committees as requested by the President
e. Lead all investigations in regards to issues and concerns from the residents
f. Serves on Training and Development Committee

C. Treasurer:
a. Collect, record, and deposit all forms of funds for the hall.
b. Prepare reports weekly, monthly, per semester, and one end of year report
c. Coordinate the budget and all expenditures for RHA, insuring that there are no outstanding debts

D. Secretary:
a. Maintain records of Hall Council Community council including minutes, attendance reports, and correspondence
b. Distribute materials to the appropriate students, faculty, administration, staff, etc.
c. Send out reminders or updates to members and other appropriate students, faculty, administration, staff, etc. as deemed necessary.
d. Oversee communication within the organization, including contact lists, e-mail lists, etc.
e. Serves on the resident issues and awareness committee
F. Miss Hall Council Community council:
   a. Be the host and/or face of the hall at all campus events, i.e. Coronation, All Hall Step Off etc.
   b. Plans all professional development opportunities for the hall
   c. Record history and events of the organization
   d. Create and manage all flyers/posters posted in the hall
   e. Liaison to Ms. RHA
   f. Plans all community service projects for the hall with Mr. RHA
   g. Assists in the Coronation of Ms. and Mr. RHA pageant.
   h. Serves on the RHA e-board community service committee

G. Mr. Hall Council Community council:
   a. Serves on RHA community service Council under Mr. and Ms. RHA
   b. Plans all community service projects for hall.
   c. Be the host and/or face of the hall at all campus events, i.e. Coronation, All Hall Step Off etc.
   d. Record history and events of the hall and submits them to the Vice President of Communications and Records
   e. Assists in the Coronation of Ms. and Mr. RHA and their pageant.
   f. Create and manage all flyers/posters posted in the hall
   g. Serves on the RHA e-board community service committee
Hall Officer Requirements
   A. Must maintain a 2.0 GPA  
   B. Must be in good Judicial standing

All Officials

MEETINGS
   A. Meeting Requirements
      a. Hall Council Community council Meetings will occur each week meet at least bi-weekly
      d. Call meetings may be requested by any hall officer or the advisor as it is deemed necessary
      e. Hall Council Community council meetings will be open to all residents of each hall unless announced otherwise. The meeting time must be posted in public locations
      f. Hall Council Community councils will meet including but not excluding for the following purposes: to consider and discuss residence hall issues, activities, programs, and Savannah State University operations and procedures that affect the residence halls
      g. Hall Council Community councils are responsible for representing their residents through written proposals and programs
      h. Must meet twice a month with Resident Director

   B. Absences
      a. Unexcused absences from the three Hall Council Community council meetings per semester constitute grounds for dismissal.
      b. Missing half a meeting is equivalent to missing an entire meeting
      c. To request an excuse absence, the hall council community council board member must submit it to the Hall Council Community council President a minimum of twenty-four (24) hours in advance via direct contact with the president for a response.
      d. Resident Assistants are encouraged to attend Hall Council meetings

   C. End of the Month Reports
      a. Each building council committee will submit a monthly report on the last day of the month to the Vice President of records and Membership via email.

The report should be brief and document the following:

   1. What programs were done
   2. Resident issues that were discussed
   3. Report of all money that was used

   b. Each report should also have a monthly fiscal report completed as well on RHA certified report form that should also be attached to the email.