



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 in weekly meeting agendas to Executive Board President
- 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



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**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



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**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.