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| Macintosh HD:Users:Nick:Desktop:official_rha_header_.jpg |  | **Hall Government Checklist Prior to Info Session**  |

MEETING OBJECTIVES:

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| ☐ | Evoke excitement among the students about Hall Government |
| ☐ | Provide residents with information about their role in their Hall Government |
| ☐ | Communicate the purpose and election process of the Hall Government |

PREPARATION:

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| ☐ | Communicate with your President/VP/RHA rep about their role in the session |
| ☐ | Consider if you would like a fun/social aspect (ice breaker, activity, food, etc.) |
| ☐ | How do you want to communicate the information – Powerpoint, posters around the room describing each position or listing benefits of being in Hall Government, etc. |
| ☐ | Consider how you want to collect student information (name and email) – writing on a sign-up sheet, typing into a spreadsheet on an iPad, etc. |

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| Macintosh HD:Users:Nick:Desktop:official_rha_header_.jpg |  | **Hall Government Info Session Agenda**  |

INTRODUCTION

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| ☐ | Introduce yourself and any staff that is present and have each person talk about their roles |
| ☐ | Collect information from students who attended (name and email) so you can follow up with them later (add this to the names from the Move In sign-up sheet)* Compare this information to your sign up’s on opening day and follow up with students who missed the meeting (Your RA staff should be able to help with this).
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| ☐ | Option: Fun ice breaker |
| ☐ | Discuss what RHA and Hall Government is. Talk about programming, community development, advocacy, voice for the students, leadership opportunities, relationships, getting you connected to students across your hall and campus, make a difference at the campus & university level, resume builder, leadership experience * Include history (2007), traditions (LDD, conferences), mission statement & anything else important
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STRUCTURE OF YOUR INDIVIDUAL HALL GOVERNMENT:

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| ☐ | Executive Board positions (President, VP, Secretary, Treasurer, External Relations Chair, Event Coordinator, Advocacy Liaison) |
| ☐ | Role of additional positions (if applicable – ex: floor reps, birthday chair, etc.) |
| ☐ | Role of the Hall Government General Assembly (General Floor Reps, student attendees) |
| ☐ | General expectations of members: *Year Long Commitment*. As a group you’ll meet weekly, Pres/VP will meet additionally with the advisor once a week, attendance at programs throughout the year, LDD, upholding your specific responsibilities, etc. |
| ☐ | Also, EVERYONE can show up to meetings and be a general member ☺ |

ELECTION PROCESS IF YOU WANT TO RUN FOR A POSITION

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| ☐ | Applications due: September 17th  |
| ☐ | Advertising materials must be approved by the advisor

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| ☐ | Discuss where advertising can and cannot be posted. No door to door soliciting, handing people tablet/laptop, etc.Review election guidelines on rha.rutgers.edu |

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| ☐ | Online voting will occur from September 20th-22nd  |
| ☐ | Winners will be announced on September 25th  |
| ☐ | Running for an additional position? Discuss your hall process  |

FINAL THOUGHTS

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| ☐ | Talk about why students should get involved, talk about your experience within RHA |
| ☐ | Discuss what Leadership Development Day. This will occur on October 7th.  |
| ☐ | Make sure everyone has signed in  |
| ☐ | Questions? |