

**GUIDE FOR
EXECUTIVE BOARD MEMBERS**

Residential College Board
Northwestern University

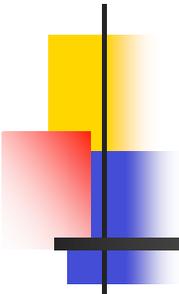
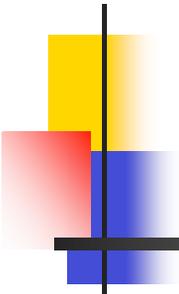


Table of Contents

- Table of Contents.....2
- Introduction.....3
- President4
- VP of Academic Affairs.....6
- VP of Financial Affairs.....7
- VP of Public Relations.....9
- VP of Social Affairs.....10
- VP of Philanthropic Affairs.....11
- VP of Inter-College Relations.....12



Introduction

The purpose of this guide is to assist members of the Residential College Board in understanding what tasks and responsibilities each officer on the Executive Board performs. This document is not meant to be a part of RCB's Constitution. Its primary purposes are:

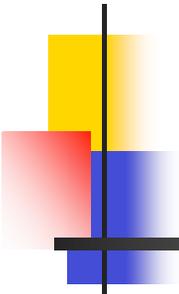
1. To serve as a reminder to the current set of Officers what their position entails.
2. To provide information about each position and their responsibilities for individuals considering running for Executive Board positions.

This document does not contain every task assigned to each Executive Board position. It is merely a summary of tasks. Ultimately, the current Executive Board, in accordance with the RCB Constitution, will decide how these tasks are split up, which events to hold and which to not hold, and how to run the organization.

The primary obligation of an Executive Board member is to be a leader. As such, he or she must set the example for the Executive Board members of each residential college in addition to the Residential College residents in general. As a reminder of this, it is listed as the first responsibility of each Executive Board member position. Everyone at Northwestern is a leader in some way, shape, or form. The key is remembering how to be both a good leader and a good follower. Often on the Executive Board, a back seat must be taken to someone else organizing and running an event. In this situation, Executive Board members are still leaders, but they lead by following.

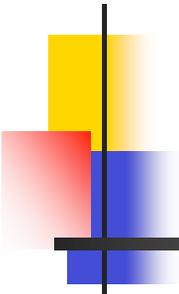
In addition to setting the example, an Executive Board member is committed to leading the Residential College system into the future. Past traditions should be honored, but new ideas must be brought to the table and risks taken in order to allow for the possibility of better programming in the future. Just because something hasn't been done yet doesn't mean it can't be done at all.

The remainder of this document serves as a list of the Executive Board positions of the Residential College Board.



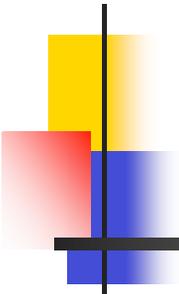
President

1. **Attend RCB Executive Board meetings and RCB full board meetings.**
2. **Assist in major RCB events (RCB Field Day, Quiz Bowl, yacht formal, etc.) in whatever capacity is needed.**
3. **Manage the executive Board.**
 1. Set the example for the other executive board members
 2. Encourage their participation in RCB events other than the ones they are responsible for.
 3. Discuss goals with each exec board member.
 4. Ensure all exec board members are fulfilling their responsibilities.
4. **Support the executive board.**
 1. Attend all RCB events including meetings and events.
 2. Assist other exec board members in planning events when necessary.
5. **Plan and execute all executive board and full board meetings.**
 1. Create an agenda for all meetings.
 2. Notify all members of the meeting in advance.
 3. Run meetings efficiently.
6. **Get trained by SOFO.**
7. **Ensure a budget is made at the beginning of each quarter.**
8. **Sign reimbursement slips for the treasurer.**
9. **Plan, organize, and execute Rock the Beach during Wildcat Welcome in conjunction with RHA and the Norris Center for Student Involvement.**
10. **Organize RCB Float and banner order for the homecoming parade and create ballots for voting.**



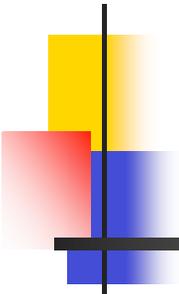
President

11. **Plan ASG senator elections with the VP of Public Relations.**
12. **Plan RCB executive board elections for next term.**
13. **Hold a transition meeting with the incoming president, incoming executive board members, and outgoing executive board members.**
14. **Represent the Residential Colleges at the University Level.**
 1. Attend as many meetings as possible requested by Northwestern University administration. Find a replacement to sit in on meetings if you're unable to attend.
 2. Voice the opinions and concerns of the Residential College Board at these meetings.
 3. Keep in touch with the individual Residential College presidents, the Office of the Residential Colleges, and the Director of Residential Colleges.



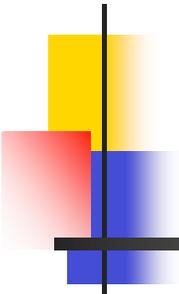
The Vice President of Academic Affairs

1. **Attend RCB executive board meetings and RCB full board meetings.**
2. **Attend all RCB events.**
3. **Assist in major RCB events (RCB Field Day, Quiz Bowl, etc.)**
4. **Assist the president in his/her duties.**
 1. In the absence of the President, be able to run meetings, organize events, and ensure the Residential College Board runs smoothly.
 2. Keep current on all Residential College Board happenings in order to substitute for the President to the best ability.
5. **Maintain contact with the academic chairs.**
 1. Use the RCB Academic Listserv to send e-mails.
 2. Meet regularly with the academic chairs of each Residential College.
 1. Find a meeting time that works for the majority of academic chairs.
 2. Create agendas for these meetings.
 3. Encourage idea exchange and inter-college programming.
 4. Find out how RCB can help the Residential Colleges and academic programming.
6. **Make sure that each Residential College hosts at least one cross-college fireside per year. Attempt to have them quarterly if possible.**
7. **Plan, organize, and execute RCB's annual Academic Quiz Bowl.**
8. **Host other academic events as approved by the Residential College Board. Ideas include but are not limited to:**
 1. Campus-wide firesides.
 2. Guest speakers (NASA, for example)
 3. An RCB spelling bee. Possibly combining this with RCB Quizbowl.
 4. Trips to Chicagoland locations.



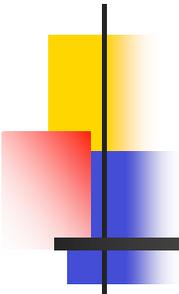
The Vice President of Financial Affairs

1. **Attend RCB Executive Board meetings and RCB full board meetings.**
2. **Attend all RCB events.**
3. **Assist in major RCB events (RCB Field Day, Quiz Bowl, etc.) in whatever capacity is needed.**
4. **Get trained by SOFO.**
5. **Prepare a budget and have it approved quarterly.**
 1. Acquire budgets from each individual Executive Board member and compile them into one budget.
 2. Have the budget approved by the Residential College Board the beginning of each quarter.
6. **Keep a SOFO ledger book for the Residential College Board's SOFO Account.**
 1. Balance the book every time a reimbursement slip or other expenditure is taken out.
 2. Balance the books with SOFO at the end of each quarter.
 1. If this is not done, the account(s) will be frozen.
7. **Update the budget with expenditures throughout the quarter.**
 1. Check to see if the expenditures are over or under budget after every event.
 2. Update the Residential College Board frequently on the status of the budget.
8. **Write reimbursement slips.**
 1. Collect receipts from individuals purchasing items for RCB events.
 2. Obtain both President's and Director of Residential College's signatures.
 3. Obtain higher authority signatures if necessary.
 4. Submit slips to SOFO in a timely manner.



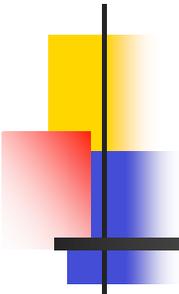
The Vice President of Financial Affairs

9. **Make frequent trips to SOFO.**
 1. Drop off reimbursement slips.
 2. Pick up RCB mail and reimbursement checks for individuals.
 3. Process contracts for events.
10. **Plan, organize, and run a formal in conjunction with the Vice-President of Social Affairs.**
 1. Assist in location and food selection.
 2. Process contracts for location, caterer, buses, etc.
 3. Sell tickets and keep track of all sales.
11. **Work in conjunction with the Residential College Treasurers to sort out financial issues between the Residential Colleges and the Residential College Board.**
 1. Meet at least once a quarter with the Residential College Treasurers.
 2. Maintain contact with the Residential College Treasurers via use of the RCB Treasurer's Listserv.



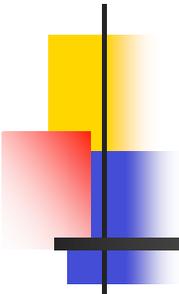
The Vice President of Public Relations

1. **Attend RCB Executive Board meetings and RCB full board meetings.**
2. **Attend all RCB events.**
3. **Assist in major RCB events (RCB Field Day, Quiz Bowl, etc.) in whatever capacity is needed.**
4. **Take meeting minutes, make them public (via e-mail and/or posting on the website) shortly after meetings, and archive them for future purposes.**
5. **Maintain and update the RCB website.**
 1. Coordinate this with the Office of Residential Colleges.
 2. Ensure each Residential College has a link on the RCB website.
6. **Maintain and update all RCB Listserv's**
7. **Publicize all RCB events.**
 1. Create flyers for events and distribute them to the Residential College Board members.
 2. E-mail event flyers and reminders over the RCB listserv
8. **Organize the annual RCB Website Competition.**
 1. Hold this Spring Quarter to ensure websites will be up to date for new students selecting housing.
 2. Create a budget for this and select categories.
9. **Maintain contact with RCB ASG Senators.**
 1. Meet with the senators several times throughout the quarter.
 2. Maintain e-mail contact with the senators. Ask for weekly updates from them to report to RCB.
 3. Make sure the senators are attending ASG Meetings regularly.
 4. Inform the senators of concerns RCB has that ASG can assist with.
 5. Invite senators to attend Residential College Board meetings
10. **Create designs for RCB giveaways and prizes.**
11. **Look for ways to make improvements of RCB Communication such as through newsletters.**



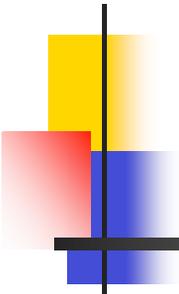
The Vice President of Social Affairs

1. **Attend RCB Executive Board meetings and RCB full board meetings.**
2. **Attend all RCB events.**
3. **Assist in major RCB events (RCB Field Day, Quiz Bowl, etc.) in whatever capacity is needed.**
4. **Maintain contact with the Social Chairs of each Residential College.**
 1. Meet with the social chairs at least once per quarter.
 2. Use the RCB Social Chair listserv to stay in communication with the social chairs.
 3. Encourage idea exchange over the listserv and at meetings.
 4. Encourage Residential Colleges teaming up for larger events.
 1. Help to facilitate this teaming up in conjunction with the Vice-President of Inter-College Relations and the members of the individual Residential Colleges
5. **Plan and execute social events for the Residential College Board.**
 1. Some of these events can be smaller events, close to Northwestern. Examples include:
 1. An RCB Night at a student group show (subsidy of tickets is optional).
 2. RCB-only sports competition
 3. Coffee House Get Togethers
 2. Larger events should also be included in the potential programming. Examples include:
 1. Trips to Chicago
 2. RCB camping trip
6. **Plan, organize, and run a formal in conjunction with the Vice-President of Financial Affairs.**
 1. Assist in location and food selection.
 2. Help process contracts for location, caterer, buses, etc.
 3. Assist in selling tickets and keeping track of all sales.



The Vice President of Philanthropic Affairs

1. **Attend RCB Executive Board meetings and RCB full board meetings.**
2. **Attend all RCB events.**
3. **Assist in major RCB events (RCB Field Day, Quiz Bowl, etc.) in whatever capacity is needed.**
4. **Maintain contact with the Philanthropy Chairs of each Residential College.**
 1. Hold a meeting at least once per quarter with all Philanthropy chairs.
 2. Use the RCB Philanthropy listserv to maintain contact with the individual Philanthropy Chairs.
 3. Encourage idea exchange on the listserv and at meetings.
 4. Encourage RCs teaming up for larger philanthropic events.
 1. Facilitate this teaming up in conjunction with the Vice-President of Inter-College Relations and members of the individual Residential Colleges.
5. **Plan and execute RCB Philanthropic activities.**
 1. These activities should be completely organized by RCB and the Residential Colleges should directly participate. Examples include:
 1. A trip to a retirement home.
 2. A trip to a children's hospital.
 3. A toy drive/party during the winter holidays for less fortunate children.
 4. Making survival kits for homeless shelters.
 5. Donating/making Thanksgiving baskets for a local Evanston shelter.
 2. Attempt to host at least one of these events per quarter.
6. **Promote University-sponsored Philanthropic activities.**
 1. Ensure that residential Colleges have teams for these activities. If individual Residential Colleges do not have enough member for a team, attempt to combine Residential Colleges into teams or create an RCB team so that those that want to participate can do so.
 2. Such activities include Dance Marathon, Relay for Life, and OASIS-sponsored events
 3. An idea is to organize RCB competitions with prizes for the individuals and/or RCs that raise the most money for an event to help raise enthusiasm and participation.



The Vice President of Inter-College Relations

1. **Attend RCB Executive Board meetings and RCB full board meetings.**
2. **Attend all RCB events.**
3. **Assist in major RCB events (RCB Field Day, Quiz Bowl, etc.) in whatever capacity is needed.**
4. **Maintain contact with the IM Chairs of each Residential College.**
 1. Contact IM chairs via e-mail requesting what co-rec sports teams their Residential College would like for the quarter.
 2. Receive time preferences from the IM chairs
5. **Oversee Residential College Co-Rec Sports.**
 1. Serve as the Liaison between the Residential Colleges and the IM coordinator.
 2. Tally up end of the year fines, collect them, and ensure that the IM program is given the money accordingly. This must be done in conjunction with the Vice-President of Financial Affairs.
6. **Encourage Inter-College events by aiding Residential Colleges in organizing unified events.**
 1. Aid can be in the form of getting two people from each Residential College to work together, booking a location for the Residential College, or any other help needed.
7. **Design and Order IM T-shirts for the Residential Colleges.**
8. **Plan and Execute RCB Field Day with the assistance of the RCB President.**
9. **Organize fun outings and events. Examples include:**
 1. RCB Kickball.
 2. An RCB Turkey-Bowl.
 3. Bowling.