

FUNCTIONAL AREAS

The following principles are provided to help facilitate functional area responsibilities...

- Report to the professional staff once a month regarding the activities of your committee – if we do not cover in staff meeting then send out an email.
- Include initiative activities in reports/updates.
- Meet regularly with your committee –
 - All committees should meet at least once before October to begin the team building process and twice a month afterward - more during “on times” as necessary.
- Consider the committee function an educational and community building opportunity.
- Provide a semester outline of activities/dates, proposed budget to the professional staff.
- Each AD will work with two functional areas, except for AD’s in split positions who will serve on one.
- Need to create each year - Identified Needs for and one-two goals for each functional area

RSA

- ⇒ Advise RSA - 2 Assistant Directors
 - One advisor for president, vice president, programming chairs, PR chairs, and NCC
 - Other advisor for camps relations, treasurer, secretary, and SGA rep.
 - Attend conferences, assist with fundraisers

Recruitment – 2 Assistant Directors

- ⇒ Year round recruitment process for RA, SRA, RAC, and HA staff

Selection – 2 Assistant Directors

- ⇒ RA, SRA, RAC, HA staff selection process
- ⇒ Alternate pool & coordinate off-season interviews

Training – 4 Assistant Directors

- ⇒ Fall Training
- ⇒ Winter term new hire training
- ⇒ Spring Orientation for new fall staff
- ⇒ Continued Staff Training
- ⇒ February Training

NRHH – Associate Director of Community Building

- ⇒ Monthly OTM’s

Recognition – RAC’s

- ⇒ Student staff appreciation days and U Matter
- ⇒ Area Assistant Recognition Day
- ⇒ Special Events –Thanksgiving & EOY Banquet
- ⇒ Newsletter