Residence Hall Executive Team Secretary
Position Description

The Residence Hall Executive Team (RHET) is facilitated by the Hall President and Resident Director. The RHET is made up of five appointed positions: President, Vice President, Secretary, Treasurer, and Publicity Coordinator. The RHET focuses exclusively on all-hall social events in an effort to build relationships and establish community identity. This is done in collaboration with the Social Events Team of each floor as necessary. RHET members must model a positive Christian lifestyle that aligns with the mission of Residence Life and the greater Calvin College campus.

The RHET is responsible for planning the following larger community events:

Fall Events- Hall Mixer, Chaos Day, Hall Retreat, Buck Fridays, Service Auction
Spring Events- U-Knight Games, Siblings Weekend, Hall Banquet, End-of-the-year cookout

In addition to these events, each RHET may plan additional events as applicable to each residence hall.

The RHET Secretary is responsible for taking notes at meetings and maintaining communication between RHET members and the RD. The required tasks of this position include the following:

• Attend RHET meetings and CLC meetings
• Maintain records of RHET & email minutes to RHET & SET members
• Maintain records of CLC meetings as necessary
• Maintain regular meeting correspondence with hall leadership, including the SETs
• Assist the RHET in setting goals and planning projects
• Participate in planning of residence hall events and educational programs
• Participate in training workshops and in-services
• Model a positive Christian lifestyle

In addition to required work with the RHET, Secretaries will actively participate in the CLC. On average the RHET Secretary position requires a 4-8 hour commitment each week, a commitment that varies depending on the time of year and how tasks are divided. Secretaries will report to the Resident Director and RHET President.

For more information, please contact your Resident Director.

The Community Life Council (CLC) is facilitated by the RD and includes RAs, Barnabas, Cultural Discerners (CDs), Multicultural Activities Coordinators (MACs), Community Partnership Coordinators (CPCs), Sustainability Coordinators (SCs) and the Residence Hall Executive Team (RHET). The CLC meets twice a month to coordinate programming and discuss community issues. The CLC team plans weekly programs in the hall. In addition to weekly programs, the CLC is involved in planning/coordinating:

September/October - Hall Retreat
October - Collaborative programming with Unlearn Week (anti-racism)
January - Collaborative programming on Kill-a-Watt (sustainability issues)