**Advisor Checklist and Guide to Getting Started**



* Think about what type of advisor you want to be
*  Introduce yourself to the team (If you have pre-elected members)
* Market and hype up your hall council (flyers, info meetings, etc.)
* Utilize RAs and other staff members to help market and run first meeting if no prior executive board is elected
* Make sure executive board attends the hall council retreat (9/14 10 am – 2 pm )
*  Set expectations for the team after elections
*  Have team set expectations for you
*  Have team set expectations for themselves
*  Explain university policies and clarify if there are any misunderstandings
*  Talk your team about how they are role models within their hall and quads
*  Look at and re-work vision for the year
*  Re-work any parts of the constitution that need to be updated
	+ To be sent to all Hall Councils who do not have their current constitution
* Set goals for the year (Your own and eventually the team’s)
*  Have your team discuss how they want to be viewed on campus/ within the hall
*  Brand your team
*  Develop ways to hold your team accountable
* Set up one on one’s with group members and have them set individual goals for themselves
*  Begin discussing what programs your student leaders would like to implement
*  Create a semester calendar for meetings, programs, etc.
*  Think about hall traditions
*  Meet with the president to discuss what the first meeting agenda

 **Suggested Meeting and Election Schedule**

* First Week of Classes
	+ Welcome back social/Introduction to HC
	+ Utilize returning executive board members and RAs (Many were on HC!)
* Second Week of Classes
	+ Possible Nominations (no classes that Tuesday)
* Third Week of Classes
	+ Nominations (until start of elections)
	+ Elections **MUST** occur by the end of this meeting.
	+ Elected leadership must attend Hall Council Retreat on Sunday, Sept. 14th from 10 am – 2 pm in GLS/HDV Center.
	+ Please refer to your constitution for the nomination and election guidelines.

**Tips for Elections**

* Close nominations at the beginning of elections
* All candidates should give a speech and have a Q&A
* Candidates should NOT hear other speeches and Q&A for other candidates in their position election. Have them wait outside the room.
* Voting should be either secret ballot or hand raising with eyes closed. The RHD should be counting the votes verifying with President (if pre-elected)
* It’s not a popularity contest. Encourage your students to vote for the best candidate.
* Be fair and consistent.
* **Fully** explain the RHA Senator description!

**RHA Senator Description for Advisors**

* Two (2) RHA Senators are elected from each Undergraduate Hall Council
* Elected Senators are required to attend all weekly RHA meetings.
* Serve as the liaison between their respective Hall Council and RHA, and vice versa and relay announcements, concerns, questions to their Residence Hall Council.
* Elected RHA Senators must maintain good academic (GPA >2.5) and judicial standing.
* Uphold all responsibilities listed within respective Hall Council Constitution.
* Sit on a RHA committee and be an active member of that committee.
* Have voting and speaking rights within RHA.
* Be eligible to apply for an Ad-Hoc or Executive Board position.
* Assist RHA with major programs and events on campus.

Benefits

* Give input on some of the University’s largest initiatives through sitting on campus wide committees.
* Plan large scale events that have become Stony Brook traditions such as the Masquerade Ball, Super Bowl Party, and the Residential Leadership Awards.
* Gain new experiences and transferable skills such as event planning, teamwork and leadership.
* Meet and work with new students, faculty and staff.

RHA Senator Attendance Policy

* Two (2) elected RHA Senators must be present at all General Body meetings. If a building incurs more than 2 absences without an approved proxy, their buildings budget shall be frozen. The Hall Council may apply for an appeal, but may only be unfrozen a maximum of one per year for attendance reasons. Upon being frozen again for attendance reasons, the hall council’s budget will be reabsorbed.
* If an elected RHA Senator is unable to attend a meeting, they may proxy to a resident of their building twice within one academic semester.
* The Elected RHA Senator must submit a Proxy Form to the RHA Secretary for approval prior to the meeting. Proxy Form can be found at the RHA website [www.stonybrookrha.com](http://www.stonybrookrha.com).
* Proxy will gain all rights of an Elected RHA Senator for the duration of specified meeting.
* Any proxy requests exceeding the two allotted shall be at the discretion of the RHA Secretary
* In the event an Elected RHA Senator steps down, the Hall Council shall have 3 weeks to elect a new Senator. The Hall Council must inform the RHA Secretary within 7 days of the Senator’s resignation. During the re-election process, the Hall Council must send an alternative representative. They do not count towards the number of proxies.

*\*Any questions please feel free to contact RHA Advisor Jay Hicks at james.hicks@stonybrook.edu or 2-6765 or RHA Assistant Coordinator, Mariah Geritano at mariah.geritano@stonybrook.edu.*