

DUTIES OF THE HEAD STUDENT & HOUSE COMMITTEE MEMBERS

[INCLUDING HALL SENIOR STUDENT & SRC HALL REP]

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ALL HOUSE COMMITTEE MEMBERS

Sub-Wardens, the House Head Student and each House Committee Member (including Hall Senior Student & SRC Hall Representative) play a vital role in the smooth running of the Residences. It is very important that the duties assigned to each committee member are carried out diligently and on a daily basis.

This booklet will help each Committee Member to define and recognise the expectations of each portfolio.

Any student who accepts a position on the Hall and/or House Committee must agree to return to Residence for the Orientation Week training program on the designated dates in late January or early February, before the First Term. This training program is not optional. Please note there will be very little free time during the first two weeks on campus. There might also be compulsory mid-year leadership refresher training the weekend before third term begins, or at another specified time.

The House Committee should strive to form a team which will provide leadership, good communication with students and Wardens, and full participation in Residence and Hall activities.

TO DO THIS:-

1. Serve as a role model in conduct and lifestyle for resident students.
2. Be available, friendly and approachable.
3. Fulfil designated portfolio responsibilities.
4. Become very familiar with the contents of the Hall Rule book.
5. Attend all House and House Committee meetings.
6. Participate in team work on the Committee.
7. Attend workshops for House Committees prior to Orientation Week.
8. Attend Mid-Year Leadership Refresher Training.
9. Help to prepare the Residence for new students at the beginning of the year.
10. Orientate and integrate students to Residence and University life.
11. Actively recommend, assist and encourage other members of the House Committee.
12. Play a proactive role in bringing house concerns to the House committee meeting, agendas or discussing the concerns with other House committee members (including the House Warden).

13. Work closely with the Warden and Sub-Wardens in matters of mutual concern.
14. Participate in and support Residence sporting, community engagement, environmental, academic, transformation activities etc., and encourage other students to do so.
15. Attend all Hall and House social activities and encourage others to participate.
16. Provide opportunities for students to become acquainted with other residents.
17. Personally make an effort to get to know residents and establish a relationship of mutual respect and trust; promote values of consideration and cooperation.
18. Supply residents with information on Residence life, academic issues, campus facilities and policies, and referral services (medical, counselling, and financial aid).
19. Demonstrate an impartial attitude, regardless of race, gender, culture, religion or life-style choices.
20. Listen to students' concerns.
21. Follow up on concerns brought to your attention.
22. Assist and advise Residence students; aid students with personal, academic, social or other problems whenever possible.
23. Be proactive in resolving conflicts in the Residence.
24. Help to cultivate and sustain an atmosphere conducive to academic success, ensuring appropriate levels of quiet, and encouraging mutual respect, consideration and co-operation in Residence so that the rights and needs of all students to study, learn and rest are met.
25. Report maintenance problems promptly by entering them on the Maintenance Book. If urgent, or if not attended to in reasonable time, report the problem to the Housekeeper, House Warden or Hall Administrator.
26. Report security problems promptly to the House Warden as well as to the Campus Protection Unit.
27. Convey information effectively (use of noticeboard, WhatsApp, emails, social networking, announcements, etc.).
28. Put the Campus Protection Unit number on your cell phone (046 603 8146 or 046 603 8147) for emergency use. Note that the CPU number is also on all student cards.

HOUSE MEETINGS

House Committee meetings should be held once a week. The minutes taken must be filed and emailed to your House Warden. The Warden is ex officio the Chairperson of the House Committee. Informal House Committee meetings (students only) are also encouraged.

Please inform the House Warden of any (major) concerns voiced at these meetings. Sub-Wardens are part of House Committee and are required to attend all House Committee meetings.

GENERAL DUTIES OF THE HOUSE COMMITTEE MEMBERS:

1. Attend all Hall and Residence social functions.
2. Hall & House committee members with first years are expected to help set-up and clean-up at all these events.
3. Support or participate in at least 75% of the inter/intra-Residence sporting, community engagement & environmental activities, etc.
4. Spend at least one hour a week in the common room interacting with students.
5. Sit at different meal tables frequented by house residents at least once a week.
6. Attend all House Meetings and House Committee Meetings.
7. Check and update your portfolio notice boards regularly.
8. Ensure that your portfolio concerns are placed on the House Committee agenda or discuss the matter with individual House committee members (including the House Warden).
9. Identify students who are isolated, and actively encourage them to participate in Residence activities.
10. Identify problems related to the House committee and use appropriate mechanisms to address concerns in a proactive, supportive way.

AMENITIES

The House Committee is responsible for controlling all the amenities. Duties are assigned to House committee members and can be rotated on a termly basis. Each Residence can decide on which duties will be assigned to each House committee member.

FRIDGES

1. The fridges must be checked once a week. Throw away foodstuffs that have gone rotten and clean up any spills or messes.
2. The fridges should normally be cleaned and defrosted monthly.
3. At the end of each term the fridges must be defrosted and switched off. Put up notices warning student when the fridges are to be defrosted and instructing them to remove their foodstuffs from the fridges (this is the responsibility of the Sub-Wardens).

WASHING MACHINES / TUMBLE DRIERS

1. Each week new booking lists must be put up near the machines (this is the responsibility of the Head-Student).
2. The state of the laundry rooms must be checked (do it every time you do your own laundry), making sure that the washing machines and tumble driers are in good order and that the tumble drier filters and washing machine dispensers are clean; if necessary, clean the washing machine dispenser and agitator blades.
3. Report any broken machines to the Housekeeper / Hall Administrator immediately via email and ensure that it is written in the maintenance book.

KITCHEN

1. Check the state of the kitchen regularly and clean it if necessary.
2. Clean the microwave.
3. Report malfunctions of equipment to the House Warden and Housekeeper.

LISTS AND BOOKING SHEETS ETC. AND PENS

Check that sufficient paper/forms and pens/sharpened pencils are always available for use and that all booking sheets are returned timeously to the Hall Administrator.

CONDOMS

Check once a week that there are condoms available. Collect more from the Housekeeper or the Health Care Centre when required.

DISCIPLINE

House Committee members should themselves **uphold the rules at all times.**

DUTY LISTS

The House Head Student is responsible for drawing up and updating, if necessary, the following:

1. First Year duty lists.
2. House Committee duty lists – Ensure duties are carried out in Orientation week, Exam periods and Tuckshop duties. In terms 2 & 4, the duty lists need to be revised at the end of swot week according to departure dates of house committee members.
3. Ensure that the members of the Residence are informed when the lists have been put up.

HOUSE MAINTENANCE AND ENERGY AND WATER SAVING

1. If you notice **ANY** maintenance that is required, e.g. passage or bathroom light not working; these must be logged on the Maintenance Google Form.
2. Daily, if you see unnecessary lights or heaters on in passages or elsewhere in the Residence, switch them off.
3. When there are water outages check that the plugs are not left in basins and baths in the bathrooms and laundries, etc., and that all taps are closed, to avoid any floods when the water comes back on. If at any time you notice a tap dripping or running please close the tap properly, and if maintenance is required report this in the Maintenance Book or if urgent inform the Housekeeper, Hall Administrator or Warden, in order not to waste valuable water.
4. Please make sure that you are familiar with the Restricted Water Supply Campus Plan, and that procedures are implemented.

NOTICES AND NOTICE BOARD MAINTENANCE

1. Put up relevant posters and notices. Remove outdated posters and recycle them.
2. Be environmentally conscious. Re-use the backs of expired posters, and other used paper to make your notices wherever possible.
3. Ensure that all notices are tidy and are secured with pins in all four corners, fix up any that have come loose.
4. Remove any posters/notices that are put up with Prestik on painted walls or on notice boards and recycle them.
5. Pick up any notices that have fallen off the boards.
6. Check the notice boards at least every three days.
7. **DO NOT PLACE POSTERS ON PAINTED WALLS.**

PASSAGES, COMMON AREAS AND GENERAL

1. At all times take on the responsibility in the House and Hall.
2. Switch off unnecessary lights or heaters, close doors that shouldn't be open, close a dripping tap, pin up notices that have come adrift, pick up rubbish, report maintenance problems, take action when students are being inconsiderate, creating a disturbance or breaking rules, report security, housekeeping problems, make your suggestions for improvements, be the one to ensure that things are in order and running smoothly.

SOCIAL FUNCTIONS

1. Each House Committee member must take an active part in organising and helping with all social functions. Take note of and conform to the Rhodes University Rules for Social Functions guidelines in the Hall Rule booklet.
2. **All** House Committee members **must help both to set up and clean up, and be present** at all house functions. In the preparations for Hall or House functions, take precautions to protect the fabric of the buildings at all times, e.g. by using newspaper or plastic to guard against damage from paint or glue on carpets, walls, wood or tiles.
3. **No** House Committee member may leave the venue before the end of the function; the venue must be cleaned and tidied **immediately** after the function has ended.

LOANS

1. Should any equipment be borrowed from the Housekeeper or Hall Administrator, the House Head Student or Food/Entertainment Representative must sign for it at the time of borrowing and again when it is returned.
2. Equipment and any items borrowed from the kitchen, housekeeping, or the office must be returned at the earliest possible time after the function, e.g., at breakfast after an evening function.
3. Be courteous to Catering staff at all times and remember to thank the staff for their assistance. If you use or borrow anything from the House Warden, be sure to return it ASAP, clean and in good order. Remember to offer to help at and clean up after House & Hall Committee functions.

HOBSON HALL WEBSITE

1. Each House Committee member must send applicable content for their portfolio to the Hall Administrator regularly for the Hobson Hall Website.
2. This Website needs to be kept updated and current at all times. Each Residence has a section on the website and content is needed for sports, events, community engagement, environmental, academics, transformation, news, awards, etc.

HOBSON DINING HALL STUDY VENUE:

Hall & House Committee members may be required to do evening duty shifts during Swot Week/Exams if the Hobson Dining Hall is used as a study venue.

SRC ELECTIONS IN DINING HALL

The Hall SRC Representative is responsible for the logistics of all SRC Elections that take place in the Dining Hall. Hall & House Committee members will be required to help with any SRC Election ballot paper voting in the Dining Hall, at any time during the year.

ELECTIONS IN RESIDENCE

Hall & House Committee members will be required to help with Hall Senior Student, Head Student & House Committee ballot elections in their Residence.

ACCOMPANYING FIRST YEARS TO COMPULSORY TALKS, ETC.

Hall & House Committee members will be required to help with accompanying first years to compulsory talks, productions, workshops, etc., for first years. You also need to make sure that first year's set-up and clean-up at House & Hall events and functions.

RESIDENCE TOURS FOR SCHOOL GROUPS

Hall & House Committee members will be required to help when any school groups, or any prospective students & parents, etc. need tours of the Residence, at any time during the year.

HOUSE COMMITTEE PORTFOLIO FILE

(This includes Hall Senior Student & SRC Hall Representative, & Hall Committee Portfolio Representatives)

1. Each leadership student must keep a file (hardcopy or electronic) for their portfolio and update it during the year with useful information, contacts, ideas etc. In the fourth term before Swot Week you need to do a handover to the student taking over your portfolio next year and hand them the file. Hall Committee Portfolio Representatives to submit to Hall Administrator.
2. You also need to submit a first semester and second semester report for your portfolio and e-mail this to your House Warden and the Hall Administrator with photos, as this will be placed on the Hall Website and included in the First & Second Semester Hall Report submitted to the DSA. This report is to be a summary of events, activities, initiatives, workshops, achievements, highlights etc., and must be e-mailed to your House Warden and the Hall Administrator one week before the end of Term 1 and 3 and one week before Swot Week (May/June and October/November).

HALL VALUES

All Hobson Leadership students are expected to uphold and promote the DSA and Hall Values:

- Encourage potential and cultivate academic success and excellence.
- Develop ethical leaders and responsible citizens.
- Value and celebrate diversity.
- Promote personal growth and resilience.
- Cultivate sporting participation and excellence.
- Promote a wellness approach to life.

SPECIFIC DUTIES AND PORTFOLIOS

Outline of expectations, roles & responsibilities for each Hall and House Committee Member.

HALL SENIOR STUDENT DUTIES

The Hall Senior Student will be someone that masters the following characteristics:

1. Good communication skills.
2. Be a dynamic leader.
3. Be someone that can take initiative.
4. Be able to interact with a broad spectrum of individuals and groups.
5. Have an ability to resolve conflict.
6. Be a true representation of the Hall and students.
7. Promote unity and togetherness amongst all students within the Hall.
8. Attend the Leadership training with other Head Students, Sub-Wardens and Wardens (dates to be confirmed) and must therefore be willing to come back early.
9. The Hall Senior student is required to cultivate an environment of inclusiveness whereby all feel welcome and at home. This includes events that take into consideration our African heritage and our international student body.
10. The Hall Senior Student is to put up all notices on the boards outside the Dining Hall and secure them well so that they do not flap about the in the wind and to remove those that are outdated or have expired.
11. The Hall Senior Student is the student representative of Hobson Hall and is required to attend various official functions as required on behalf of Hobson Hall.
12. The Hall Senior Student is a member of the Hall Committee and a member of the House Committee in her own Residence.

13. The Hall Senior Student must liaise with the Hall Administrator regarding any function related expectations:
 - Organise and oversee Hobson Hall O Week Schedule
 - To arrange Hall Ball/Hall Dance (if applicable)
 - To arrange Hall Talent Show (if applicable)
 - Organising Hall functions, formal and informal (Hall Administrator can help with admin, venue bookings, equipment orders etc.)
 - To liaise with House Head Student of each Residence to ensure smooth organising of all Hall functions e.g. setting up, clearing up, putting up posters, etc.
14. The Hall Senior Student is responsible for arranging the Hall Formal Dinners, Hall Braai's, Hall Brunches and the Hobson Hall Women's Day event/challenge. In consultation with the Hall Warden and Hall Administrator and depending upon the budget, she may also hold other Hall functions.
15. Establish and chair an organising committee to help with Hall events (brunch, dinners and braai's).
16. The Hall Senior Student reports to the Hall Warden and must see her once a week at a time to be decided between the Hall Warden and the Hall Senior Student.
17. The Hall Senior Student must liaise with the Hall Administrator and House Wardens of all the Residences on a regular basis.
18. The Hall Senior student assists the various portfolios of the houses to ensure that they are supported and aligned with the goals of the Hall and the University.
19. The Hall Senior Student is a member of the Board of Residences which meets once a term. She is required to attend all meetings.
20. May be requested to serve on various other committees, such as Sub-Warden Selection, Warden selection, Residence Merit Scholarship Awards, Hall Disciplinary Committee, etc.
21. The Hall Senior Student and SRC Hall Representative must alternate to attend the House Committee meetings for all Residence in Hobson Hall.
22. To build up a good relationship with House Committee members of all Residences in the Hall and liaise between students, student body, Hall Committee and Hall Warden.
23. Assist SRC/SRC Hall Rep with any SRC elections in the Hall/Dining Hall.
24. Assist with Give 5 Hall initiatives.
25. Communicate important Hall and RU news, information, events etc. to the Hall. Each year decide which communication platforms work best in the Hall.
26. Be aware of Hall Rules & Constitution.
27. Encourage students to run for Hall Senior Student for following year. Elections take place in first week of fourth term.

28. The Hall Senior Student may, with the permission of the Hall Warden, call meetings in the Hall.
29. The Hall Senior Student must be prepared to carry out further duties as required of her by the Hall Warden, House Wardens or Hall Administrator.

HEAD STUDENT & AWARENESS REPRESENTATIVE DUTIES

The Residence Head Student is elected by the students in the Residence. The Head Student represents the students on the House Committee and is the liaison between the students, House Warden and Sub-Wardens. She also represents her Residence at the Hall Committee Meetings.

1. Contributes to the team spirit of the House.
2. Organise/oversee the Orientation Week Schedule for the Residence and oversee the schedule for the Hall.
3. Is responsible for the organising and co-ordination welcoming new students to the Residence – ensuring that they are made to feel at home and settled in.
4. Ensuring that the Residence is decorated, that House Committee members are on duty during registration weekend.
5. Ensures that Orientation Week runs smoothly – ensuring that events are arranged, students are kept informed of where they must be and what is required of them.
6. Assist with the arranging that first years are escorted during Orientation Week.
7. Arranges and Chairs all House Committee Meetings and inform the House Warden of minutes of these meetings.
8. Arrange and/or oversee the arrangement of all House functions.
9. Serves on the Hall Committee and must attend all meetings as called by the Hall Warden.
10. Must report weekly to the House Warden and the Hall Administrator.
11. Must take final responsibility for the smooth running of all Residence functions.
12. Checks that all House Committee members are performing their duties, supports and encourages them.
13. Is responsible for organising the roster and list for any duties required of students and House Committee.
14. Makes an extra special effort to be above reproach in terms of behaviour and academic performance – your fellow students are looking to you as an example.
15. Is responsible for conducting the election of the House Committee for the next year. Takes an active part in House elections and encourages fellow students to do the same.

16. Encourage students to run for Residence/Hall leadership positions. Elections take place at the beginning of fourth term.
17. Reports back any relevant information from Hall Committee meetings to the Residence students.
18. Cultivates a loyalty to the House, the House Warden, the Sub-Wardens and the House Committee.
19. Must be 100% discreet about confidential Committee matters.
20. Attend the Leadership Training with other Head Students, Sub-Wardens and Wardens (dates to be confirmed) and must therefore be willing to come back early.
21. Serves as an Awareness Representative of the students and liaises between the House and Hall Warden as well as Hall Administrator.
22. Is responsible for organising the annual Residence photo.
23. Has overall responsibility, but delegates and assigns responsibility within the House Committee for:
 - Maintenance of the intercom lists.
 - Making birthday, get well, sympathy and welcome cards, getting them signed and presented promptly.
 - Control and maintenance of the amenities, e.g. fridge and laundry.
24. Is responsible for ordering the annual Residence tops:
 - Advertise options of garments; put up list requesting garment preferences.
 - Get sample garment and circulate.
 - Put up order forms, collect money and place order.
 - Ensure final product is of good quality, is as requested, and distribute to buyers.
25. The Head Student shares the responsibilities of organising and advertising Hall Functions such as a Hall Braai, Formal Dinners, Brunches, Garden Parties, and Picnics – also responsible for assisting in the organising, setting up and cleaning up after Hall functions.
26. Reports complaints and problems promptly by informing the House Warden and Sub-Wardens and where appropriate,
27. Reports general residence maintenance using the Google Form.
28. Helps with entrenching the courtesy protocols into the life of the House, assisting with the reinforcement of rules and concerning noise, inter-visiting, cleanliness of the bathrooms etc.
29. Is available to comfort and counsel fellow students who may be experiencing personal or work related problems.

30. Takes an interest in other House Committee portfolios and comes up with helpful suggestions and feedback. Assists other House Committee Members whenever possible.
31. Must ensure that there are always washing machine/tumble dryer time sheets up in the Residence. The Hall Administrator assists with the printing of these time sheets.
32. If unable to perform a duty, makes sure that a fellow House Committee member is found to stand in for her and informs the House Warden accordingly.
33. Performs any other duties that may be requested by the House Warden.
34. The Head Student is required to cultivate an environment of inclusiveness whereby all feel welcome and at home. This includes events that take into consideration our African heritage and our international student body.
35. May be requested to serve on various other committees, such as Sub-Warden selection, Warden selection, Residence Merit Scholarship Awards, Residence Disciplinary Committee, or as a Board of Residences representative, etc.
36. Order Residence exam treats during the mid-year and end of year examination periods.
37. Assist the SRC/SRC Hall Representative with any SRC elections in the Hall/Dining Hall, and to assist with finding volunteers.
38. Assist with any school group tours of the Residence and find volunteers to assist.
39. Be aware of Hall Rules & Constitution.
40. Keep in contact with the other Hobson Hall Head Students to keep updated and share ideas.
41. All other duties that might be required from time to time by the Hall Warden, House Warden, Hall Committee, Hall Administrator or SRC.

ACADEMIC REPRESENTATIVE DUTIES

1. Be the first port of call for students in trouble academically and advise where assistance can be sought.
2. Ensure that first years attend academic lectures during orientation week and get sufficient clear information before getting their curriculum approved.
3. Ensure that first years are familiar with RU Connected.
4. Coordinate follow-up discussions on 'RU Learning' for 1st years.
5. Be knowledgeable about the different academic support offered by the University (career counselling).
6. Advertise and encourage all workshops, academic talks etc. by the Career Centre such as note-taking, inaugural lectures and/or time management.
7. Inform the House about the Graduate Recruitment Programme annually.
8. Set up talks and workshops for the Residence, and if applicable invite a speaker.

9. Provide academic support, motivation and guidance. Keep people motivated during examinations.
10. Promote and recognise academic excellence.
11. Manage informal Residence mentoring programme and set up informal peer study groups.
12. Create an academic space within the Residence by organising study areas during swot week and the examinations.
13. Contact the SRC Academic Councillor to ensure that you know the latest information regarding academics such as the procedures to follow when a DP is lost and/or how you lose the DP.
14. Liaise with the House Wardens who may be part of an academic department as well as the Hall Fellows who normally have a huge amount of expert information and ask them to be speakers at applicable meetings. Questions can be asked by the students at this time which would make them feel more comfortable regarding their academics.
15. Keep in contact with the other Hobson Hall Academic Representatives to keep updated and share ideas etc.
16. Facilitate the sale of second-hand textbooks in the Residence.
17. Collect old examinations papers, file them and place in Common Rooms for the students to use.
18. All other duties that might be required from time to time by the Hall Warden, House Warden, House Committee or Hall Administrator.

COMMUNITY ENGAGEMENT REPRESENTATIVE DUTIES

This portfolio has the potential to become the most rewarding and unifying one on House Comm. In order for this potential to be realised you are going to need to be organised, creative and persuasive.

1. Label a box and put it in a convenient place to collect unwanted clothes, toiletries etc. from the students at the end of each term.
 - Monitor the box and remove the items regularly.
 - Organise collection or delivery to a suitable charity.
2. Plan, lead, organise and control internal community projects.
 - Determine areas of need by liaising with community and/or the Rhodes University Community Engagement Unit (RUCE) and Centre for Social Development (CSD).
 - Inform Residence of planned projects.
 - Assess the best way of meeting needs in conjunction with available resources and limitations in Residence.

- Assess ways of getting students in Residence involved.
 - Make sure your Residence is involved with the Hall project with RUCE and SCD.
3. Help initiate, oversee and advertise any SRC projects & initiatives in the Hall, e.g. SRC Noodle Drive, etc.
 4. Promoting principles of good community engagement practice.
 5. Provide up to date information on relevant Residence notice board and electronically, social media etc.
 6. Making sure your Residence participates in Trading Live for Mandela Week.
 7. Keep in close contact with the SRC Community Engagement Councillor.
 8. Keep in contact with the other Hobson Hall Community Engagement Reps to keep updated and share ideas etc.
 9. Make sure you ask your Warden to include funding in their budget for transport and some supplies etc. so that you can get projects up and running and ensure that they are sustainable.
 10. Attend all required training, workshops and meetings for Community Engagement Reps.
 11. All other duties that might be required from time to time by the Hall Warden, House Warden, House Committee, Hall Administrator, SRC or RUCE.

ENTERTAINMENT REPRESENTATIVE DUTIES

The Food Representative and Entertainment Representative responsibilities often overlap. If the Food Representative Portfolio is separate from the Entertainment Representative Portfolio, they need to meet at the beginning of the year to make sure that they are both on the same page as to who is responsible for what. Maybe include the Head Student in this discussion.

1. Plan, advertise and manage the entertainment and functions in your Residence in consultation with the House Committee, in line with the “Rhodes University Responsible Use of Alcohol Policy” and the “Rhodes University Rules for Social Functions Held in Halls or Residences”.
2. The Entertainment Representatives need to be fun, creative and needs to have good communication skills. They need to be open to suggestions and need to be able to handle criticism.
3. Is responsible in conjunction with the rest of House Committee Members for the organisation of Residence functions, e.g. be the chief organiser and must see that everyone else carries out their assigned duties.

4. Decide during the first House Committee's meeting of the year on proposed Residence functions, times and dates for the year. This calendar must be communicated to the Hall Administrator at the beginning of the 1st term. This is done to avoid clashes with other Hall, Residence functions and other Rhodes events. Sometimes the Hall Kitchen cannot cater for more than one Residence function a day, especially if finger food is required.
5. Motivates house members to participate in Hall & House social events.
6. Publish and keep up to date a schedule of Hall & Residence social events for the year on the notice board, etc.
7. Ensure that the schedule of events also includes non-alcohol events such as movie nights, game evenings, etc.
8. Ensure all special requirements (e.g. diets) of students in the Residence are catered for, and cultural differences are considered (e.g. music).
9. The Entertainment Representatives are required to cultivate an environment of inclusiveness whereby all feel welcome and at home. This includes events that take into consideration our African heritage and our international student body.
10. Co-ordinate the setting up before and cleaning up after the event to ensure that the site of the event is returned to its previous state immediately after the event.
11. Be in attendance at functions and be an accountable authority for the event.
12. Ensure ALL receipts for expenses are handed to the House Warden, who in turn will enter it into financial records.

13. Please note that it is the responsibility of all House Committee members to advertise Residence functions and to inform the students about the attendance register in Residence.
14. No functions may be held in the two week period prior to Swot Week for the Mid-Year and Final examinations.
15. The Entertainment Representatives must meet with the Hall Administrator at the beginning of the year to discuss the rules and regulations for Residence functions.
16. Arrange the events and functions well in advance, complete all formalities in respect of requesting permission, food requests, meal preference lists and staging of the event at least two weeks before event. Communicate with the Hall Administrator on a regular basis regarding Residence functions.

17. Please inform the Hall Administrator whenever you want a Residence function. There are documents that must be completed and approved for each Residence function.
 - You must complete a Hobson Hall Social Function Application Form (get approval from the House Warden)
 - You must complete a Hobson Hall Alcohol Permission Form (get approval from the House Warden)
 - You must get a printed student attendance register from the Hall Administrator and return it with the forms.
18. The completed forms and student attendance register has to be submitted to your Hall Administrator at least FIVE working days BEFORE the function otherwise Food Services will not provide food. Therefore please submit the documents on time.
19. Please inform the Hall Administrator if you require any of the following for a function and the Hall Administrator can order for you: (best to place your orders well in advance as subject to availability).
 - Trestle Tables,
 - Plastic Chairs,
 - Urn,
 - Awnings/gazebos (at least 7 working days in advance)
 - Braai drum sets (ALL these items must be packed and left where they were found after all functions. For braais, once the wood/charcoal is no longer hot you must empty the braai drums).
20. Residences are responsible to buy wood, charcoal etc. themselves for Residence braais, using Residence funds.
21. Food Services will only provide prepared snacks for ONE Residence function per year, however, you are allowed to have as many braais as you want (within reason).
22. You may have to sign for any cutlery, crockery, equipment etc. that you take out of the kitchen for your functions and you and your House Committee will be held accountable for these items.
23. Once a Residence function is complete please remember to return all trays, cutlery and crockery etc. to the Hall Kitchen after the event or during breakfast the next day (i.e. when Kitchen open again).
24. Always remember to inform the Caterers as to what time you need to collect the food for functions. The Entertainment Representatives must be in attendance when the food etc. is collected from the kitchen for a function to make sure that everything is collected and nothing is forgotten.

25. If the Entertainment Representatives are not available then they must allocate this job to the Head Student or another House Committee member and must provide that person with the full list of items that need to be collected from the kitchen.
26. Please note that it is the Entertainment Representatives responsibility to return attendance registers for their Residence for ALL Hall and House functions to the Hall Administrator on time.
27. It is the Head student and Entertainment Representatives responsibility to hand out tickets to all students in their Residence who are attending Hall Events, i.e. brunches that are held on the first Sunday of the Swot Weeks (mid-year and end of year).
28. Rhodes University does not provide tablecloths & overlays for any Residence functions.
29. An email must be sent to the neighbouring Residences to inform them that your Residence has a function, in case of noise.
30. If necessary, provide separate toilet facilities in the Residence for any visitors that are attending the Residence function.
31. Ask Housekeeper to supply rubbish bags for clean-up after events etc.
32. All other duties that might be required from time to time by the Hall Warden, House Warden, House Committee or Hall Administrator.

ENVIRONMENTAL REPRESENTATIVE DUTIES

1. Ensure that the Rhodes University Environmental policies are followed by students in the Residence.
2. Create awareness about key environmental issues locally and globally and encourage students to take action in their everyday lives. Organise and oversee environmental projects/activities within the Residence/Hall.
3. Promote and be aware of the key environmental events on campus and encourage residents to participate.
4. Ensure that all resident make use of the appropriate recycling receptacles in and around the Residence.
5. Encourage the efficient use of water, electricity and resources such as paper by all residents.
6. Encourage students to use heaters and washing machines wisely (i.e. avoiding using a machine for a handful of items, make use of outdoor washing lines for drying where possible and do not heat/light unattended rooms).
7. Ensure that all paper used for messages in the message book is recycled.
8. Prevent paper wastage at the Residence printer by encouraging students to collect printed assignments and liaising with the Student Networking Representative to ensure printer maintenance.

9. Report on projects/activities at least once a term at House Meetings, and once a semester - in writing - to the SRC Environmental Councillor and SHE Officer (see Environmental Rep Project Activities Guide).
10. Attend any training, workshops & meetings on environmental issues.
11. Organise any necessary talks, workshops etc. for the Res, and where necessary invite a speaker.
12. Liaise with the University's Environmental Officer/SHE Officer.
13. Subscribe to:
 - **Enviro Reps Mailing List**: a platform for keeping in touch with the SRC Environmental Councillor and for emailing useful ideas and information to each other. To subscribe, email List Administrator on enviroreps-request@lists.ru.ac.za
 - **Campus and Community Environment Mailing list**: a platform for keeping in touch and getting involved in wider community environmental issues and activities. To subscribe, email List Administrator on Environment-request@lists.ru.ac.za
14. Organise recycling initiatives such as collection of empty bottles, cans, used paper etc.; find out where students can recycle other things locally and post up information in the Residence. Monitor appropriate usage of utilities such as water and electricity in the res.
15. Please make sure that you are familiar with the Restricted Water Supply Campus Plan, and that procedures are implemented.
16. Check the web for loads of information & ideas; e.g., on the RU site:
 - <http://www.ru.ac.za/environment/students/enviroreps/#Networking>
 - <http://www.ru.ac.za/environment/>
17. Inform fellow students to the need to be environmentally friendly and communicate recommendations and tips to students in your Residence at meetings and by using posters, bulletins, Residence email lists, Facebook etc.
18. Keep in contact with the other Hobson Hall Environmental Reps to keep updated and share ideas etc.
19. All other duties that might be required from time to time by the Hall Warden, House Warden, House Committee, Hall Administrator, SRC or RU SHE Officer.

FOOD REPRESENTATIVE DUTIES

The Food Representative and Entertainment Representative responsibilities often overlap. If the Food Representative Portfolio is separate from the Entertainment Representative Portfolio, they need to meet at the beginning of the year to make sure that they are both on the same page as to who is responsible for what. Maybe include the Head Student in this discussion.

1. Manage the Residence kitchenettes.
2. Please introduce yourself to the Caterers at the beginning of the year & ensure close liaison with Catering Staff.
3. Facilitate feedback between students and caterers.
4. Maintain the Food Comment Book in their Residence.
5. Deal with meal complaints in a co-operative, specific and positive manner.
6. Encourage students to note down their dining Hall/food complaints, suggestions, and compliments etc. in the Food Compliments and Complaints book that is available in the Dining Hall. Students are also encouraged to approach the Caterers at the time of the problem to see if this can be resolved immediately, at the time.
7. If the Food Representative or students feel that a problem is not being addressed you may e-mail the Hall Administrator (hobsonhall@ru.ac.za).
8. Attend all Food Representative meetings within your Hall.
 - There are normally three meetings a year (first, second and fourth term). Make sure you get these dates from the Hall Administrator.
 - The Caterers, a Cook, the Hall Administrator, the Food Representatives and the Food Services Manager or Assistant Manager will attend these meetings.
 - If a Food Representative is unable to attend the Food Representative meeting, they must ensure that the Head Student or another House Committee member attends on their behalf.
9. All food related complaints, problems, suggestions, compliments etc. from the students in your Residence will be discussed at these meetings.
10. The Food Representatives must provide feedback from the meetings to their Residence students.
11. The Food Representatives will take turns to complete the minutes at these Food Representative meetings and email them to the Hall Administrator within 2 days after the meeting.
12. All other duties that might be required from time to time by the Hall Warden, House Warden, Hall Committee, Hall Administrator or Caterers.

SECRETARY REPRESENTATIVE DUTIES

1. The Secretary is required to cultivate an environment of inclusiveness whereby all feel welcome and at home. This includes events that take into consideration our African heritage and our international student body.
2. Check that various forms and booking lists are always available and in place, e.g. laundry booking lists, overnight sign-out sheets, visitor signing sheets, etc., and there is a pen or sharpened pencil to write with.

3. Check the house notice boards regularly and take down any expired notices (recycle).
4. Perform secretarial duties for the Residence.
5. Create House Committee WhatsApp group.
6. If necessary, create Residence WhatsApp group (need to facilitate effective communication in the residence).
7. Be responsible for all correspondence, e.g. letters to surrounding Residences when functions are held, thank you letters, etc.
8. Arrange collection of recreational photographs from students to make House Photo Collages.
9. Facilitate feedback between students and House Warden.

HOUSE MEETINGS

1. House meetings will be held once/twice a term unless an emergency meeting is called. Liaise with the House Warden and the Head Student to draw up meeting dates and initial agenda items for the year.
2. Notify students (notices, WhatsApp, Facebook, e-mail, etc.) of a house meeting at least a week in advance and call for agenda items. Make sure you state date, time, where meeting will be held and who apologies must go to and by when.
3. Send out agenda items to the Residence at least three days before the meeting and inform students if they need to bring anything to meeting, e.g. pen to complete a survey.
4. Get an attendance register for the meeting from the Hall Administrator or House Warden.
5. Take minutes of House Committee meetings. Have them typed up and sent out within one week of the completion of the meeting.
6. Copies must be provided to the House Warden, Hall Administrator and House Committee within one day after meeting.
7. Diarise any decisions, dates that were scheduled etc. at the meeting so you can send reminders to the applicable people at the applicable time, so nobody forgets about anything that needs to be done.
8. All other duties that might be required from time to time by the Hall Warden, House Warden, House Committee or Hall Administrator.

HOUSE COMMITTEE MEETINGS

1. Liaise with House Warden and House Head Student in compilation of agendas for House Committee meetings.
2. Take minutes at the meetings. Type them up and send it to the House Warden and House Committee members.

3. Diarise any decisions, dates that were scheduled etc. at the meeting so you can send reminders to the applicable people at the applicable time, so nobody forgets about anything that needs to be done.

STUDENT BIRTHDAYS

Make a list of all the student birthdays in the residence and ensure that it is updated regularly.

1. Ask the Hall Administrator to print or email you a list of birthdays for your Residence students at the beginning of the year.
2. Put this list up on Residence notice board. Make sure you include the House Warden (and their family members if applicable) as well as the Housekeeping staff member that cleans your residence.
3. Acknowledge each person on their birthday, e.g. birthday card, birthday balloon, birthday choc, birthday wish on residence WhatsApp / Facebook group, etc.

CORRESPONDENCE

You are responsible for the following correspondence:

1. Letters to surrounding Residences/neighbours when functions are held apologising for noise and notifying them of when function will take place as well as start and end time.
2. Letters of thanks, congratulations or condolences to students & staff within the Residence

SPORT REPRESENTATIVE DUTIES

1. Is responsible for the organisation of all Inter-Residences sporting events.
2. Must ensure that notices giving details of Inter-Residence sports functions are put up timeously.
3. Must be familiar with Inter-Residence sporting rules.
4. Inform students of Sports Sin-Up info.
5. Encourage students to attend other sporting events etc., e.g. RU Sports Evening, RU First-Years Sports event, SRC Amazing Race during O Week, etc.
6. Promote healthy lifestyle.
7. Attends all relevant meetings with Sports Administration and enters the Residence for scheduled Inter-Residence sporting events.
8. Must organise teams by actively motivating and encouraging the students to participate without being to “pushy”.
9. Ensures that notices and sign-up lists are up at least one week before the event.
10. Should enter at least one team for every sporting event.

11. Must encourage the whole Residence to support their teams by their presence and war-cries, etc.
12. Must herself attend all Inter-Residence sporting functions.
13. Must keep the Warden and Hall Administrator informed of dates, times and participation of the House.
14. Should emphasize that having fun and participation are the most important factors.
15. Must submit a written Sports Report in November for inclusion in the Annual House Report.
16. Keeps records of participants in all Inter-Residence sporting events.
17. In consultation with the House Warden, present awards for participation to the most frequent participants at the Annual Residence Awards Evening. These records will also need to be given to the Hall Sports Representative at the end of September/beginning of October to work out the Hall Internal Sportsperson of the Year Award to be awarded at the Leavers Dinner.
18. Encourage applicable students to nominate themselves for the Hall External Sportsperson of the Year Award, also to be awarded at the Leavers Dinner.
19. Initiate internal sports activities within the Residence, or between other Hobson Hall Residences (especially for the Women's Day Challenge).
20. Keep in contact with the other Hobson Hall Sports Representatives to keep updated and share ideas etc.
21. Acknowledge students sporting achievements, e.g. if a student makes a provincial team, wins a marathon, etc.
22. All other duties that might be required from time to time by the Hall Warden, House Warden, House Committee, Hall Administrator, SRC or Sports Admin.

STUDENT NETWORKING REPRESENTATIVE DUTIES

1. Student Networking Representatives are expected to be comfortable using a computer and have a good understanding of both the Student Network and the functioning of the Residence. Computer and information literacy is expected.
2. Conduct talks with 1st year or new students regarding the process for students needing to purchase laptops.
3. Familiarise 1st year or new student on computer usage at Rhodes University, for example, obtaining email addresses, etc.
4. Attend any meetings & training arranged for Student Networking issues, and liaise between students and the IT Division.

5. Be available in Residence. Should they be out of Residence, ensure that there is a note on their room doors, notifying fellow students when they will be available again. Be available to act as Student Networking Representative during all official University term times, starting from the beginning of orientation week of each year.
6. Attend any workshops or meetings arranged for students.
7. Communicate any necessary information about Student Networking; Residence printer and common room computers to the students in the Residence.
8. Know where, how and when students can get support, and direct students in their Residence appropriately; <http://www.ru.ac.za/studentnetworking/support/>
9. Students who are experiencing Wi-Fi or laptop configuration problems must please visit the Student Help Desk at the Library.
10. Ensure that the Residence television is in working order and if necessary to report issues to the Hall Administrator.
11. KEYS for printer and common room computers: Please inform the Hall Administrator immediately if a key is lost. DO NOT change any padlocks unless you have liaised with the Hall Administrator.
12. All other duties that might be required from time to time by the Hall Warden, House Warden, House Committee, Hall Administrator, Xerox & I&TS Division.

RESIDENCE COMPUTERS

1. Manage any common computers supplied to or installed in their Residence.
2. Liaise with the IT Division on behalf of their Residence. All common room computer problems are to be reported to studentsupport@ru.ac.za
3. Ensure that IT Division staff have access to the Residence when repairs are needed/maintenance work etc.

WI-FI

1. Communicate any necessary information about networking to the students in the Residence (meetings or posting notices on the Residence notice board, WhatsApp or on the Facebook page).
2. Help students in the Residence to use Student Network (Wi-Fi).
3. Handle any questions/problems with networking within 24 hours.
4. Assist first years in pairing them with a student studying the same degree but at a higher level.
5. Ensure that students in the Residence are aware that any use of the Rhodes network, including Student Networking, is subject to the Rhodes Acceptable Use Policy.

RESIDENCE PRINTER

1. Ensure the smooth running of the Residence printer.
2. Replace paper and/or toners when necessary (this is available from your Hall Administrator).
3. Take responsibility for managing the supplies and consumables for any printers installed in their Residence.
4. Report faults as they occur by sending an e-mail to xerox@ru.ac.za.
5. Assist all Residence students to get connected to use the Residence printer.
6. Fill the printers with paper. Collect paper and toner cartridges from Hall Administrator as and when required.

TREASURER REPRESENTATIVE DUTIES

1. Control and manage the Residence tuckshop.
2. Will attend any workshops, training or meetings arranged for House Treasurers.
3. Will attend a meeting with the Hall Administrator at the beginning of the year (during Orientation Week).
4. Always keep Residence and Tuckshop money in a safe place.
5. Ensure that you collect a book for all the receipts from the Hall Administrator at the beginning of the year. All receipts and invoices relevant to the tuckshop and any other Residence fund expenditures are accounted for and properly recorded and handed to the House Warden who is responsible for House Funds. This does not necessarily mean that you will run/open the Tuckshop, but you will be responsible for the finances. This needs to be discussed with House Committee Members.
6. Ensure that good financial principles are adhered.
7. Should know and understand correct forms and procedures to record all receipts of cash; all issues of cash against receipts and file all supporting documents properly.
8. Hand in the tuckshop books and documents to your House Warden at the end of each term. If required to do so by your House Warden, meet with the Hall Administrator at the end of each term to finalise the Tuck-Shop spreadsheet. Make sure your Hall Administrator e-mails you the financial spreadsheet template.
9. Draw up a budget for the year in consultation with the House Warden and House Committee. This budget should be updated every term. Remember to include a budget for each House Committee portfolio.
10. Provide feedback about financial performance against the budget at House Committee meetings and at House Meetings.

11. When Residence and/or tuckshop money is used, make sure that the House Warden & House Committee members return all receipts and change to you promptly (not days later). **NO** private/personal purchases must appear on the same receipt as for Residence or tuckshop purchases. **NO** missing receipts are allowed. If anyone misplaces a receipt they will be responsible to personally refund this money (usually if you go back to the shop within 2 days they can give you a copy of the receipt).
12. All other duties that might be required from time to time by the Hall Warden, House Warden, House Committee or Hall Administrator.

TUCKSHOP

1. Ensure your tuckshop is well stocked.
2. Ensure that tuckshop stock is kept in a secure place in the Residence.
3. Do regular stock takes.
4. Make sure that all sales are recorded whenever the tuckshop is open.
5. Provide your House Warden with feedback regarding the profit made from tuckshop on a termly basis.
6. If you have a lot of coins please separate them and put them in money bags as per correct amount printed on the money bag. Please get rid of these coins during the year by using them to pay for stock etc.

SRC HALL REPRESENTATIVE

1. The SRC Hall Representative is elected in terms of the SRC Constitution.
2. The SRC Hall Representative shall be a full member of the House Committee in her Residence and shall have observer status on the other House Committees in the Hall.
3. The SRC Hall Representative is to be a member of the Hall Committee and is expected to actively participate in and help organise Hall events etc.
4. Liaison between Hall and SRC Residence Councillor and the SRC at large.
5. Student representative and support.
6. Make themselves known to members of the Hall.
7. The SRC Hall Representative and Hall Senior Student must alternate to attend the House Committee Meetings for each Residence in Hobson Hall.
8. Attend all SRC Hall Representative meetings and convey all relevant information regarding the Hall promptly and accurately to the SRC (there needs to be some level of confidentiality and the Representative must protect the confidentiality of the Hall).
9. Represent the SRC at functions and formal events in the Hall.

10. Representing the Hall on various committees and attending these meetings, e.g. Board of Residences, SRC Meetings, Student Parliament, Student Forum, SRC Governance Colloquiums, etc.
11. May be requested to serve on various other committees, such as Sub-Warden Selection, Warden selection, Residence Merit Scholarship Awards, Hall Disciplinary Committee, etc.
12. Encourage students to run for Hall SRC Representative for following year.
13. Organise and Manage any SRC elections to take place in the Hall/Dining Hall.
14. Help initiate and oversee and advertise any SRC projects & initiatives in the Hall, e.g. SRC Noodle Drive, etc.
15. Work closely with the various Hall Committee Portfolios: academics, transformation, sports, community engagement, environmental, international, & communications.
16. Keep in close and regular contact with the Hall Warden, Hall Administrator, SRC Residence Councillor and with the SRC as a whole.
17. Be aware of Hall Rules & Constitution.
18. All other duties that might be required from time to time by the SRC, Hall Warden, Hall Committee or Hall Administrator.

TRANSFORMATION REPRESENTATIVE DUTIES

DEVELOPING THE SELF

1. Participate in leadership and key issues in Transformation Training.
2. Participate in other Awareness Raising Seminars as invited by the E&IC Directorate.

KEY SKILLS NEEDED

- Creative thinking.
- Reliability.
- Commitment to transformation work.
- Initiative taking.
- Willingness to learn and grow.

DRIVING A RESIDENCE AWARENESS RAISING PROGRAMME

1. Use knowledge of the needs and cultures of the Residence, design and implement an Awareness Raising Programmes for the Residence (this could be an active once a term programme).
2. Devise means of linking the Residence Awareness Raising Programme to the annual institution wide Awareness Raising Programme.

3. Encourage and enable the participation of members of their Residence in the E&IC Directorate's Awareness Raising activities which in the main manifest the Awareness Raising calendar and which are linked to the orientation programme.
4. Contribute to the development/evolution of the Broader Institution's Awareness Raising Programme through sharing innovative ideas in spaces such as 'face to face meetings' and the 'Transformation Representatives Facebook page'.
5. Contribute to the annual evolution of the Residences' and Institution's Awareness Raising Programme.
6. All other duties that might be required from time to time by the Hall Warden, House Warden, House Committee or Hall Administrator.

WELLNESS LEADER

1. The Wellness Leader Programme is focused on promoting Wellness and increase student support.
2. Although it is essential for each Residence to have a Wellness Representative, they do not form part of the House Committee.
3. It is compulsory that the Wellness Representative join the Wellness Leader Programme.
4. The Wellness Representative will be interviewed by a Representative at the Counselling Centre for suitability and all necessary Wellness Leader training will be done at the Counselling Centre throughout the year.
5. The Residence Wellness Representative is required to cultivate an environment of inclusiveness whereby all feel welcome and at home. This includes events that take into consideration our African heritage and our international student body.
6. All other duties that might be required from time to time by the Hall Warden, House Warden, House Committee or Hall Administrator.

What is the Wellness Leader Programme about:

The Wellness Leader program is a student driven program that serves to promote holistic wellness throughout the student community for all students. It is a program "for students, by students". The wellness leader program is based on the Wellness Model; which provides a conceptual framework for operationalising student development needs in a holistic way by focusing on the physical, academic, social, emotional and spiritual needs of students and thereby promoting overall wellness.

These students are going to be trained throughout the year on different topics related to all the 5 wellness domains (**physical, emotional, mental, social and spiritual wellness**). These students also act as a liaison between the student body and the four divisions of Wellness at

Rhodes University which are: **Counselling Centre, Health Care Centre, Career Centre and HIV Office**. The Wellness leaders will be involved in many campaigns throughout the year, campaigns linked to the four divisions, as well as campaigns that they themselves run. These students play a pivotal role within the Residence system, as they are the students that advertise these various campaigns and promote wellness on an individual level. They provide support to all students with different problems and link these students to appropriate referral sources available on campus.