

# HOBSON HALL

## Committee Member Roles and Responsibilities

### HALL SENIOR STUDENT DUTIES:

- 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.
- The Hall Senior Student must liaise with the Hall Administrator regarding any function related expectations.
- 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.
- The Hall Senior Student is a member of the Hall Committee and a member of the House Committee in her own House.
- The Hall Senior Student and SRC Hall Representative must alternate to attend the House Committee Meetings for each Residence in Hobson Hall.
- The Hall Senior Student is a member of the Board of Residences which meets once a term. She is required to attend all meetings.
- The Hall Senior Student is responsible for arranging the Hall Formal Dinners; Hall Braai's, Hall Brunches and the Hobson Hall Women's Day Challenge. In consultation with the Hall Warden and Hall Administrator and depending upon the budget, she may also hold other Hall functions.
- The Hall Senior Student must liaise with the Hall Administrator on a regular basis; as well as know the Wardens of all the Residences.
- The Hall Senior Student must be prepared to carry out further duties as required of her by the Hall Warden.
- The Hall Senior Student may, with the permission of the Hall Warden, call meetings in the Hall.
- 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outside the Dining Hall and secure them well so that they do not flap about in the wind and to remove those that are outdated or have expired.
- 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.
- 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.
- 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.

### HOUSE HEAD STUDENT DUTIES:

- The House Head Student is elected by the students in the House. She represents the students on the House Committee and is the liaison between the students and the Warden and Sub-Wardens. She also represents her House on the Hall Committee.
- Arrange all House Committee Meetings and inform the House Warden of minutes of these meetings.
- Arrange and/or oversee the arrangement of all House functions.
- Serves on the Hall Committee and must attend Meetings as called by the Hall Warden.
- Must report weekly to the House Warden and weekly to the Hall Administrator.
- Must take final responsibility for the smooth running of all Residence functions.
- Is responsible for organising the roster and list for any duties required of students and House Committee.
- 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.

- 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.
- Reports back any relevant information from Hall Committee Meetings to the House.
- Cultivates a loyalty to the House, the Warden, the Sub-Wardens and the House Committee.
- Must be 100% discreet about confidential Committee matters.
- Contributes to the team spirit of the House.
- 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. This includes ensuring that the Residence is decorated, that House Committee Members are on duty during registration weekend.
- 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. This also entails arranging that first years are escorted during Orientation Week.
- 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.
- Serves as an Awareness Representative of the students and liaises between the House and Hall Warden as well as Hall Administrator.
- Checks that all House Committee Members are performing their duties, supports and encourages them.
- 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.
- 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.
- 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.
- Reports complaints and problems promptly by informing the Warden and Sub-Wardens and where appropriate, noting maintenance in the maintenance book.
- 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.
- Is available at all times to comfort and counsel fellow students who may be experiencing personal or work related problems.
- Takes an interest in other House Committee portfolios and comes up with helpful suggestions and feedback. Helps other House Committee Members whenever possible.
- Is responsible for washing machine/tumble dryer times.
- If unable to perform a duty, makes sure that a fellow House Committee member is found to stand in for her and informs the Warden accordingly.
- Performs any other duties that may be requested by the Warden.
- 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.

## ENTERTAINMENT REPRESENTATIVE DUTIES:

- Plan and manage Entertainment and Functions in your Residence and assist the Hall Senior Student and Hall Administrators with Hall Functions.
- Is responsible in conjunction with the rest of House Committee for the organisation of Residence functions, e.g. she is the chief organiser and must see that everyone else carries out their assigned duties.
- Decide during House Committee's first 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.
- Arrange the events and functions well in advance. Communicate this to the Hall Administrator.
- Complete all formalities in respect of requesting permission, food requests, meal preference lists and staging of the event at least two weeks before event – need to see Hall Administrator for instructions on this.
- Advertise all events in good time in the Residence.
- Ensure all special requirements (e.g. diets) of students in the Residence are catered for, and cultural differences are considered (e.g. music).
- Ensure all receipts for expenses are kept and handed to the Warden, who in turn will enter it into financial records.
- 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.
- Be in attendance at functions and be an accountable authority for the event.
- The Entertainment 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.

## ACADEMIC REPRESENTATIVE DUTIES:

- Be the first port of call for students in trouble academically and advise where assistance can be sought.
- Advertise and encourage all workshops, talks etc. by the Career Centre such as note-taking, time management.
- Advertise and encourage attendance at Academic talks given throughout the year.
- Inform the House about the Graduate Recruitment Programme annually.
- Facilitate the sale of second hand text books in the Residence.
- Collect old exam papers, file them and place in common room for Residence use.

## COMMUNITY ENGAGEMENT REPRESENTATIVE DUTIES:

- Label a box and put it in a convenient place to collect unwanted clothes from the students at the end of each term.
  - Monitor the box and remove the clothes regularly as well as organise the collection or delivery to a suitable charity.
- Plan 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).
  - Assess best way of meeting needs in conjunction with available resources and limitations in Residence.
  - Inform Residence of planned projects and assess ways of getting students in Residence involved.
- Lead and control community project.
  - Work around Residence activities and arrange reasonable work times and arrange resources.

## ENVIRONMENTAL REPRESENTATIVE DUTIES:

- Ensure that the Rhodes University Environmental policies are followed by students in the Residence.
- Create awareness about key environmental issues locally and globally and encourage students to take action in their everyday lives.
- Be aware of the key environmental events on campus and encourage residents to participate.
- Ensure that all residents make use of the appropriate recycling receptacles in and around the Residence.
- Encourage the efficient use of water, electricity and resources such as paper by all residents.
- 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).
- Ensure that all paper used for messages in the message book is recycled.
- 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.

## SECRETARY REPRESENTATIVE DUTIES:

- Take minutes of House Committee meetings. Provide copies to the Warden, Hall Administrator and House Committee within one day after meeting.
- Be responsible for all correspondence, e.g. letters to surrounding Residences when functions are held, thank you letters, etc.
- Arrange collection of recreational photographs from students to make House Photo Collages.
- Facilitate feedback between students and Wardens.
- 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.

## TREASURER REPRESENTATIVE DUTIES:

- Will attend any workshop or meetings arranged for House Treasurers.
- Ensure that all receipts and invoices relevant to the Tuck-Shop and any other House Fund expenditure are accounted for and properly recorded and handed to the Warden who is responsible for House Funds.
- Should know and understand correct forms and procedures to:
  - Record all receipts of cash.
  - Record all issues of cash against receipts.
  - File all supporting documents properly
- Hand in the Tuck-Shop books and documents to your Warden at the end of each term.
- Control and manage the House Tuck-Shop.

## FOOD REPRESENTATIVE DUTIES:

- Take minutes of House Committee and Food Representative Meetings and give copy to Warden and House Committee within one day after meeting.
- Attend all Food Representative Meetings.
- Facilitate feedback between students and caterers.
- Maintain the Food Comment Book in your Residence.
- Deal with meal complaints in a co-operative, specific and positive manner.
- Post report back documents from caterers onto the Notice Board for one week, then give to Hall Administrator to file in office.

## STUDENT NETWORKING REPRESENTATIVE DUTIES:

- 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.
- Ensure the smooth running of printer, report faults as they occur by sending an e-mail to [support@ru.ac.za](mailto:support@ru.ac.za) and replace paper and / or ink cartridges as necessary.
- Establish and maintain contact with their allocated technical representative.
- Liaise with the technical coordinator and the IT Division on behalf of their Residence.
- Help students in the Residence to use Student Network.
- Handle any questions/problems with networking within 24 hours.
- Attend any workshops or meetings arranged for students.
- Communicate any necessary information about networking to the students in the Residence at House Meetings or through posting notices on the Residence notice board or on the Facebook page.
- Ensure that students in the Residence are aware that any use of the Rhodes network subject to the Rhodes Acceptable Use Policy.
- Ensure that the printer has paper and report all printer faults to [xerox@ru.ac.za](mailto:xerox@ru.ac.za).
- Ensure that the TV and DSTV are in working order and if necessary to report issues to [n.botha@ru.ac.za](mailto:n.botha@ru.ac.za).
- Assist first years in pairing them with a student studying the same degree but at a higher level

## SPORT REPRESENTATIVE DUTIES:

- Is responsible for all Inter-Res sports.
- Must ensure that notices giving details of inter-res sports functions are put up timeously.
- Must actively motivate and encourage the students to participate without being to "pushy".
- Must organise teams.
- Should enter at least one team for every sporting event.
- Must encourage the whole residence to support their teams by their presence and war-cries, etc.
- Must herself attend all such functions.
- Must keep the Warden and Hall Administrator informed of dates, times and participation of the House.
- Should emphasize that having fun and participation are the most important factors.
- Must submit a written Sports report in November for inclusion in the Annual House Report.

## RESIDENCE TRANSFORMATION REPRESENTATIVE DUTIES:

### DEVELOPING THE SELF:

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

### DRIVING A RESIDENCE AWARENESS RAISING PROGRAMME:

- Use knowledge of the needs and cultures of their Residence, design and implement an Awareness Raising Programme for their Residence (this could be a one activity a term programme).
- Devise means of linking the Residence Awareness Raising Programme to the annual institution wide Awareness Raising Programme.

- 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.
- 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'.
- Contribute to the annual evolution of the Residences' and Institution's Awareness Raising Programme.

#### **KEY SKILLS NEEDED:**

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

#### **RESIDENCE WELLNESS LEADER DUTIES:**

- The Wellness Leader Programme is focused on promoting Wellness and increase student support.
- Although it is essential for each Residence to have a Wellness Representative, they do not form part of the House Committee.
- It is compulsory that the Wellness Representative join the Wellness Leader Programme.
- 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.
- 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.

#### **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.