

# HUGH MASEKELA HALL

## Leadership Duties 2024

Appreciation Strategy Humility  
Commitment Responsibility Listening  
Integrity **Leadership**  
Honest Communication Values Purpose Determination  
Passion Principles



**Great Leaders**  
don't tell you what to do...  
they show you how its done!

**DUTIES OF THE HOUSE HEAD STUDENT AND HOUSE**

# **COMMITTEE MEMBERS, INCLUDING HALL HEAD STUDENT & HALL SRC REP**

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## ALL HOUSE COMMITTEE MEMBERS

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

This booklet will help to define your roles and help you recognise what is expected of you.

House Committee meetings should be held once a week where possible, and minutes taken and filed. The Warden is *ex officio* the Chairperson of the House Committee. Informal House Committee meetings (students only) are also encouraged. Please inform the Warden of any (major) concerns voiced at these meetings.

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 will also be compulsory mid-year leadership refresher training the weekend before third term begins.

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

- Attend all House and House Committee meetings
- Become very familiar with the contents of the Hall's Rules & Constitution booklet
- Play a proactive role in bringing house concerns to the House comm meeting agendas or discussing the concerns with other House comm members (including the Warden)
- Fulfil designated portfolio responsibilities
- Participate in team work on the Committee
- Actively advise, assist and encourage other members of the House Committee
- Attend workshops for House Committees prior to Orientation Week
- Attend mid-year leadership refresher training.
- Help to prepare the Residence for new students at the beginning of the year
- Orientate and integrate students to residence and university life
- Serve as a role model in conduct and lifestyle for resident students
- Participate in and support residence sporting, community engagement, environmental activities etc., and encourage other students to do so
- Attend all Hall and House social activities and encourage others to participate
- Provide opportunities for students to become acquainted with other residents
- Personally make an effort to get to know residents and establish a relationship of mutual respect and trust; promote values of *consideration and cooperation*
- Supply residents with information on residence life, academic issues, campus facilities and policies, and referral services (medical, counselling, and financial aid)
- Be available, friendly and approachable
- Demonstrate an impartial attitude, regardless of race, gender, culture, religion or life-style choices
- Listen to students' concerns
- Follow up on concerns brought to your attention
- Assist and advise residence students; aid students with personal, academic, social or other problems whenever possible
- Be proactive in resolving conflicts in the residence

- 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
- Work closely with the Warden and Sub-Wardens in matters of mutual concern
- Report maintenance problems promptly by entering them in the Maintenance/Requisition Book. If urgent, or if not attended to in reasonable time, report the problem to the House Warden, Housekeeper or Hall Administrator.
- Report security problems promptly to the Warden as well as to the Campus Protection Unit
- Convey information effectively (use of noticeboard, emails, social networking, announcements)
- Put the Campus Protection number on your cell phone (046 6038146 or 046 6038147) for emergency use. Note that the CPU number is also on all student cards.

## **GENERAL DUTIES OF THE HOUSE COMMITTEE MEMBERS**

1. Attend all Res & Hall Social Functions.
2. Support or participate in at least **75%** of the inter/intra-res sporting, community engagement & environmental activities
3. Spend at least one hour a week in the common room interacting with students
4. Sit at different meal tables frequented by house residents at least once a week.
5. Attend all House Meetings and House Committee Meetings
6. Check and update your portfolio notice boards regularly.
7. Ensure that your portfolio concerns are placed on the House Committee Agenda, or discuss the matter with individual House Committee members (including the Warden).
8. Identify students who are isolated, and actively encourage them to participate in Residence Activities.
9. 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 first years, but ultimately these are House Committee responsibilities.

### **Fridges:**

- The fridges must be checked once a week. Throw away foodstuffs that do not have names or that have gone rotten and clean up any spills or mess
- The fridges should normally be cleaned and defrosted monthly
- At the end of each term the fridges must be defrosted and switched off. Put up a notice warning students when the fridges are to be defrosted and instructing them to remove their foodstuffs from the fridges (this is the responsibility of Sub-Wardens).

### **Washing Machines / Tumble Driers:**

- Each week new booking lists must be put up near the machines.
- 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.

**Kitchen:**

- Check the state of the kitchen regularly and clean it if necessary
- Clean the microwave
- Report malfunctions of equipment to the Warden or note these in the Requisitions book.

**Message books, lists and booking sheets etc and pens:**

- Check that sufficient paper/forms and pens/sharpened pencils are always available for use

**Condoms**

- Check once a week that there are condoms available. Collect more from the Health Care Centre when required (this is the responsibility of sub-wardens).

**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:

- First Year duty lists
- House Committee duty lists – Ensure duties, including those normally allocated to first years, are carried out in Orientation week and Exams. In terms 2 & 4, the duty lists need to be revised at the end of swot week according to departure dates of house comm and first years.
- Ensure that the members of the House are informed when the lists have been put up.

**HOUSE MAINTENANCE & ENERGY SAVING**

- Should a House Committee member notice any maintenance required, e.g. passage or bathroom light not working, they must write any requests in the Maintenance Book.
- Daily, if you see unnecessary lights or heaters on in passages or elsewhere in the residence, switch them off.

**NOTICES AND NOTICE BOARD MAINTENANCE**

- Put up relevant posters and notices
- Be environmentally conscious. Re-use the backs of expired posters, and other used paper to make your notices wherever possible.
- Ensure that all notices are tidy and are secured with pins in all four corners, fix up any that have come loose
- Where notice boards are made of a hard composite material, put drawing pins in at an angle of 45° to make them easier to remove.
- Remove outdated posters and recycle them.
- Remove any posters/notices that are put up with prestik on painted walls or on notice boards and recycle them.
- Pick up any notices that have fallen off the boards.
- Check the notice boards at least every three days

**PASSAGES, COMMON AREAS AND GENERAL**

At all times take on responsibility in the House and Hall. Switch off unnecessary lights or heaters, close doors that shouldn't be open, 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, maintenance, or housekeeping problems, make your suggestions for improvements, be the one to ensure that things are in order and running smoothly.

## SOCIAL FUNCTIONS

Each House Committee member must take an active part in organizing and helping with all social functions.

**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. **No House Committee member may leave the venue before the end of the function; the venue must be cleaned and tidied immediately** the function has ended.

Take note of and conform to the RU Rules for Social Functions guidelines in the Hall Rules booklet.

**Loans:** Should any equipment be borrowed from the Hugh Masekela Hall kitchen, the House Head Student or Food/Entertainment Rep must sign for it at the time of borrowing and again when it is returned. **Equipment and any items borrowed from the kitchen, housekeeping, or the office must be returned at the earliest possible time after the function, eg, at breakfast after an evening function.** 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 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.

## SPECIFIC DUTIES AND PORTFOLIOS

### 1. THE ACADEMIC REPRESENTATIVE

#### Outline of expectations, roles & responsibilities

- Devise ways to promote and recognise academic excellence
- Provide academic support, motivation and guidance
- Create an academic space within the residence
- Be knowledgeable about the different academic support offered by the University
- Keep people motivated during exams
- Lead by example i.e. pass well
- Remind students why they are here by being a support and motivational structure
- Should be able to keep an open door policy so that students can come and ask for help when they need it
- Ensure that first years attend academic lectures during orientation week, and get sufficient clear information before getting their curricula approved
- Know the campus well so can guide first years and other new students to academic departments, labs etc.
- Ensure that first years are familiar with *RU Connected*
- Keep students up to date about academic events on campus (inaugural lectures, etc.)
- Coordinate follow-up discussion on 'RU Learning' for 1st years
- Manage informal res mentoring programme
- Promote academic excellence by advertising resources and skills offered by the University i.e. study skills workshops, ADP classes and information about academic deans
- Set up informal peer study groups
- Organise res study area during exams
- 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.

- Set up a meeting/s with the mentors and students in your residence and provide them with all of the relevant information regarding their academic life such as:
  - What role does the Academic Rep play and what kind of services can he/she provide (liaison with mentors, liaison with Warden, liaison with SRC, liaison with departments if needed)
  - What role does the SRC Academic Councillor play and what kind of services can he/she provide (assistance regarding academic issues such as DP queries and academic departments)
  - What kind of services are provided by the Career Centre and where are they situated (choices of subjects)
  - What kind of services are provided by the Counselling Centre and where are they situated (runs workshops to assist with exam stress, study techniques and writing up of CV's)
  - What role do the mentors play and what kind of service can they expect from them (general assistance with subject matter)
  - How do you go about to make an appointment with any of the abovementioned
  - Who can they go to if they are unsure of their subject choices or degree choice
  - Discuss the jargon associated with academic terms
  - How can they lose DP
  - Where to go if they lose their DP
  - This way they are forewarned and know what is expected from them academically
- Liaise with the 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.
- Keep in regular contact with the other Academic Reps in the Hall and attend meetings with them to keep updated and share ideas etc.
- Help coordinate the dining hall study venue & duties and academic support volunteers to be put up in the dining hall for the exam terms.
- All other duties that might be required from time to time by the Hall Warden, House Warden, Hall Committee or Hall Administrator.

## **2. THE COMMUNITY ENGAGEMENT REPRESENTATIVE**

### **Outline of expectations, roles & responsibilities**

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.

- Promoting principles of good community engagement practice
- Planning, leading, organising and controlling internal & external projects
- Making sure your res is involved with the Hall project with ECD (early childhood development) school partner
- Maintain a good working relationship with the Community Engagement Office (RUCE). They can also assist you to organise transport to and from your CE project partners
- Provide up to date information on relevant res notice board and electronically, social media etc.
- At least 60% of residents are involved in a community project
- Making sure your res participates in Trading Live for Mandela Week
- Inform students about the Student Volunteer Programme (SVP)

- Keep in close contact with the SRC Community Engagement Councillor
- Keep in regular contact with the Hilltop Community Engagement Reps to keep updated and share ideas etc.
- Make sure you ask your Treasurer 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.
- Making sure your res is involved with Give 5 and coordinating this with the help of House Comm.
- Collecting clothing for Hall “Thrift Shop”
- Collecting toiletries for res
- Keep your res informed about all RU volunteering opportunities, as well as all RU community engagement related activities.
- Attend all required meetings, e.g. with RUCE, SRC Community Engagement Councillor, Hugh Masekela Hall Community Engagement Reps, Hall ECD partner, Alumni Office etc.
- Attend all required training and workshops for Community Engagement Reps.
- If you want to do collections for things:
  - make sure you find out what your community partner really needs first
  - ensure you aren’t just focussing on hand-outs
  - remember that not everyone in your res has disposable income, extra clothes or things they can give away; find ways to keep them involved by giving of their time.
  - If you want to do collections at Checkers, Shoprite, Pick n Pay etc., make sure you arrange with the Management well in advance (identify your dates at the beginning of the year and give everyone as much notice as possible).
  - If you want to get donations or sponsorship from local businesses (or even further afield), remember to contact the Rhodes Communications and Advancement Division for help with funding proposals and guidelines for getting sponsorship.
  - Try to find creative ways to make the relationship mutually beneficial and sustainable. Feeling like you are getting hand-outs is not a great way to build a relationship or empower people: everyone has something to give, a skill to pass on and it is YOUR job to facilitate this mutually-beneficial relationship. Examples of the give-and-take model: You can ask your community partner to teach you to speak Xhosa in exchange for helping them to erect a fence around their food garden, they can teach you to bead, knit, cook something delicious, dance, tell you about local history, give you a tour of their neighbourhood – be creative and you will reap the rewards of this kind of partnership model.
- All other duties that might be required from time to time by the Hall Warden, House Warden, Hall Committee or Hall Administrator.

### **3. THE ENTERTAINMENT REPRESENTATIVE**

#### **Outline of expectations, roles & responsibilities**

- Food Rep and Entertainment Rep responsibilities often overlap. If the Food Rep Portfolio is separate from your Entertainment Rep Portfolio you need to meet with the Food Rep at the beginning of the year to make sure that you are both on the same page as to who is responsible for what. Maybe include the Warden and Head Student in this discussion.
- The Entertainment Rep needs to be fun and creative and needs to have good communication skills. They need to be open to suggestions and need to be able to handle criticism.
- Plan, publicise and manage entertainment events 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”.



- Draw up a schedule of events for the year including deadlines for functions. This must be done at the beginning of the year to avoid clashes with other Hall and Res functions and other Rhodes events. Sometimes the Hall Kitchen cannot cater for more than one res function a day, especially if finger food is required.
- No functions may be held in the two week period prior to Swot Week for the June and November exams.
- Publish and keep up to date a schedule of Hall & Res social events for the year on the notice board, etc.
- Ensure that the schedule of events also includes non-alcohol events such as movie nights, game evenings, etc.
- Ensure planned events take account of diversity and affordability
- Notifies the House of social events well in advance.
- Motivates house members to participate in Hall & House social events.
- Ensure all special requirements (e.g., diets) of students in the residence are catered for, and cultural differences are considered (e.g., in music).
- Ensure all receipts for expenses are kept and given to the Treasurer.
- Using a roster system, organise and oversee set-up and clean-up teams for all events. Coordinate cleaning up during and after the event and ensure that the site of the event is returned to its original state immediately after the event.
- Be in attendance at functions and be accountable for the event.
- Liaise with Food Rep about ordering food for functions and attendance register and time frames. **The attendance register has to be submitted to Food Services at least FIVE working days BEFORE the function.**
- Please note that it is House Comm's responsibility to advertise res functions and to inform the students about the attendance register in res. The Hall Administrator will only advertise HALL functions.
- 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
  - Braai drum sets
  - Awnings/gazebos (at least 7 working days in advance)
- Rhodes does not provide tablecloths & overlays for res events.
- Remember to invite the Hall Warden to your res functions.
- Remember to inform your "neighbours" when a res function is to be held, in case of noise.
- Provide separate toilet facilities in the res if necessary if visitors are attending the res function.
- Ask Housekeeper to supply rubbish bags for clean-up after events etc.
- All other duties that might be required from time to time by the Hall Warden, House Warden, Hall Committee or Hall Administrator.

#### 4. THE ENVIRONMENTAL REPRESENTATIVE

##### Outline of expectations, roles & responsibilities

- Promote environmental awareness and action within the residence/hall throughout the year.
- Organise and oversee environmental projects/activities within the residence/hall.
- Ensure ongoing, efficient and effective continuation of residence water and waste projects/activities (see *Environmental Rep Project Activities Guide*, <http://www.ru.ac.za/environment/students/enviroreps/#Networking>), involving all residents.
- Organise at least one additional environment project (focusing on energy/sustainable travel/biodiversity/other - see *Environmental Rep Project Activities Guide*) during the year, and involve residents where possible.
- Participate in key environmental events on campus (see *Environmental Rep Project Activities Guide*), and involve residents where possible.
- 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*).
- Attend any workshops/ meetings on environmental issues.
- Liaise with the University's Environmental Officer/SHE Officer (Nikki Kohly).
- 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\(at\)lists.ru.ac.za](mailto:enviroreps-request(at)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\(at\)lists.ru.ac.za](mailto:Environment-request(at)lists.ru.ac.za)
- 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.
- 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/>
- Sensitise 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.
- Check maintenance of the rain water tank at least once a week
- Keep in close contact with the SRC Environmental Councillor
- Keep in regular contact with other Environmental Reps in the Hall and attend meetings with them to keep updated and share ideas etc.
- Make sure you ask your Treasurer to include funding in their budget for res environmental events, activities etc., so that you can get projects up and running and ensure that they are sustainable.
- Promote and practice the Hall environmental values.
- All other duties that might be required from time to time by the Hall Warden, House Warden, Hall Committee or Hall Administrator.

## 5. THE FOOD REPRESENTATIVE

### Outline of expectations, roles & responsibilities

- Food Rep and Entertainment Rep responsibilities often overlap. If the Entertainment Portfolio is separate from your Food Rep Portfolio you need to meet with the Entertainment Rep at the beginning of the year to make sure that you are both on the same page as to who is responsible for what. Maybe include the Warden and Head Student in this discussion.
- Manage the residence kitchenettes.
- Facilitate feedback between students and caterers
- Please introduce yourself to the Caterers at the beginning of the year & ensure close liaison with Catering Staff
- You are required to attend Food Rep Meetings within your Hall.
  - There are normally three meetings a year. Make sure you get these dates from the Hall Administrator.
  - The Caterers; a Cook; the Hall Warden; the Food Reps and the Food Services Manager or Assistant Manager will attend these meetings.
  - If you are unable to attend a meeting please make sure that the Senior/Head Student or another House Comm member attends on your behalf.
  - Any food related complaints, problems, suggestions, compliments etc. from the students in your res will be discussed at these meetings.
  - You always need to give the students in your res feedback from these meetings.
- You need to have some form of system in your res where students are able to note down their dining hall/food complaints, suggestions, compliments etc. E.g. a food comments book. Other options include having a complaints page stuck up on your res door or getting people to email you. Alternatively you could start a facebook group or use one if your res already has one and get comments about food there. **HOWEVER**, please also encourage students to e-mail their **COMPLAINTS** to the Hall Administrator ASAP with specific information so that this can be taken up straight away and be dealt with quickly and efficiently, instead of waiting for Food Rep Meetings, especially when these are urgent matters.
- If you feel that a problem is not being addressed you may e-mail the Food Services Manager, Simon Wright, s.wright@ru.ac.za
- At the beginning of the year make sure you meet with the Hall Administrator and make sure the Hall Administrator e-mails you the Rules for Social Functions, including menu options and details
- Please inform the Hall Administrator whenever you need a res function attendance register and the Hall Administrator will print one for you. Please give the Hall Administrator the following info in order for a register to be printed:
  - Date, time and venue of function
  - Function time: breakfast, lunch or dinner
  - Function name (description)
  - Single or double booked meals

**The Hall Administrator has to submit the attendance register to Food Services at least FIVE working days BEFORE the function, otherwise Food Services will not provide food. Therefore please submit attendance registers to the Hall Administrator on time according to the deadlines she gives you.** Therefore you need to plan ahead to allow enough time for the attendance register to go up in res
- Students have to sign the function attendance register if:

- They are to be double booked
- If they change their meal preference option
- If they are not attending
- Please note that it is the Food Rep & House Comm's responsibility to advertise res functions and to inform the students about the attendance register in res. The Hall Administrator will only advertise HALL functions.
- Please note that it is the Food Rep's responsibility to return attendance registers for their res for ALL Hall and House functions to the Hall Administrator on time.
- Whenever your res has a function that requires food in lieu of a dining hall meal:
  - Please check to see the menu options at the back of the Rules for Social Functions document to see exactly what food you will be getting.
  - Please inform the Hall Administrator of the exact menu you require, and of any special requests e.g. please provide chicken portions for the braai instead of chop and wors, please provide orange juice only, etc. If you do not ask for anything that's not on the menu then you will not get it!
  - If you are having a braai please state whether or not you want your meat marinated.
  - E-mail the Hall Administrator (before the attendance register is handed in) a list of everything you require to make sure that catering provides you with everything and nothing is left out, and this is also useful for the Caterers. ***For example:***

**Please can catering provide the following for the braai in lieu of lunch:**

- Meat – chop & wors for first portion and chicken pieces and/or chicken kebabs for 2<sup>nd</sup> /double booked portion – please can they each get two pieces of chicken or two chicken kebabs in lieu of a chop and wors?
- Salads - three bean & green salad
- Rolls
- Juice – 1 bucket orange
- Serviettes
- Braai tongs
- Jugs or ladles to serve juice
- Cutlery to dish up salads
- Tomato sauce, mustard, chutney, salt, pepper, marge etc.
- Empty containers to put cooked meat into
- Disposable plates, cups, knives & forks

- Residences are responsible to buy wood, charcoal etc. themselves for res braais, using res funds.
- Food Services will only provide prepared snacks for ONE res function per year, however, you are allowed to have as many braais as you want (within reason).
- 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 Comm will be held accountable for these items.
- Once a res function is complete please remember to return all trays, cutlery and crockery etc. to the Hall Kitchen as soon as possible (i.e. when Kitchen open again).
- 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
  - Braai drum sets
  - Awnings/gazebos (at least 7 working days in advance)

- It may be a good idea to schedule all your res functions for the year at the beginning of the year to avoid clashes with other Hall and Res functions and other Rhodes events. Sometimes the Hall Kitchen cannot cater for more than one res function a day, especially if finger food is required.
- No functions may be held in the two week period prior to Swot Week for the June and November exams.
- Always remember to inform the Caterers as to what time you need to collect the food for functions. The Food Rep 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. If the Food Rep is not available then they must allocate this job to the Head Student or another House Comm member and must provide that person with the full list of items that need to be collected from the kitchen.
- All other duties that might be required from time to time by the Hall Warden, House Warden, Hall Committee or Hall Administrator.
- Any items lost or not returned to the kitchen after an event will be charged to the residence.

## **6. THE HALL HEAD STUDENT**

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

- Good communication skills
- Be a dynamic leader
- Be able to interact with a broad spectrum of individuals and groups
- Have an ability to resolve conflict
- Be someone that can take initiative
- Be a true representation of the Hall and its students
- Promote unity and togetherness amongst all students within the Hall

### **Outline of expectations, roles & responsibilities**

- The Hall Head Student shall be a full member of the House Committee of his/her House and shall have observer status on the other House Committees in the Hall.
- Organising Hall functions (Hall Administrator can help with admin, venue bookings, equipment orders etc.)
- In consultation with the Hall Committee, select a date for all the hall events at the beginning of the year, or any other time during the year as need arises.
- Establish and chair an organising committee to help with hall events.
- Student representative and support
- To co-ordinate the Hall – Live Smart Division of Student Affairs Challenge event (if applicable)
- Serves on the Hall Committee and must attend meetings as called by the Hall Warden
- Representing the Hall on various committees and attending these meetings, e.g. Board of Residences, SRC Meetings, Student Parliament, Student Forum, etc.
- May be requested to serve on various other committees, such as Sub-Warden selection, Warden selection, res merit scholarship awards, Hall disciplinary committee, etc.
- Has the authority to call meetings/forums etc. of the Hall in consultation with the Hall Warden.

- Attend at least one house meeting for each residence in the Hall every term to canvas ideas, hear complaints and report back etc.
- To build up a good relationship with House Comms of all houses in the Hall and liaise between students, student body, Hall Committee and Hall Warden.
- 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.
- To act as host/hostess at all formal hall functions, e.g. Welcome and Leavers' Dinners.
- Assist SRC/SRC Hall Rep with any SRC elections in the Hall/Dining Hall.
- Keep in close and regular contact with the SRC Residence Councillor and with the SRC as a whole.
- Keep in close and regular contact with Hall Administrator and Hall Warden
- Be aware of Hall Rules & Constitution
- Encourage students to run for Hall Head Student for following year.
- All other duties that might be required from time to time by the Hall Warden, Hall Committee or Hall Administrator.

## **7. THE HOUSE HEAD STUDENT**

### **Outline of expectations, roles & responsibilities**

- Student representative and support
- Ensure that house comm members fulfil duties
  - Is overall in charge of the House Committee, supports and encourages them and is responsible for ensuring that all duties are carried out properly and conscientiously.
  - After consultation with house comm members, set up regular house comm meetings
  - With the help of the Secretary, gives notice, draws up agendas in conjunction with Warden, and must attend all House Committee meetings.
  - Chair all house comm meetings and facilitate portfolio report backs from each member, ensure that they meet commitments
  - May arrange additional House Committee meetings (without House Warden in attendance).
  - Liaise with Warden to inform them of critical issues and keep them apprised of house committee plans. In turn, any matters raised by the Warden should be conveyed to the house committee
- Serves as a representative of the students and liaises between the House and Warden and Hall Warden and Hall Committee.
- In conjunction with the Secretary inform students of house meetings in advance and draw up an agenda – see Secretary Portfolio.
- Chair all House meetings
- Ensure that all relevant matters raised and decisions taken at House meetings are reported at Hall Comm meetings.
- Is responsible for organizing the roster and list for any duties required of students and House Committee in the house and for res and hall events.
- Serves on the Hall Committee and must attend meetings as called by the Hall Warden.
- Reports back any relevant information from Hall Committee meetings to the house.
- Maintains open communication with the Warden and Hall Warden.
- Must take final responsibility for the smooth running of all residence functions.
- Is responsible for ordering residence clothing
- Is responsible for organising the annual residence photo

- Is a scrutineer and responsible for conducting the election of Hall Head Student, Head Student and House Committee for the next year in res at beginning of fourth term, unless he/she herself is standing for election, in which case, in consultation with the Warden, an alternative person should be chosen to act as scrutineer.
- Liaises with the Hall Head Student to assist in organising and advertising Hall Functions, events and activities including formal dinners, brunches, braais etc.
- Representing the House on various committees and attending these meetings, e.g. SRC Meetings, Student Parliament, etc.
- May be requested to serve on various other committees, such as Sub-Warden selection, Warden selection, Res Merit scholarship awards, house disciplinary committee or as a Board of Residences representative, etc.
- If applicable order Res exam treats
- Keep in close and regular contact with the SRC Residence Councillor and with the SRC as a whole.
- Be aware of Hall Rules & Constitution
- Keep in contact with the other Hilltop Head Students to keep updated and share ideas etc.
- Encourage students to run for Hall leadership positions.
- All other duties that might be required from time to time by the Hall Warden, House Warden, Hall Committee or Hall Administrator.

## **8. THE SECRETARY**

### **Outline of expectations, roles & responsibilities**

- Perform secretarial duties
- Create House Comm WhatsApp group
- If necessary create Res WhatsApp group
- Need to facilitate effective communication in the res
- 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, maintenance request sheets, etc., and there is a pen or sharpened pencil to write with
- Check the house notice boards regularly and take down any expired notices (recycle)

### **HOUSE MEETINGS**

- 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.
- After consultation with the Warden & Head Student, notifying students (notices, 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.
- 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
- Get an attendance register for the meeting from the Hall Administrator.
- If necessary arrange any equipment needed, e.g. data projector, TV, DVD player, etc.
- If necessary make sure venue and/or equipment is setup.

- Take minutes at the meeting. Have them typed up and sent out within one week of the completion of the meeting.
- 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.

### **HOUSE COMM MEETINGS**

- Liaise with House Warden and House Head Student in compilation of agendas for House Committee meetings.
- Take minutes at the meeting. Have them typed up and sent out to the House Comm
- 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 res and ensure that it is updated regularly. Ask Hall Administrator to print you a list of birthdays off of the res system at the beginning of the year. Put this list up on residence notice board. Make sure you include the Warden, and their family members if applicable, as well as the Housekeeping staff member that cleans your res.
- Acknowledge each person on their birthday, e.g. birthday card, birthday balloon, birthday choc, birthday wish on res Facebook group, etc.

### **CORRESPONDENCE**

- You are responsible for the following correspondence:
- 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.
- Letters of thanks, congratulations or condolences to students & staff within the residence

All other duties that might be required from time to time by the Hall Warden, House Warden, Hall Committee or Hall Administrator.

## **9. THE SPORTS REPRESENTATIVE**

### **Outline of expectations, roles & responsibilities**

- Is responsible for the organisation of sporting events for the residence
- Acts as key liaison person for inter-residence sporting competition and encourages maximum participation from students in the residence
- Must be familiar with inter-residence sporting rules
- Promote healthy lifestyle
- Attends all relevant meetings with Sports Admin and enters the residence for scheduled inter-res sporting events



- After consultation with the House Committee, advertises all planned sporting fixtures well ahead of time
- Students in the residence are made aware of and encouraged to participate in these events
- Ensures that notices and sign-up lists are up at least one week before the event
- Attends every inter-res sporting event
- Keeps the Warden informed of dates, times and participation of the House.
- Take care of any res sporting gear, equipment etc., e.g. table tennis equipment, basketball ball, etc.
- Keep in close contact with the SRC Sports & Societies Councillor
- Keep in regular contact with the other Hilltop Sports Reps to keep updated and share ideas etc.
- Make sure you ask your Treasurer to include funding in their budget for res sporting events, activities etc.
- Acknowledge students sporting achievements, e.g. if a student makes a provincial team, wins a marathon, etc.
- All other duties that might be required from time to time by the Hall Warden, House Warden, Hall Committee or Hall Administrator.

## **10. THE STUDENT NETWORKING REPRESENTATIVE**

(previously known as ResNet Rep)

### **Outline of expectations, roles & responsibilities**

Student Networking house reps are expected to:

- Be a registered student living in the residence concerned;
- Make their appointment, and any changes therein, known to the I&TS Division (your hall administrator can do this via the residence administration system);
- Be available to act as house rep during all official University [term times](#), starting from the beginning of orientation week of each year;
- Act as the primary point of contact between their residence and the I&TS Division for any non-support related issues;
- Attend any meetings arranged for Student Networking issues, and liaise between students and the I&TS Division .
- Communicate any necessary information about Student Networking, res printer and computers to the students in the Residence.
- Interact with students and staff in a polite, friendly and patient manner.
- Ensure that I&TS Division staff have access to the rooms of students requiring installation /maintenance work etc.
- 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.
- Assist students in their residence in signing up to the network;  
<https://www.ru.ac.za/studentnetworking/>
- Know where, how and when students can get [support](#), and direct students in their residence appropriately;

<http://www.ru.ac.za/studentnetworking/support/>

- Handle the reporting of [faulty](#) and/or missing network points in their residence;  
<http://www.ru.ac.za/studentnetworking/support/reportingfaultyports/>
- Take responsibility for managing the [supplies and consumables](#) for any printers installed in their residence;
- Manage any common computers supplied to or installed in their residence; and
- The IT Division holds an induction workshop just prior to orientation week each year in which these responsibilities and the various procedures for reporting faults, obtaining consumables, etc are explained. These change from year to year, and so this meeting is important to ensure that residences have up-to-date information. All house reps are required to attend as a condition of their residence being connected to the Student Network.
- Computer and information literacy is expected — house representatives are expected to be comfortable using a computer. However, whilst it does help if they can debug basic network faults in their residence, we do not require house representatives to be able to do so. For this reason, the I&TS Division provides some basic training in this regard at the induction workshop each year.
- In order to perform their function efficiently, house representatives need to have a good understanding of both the Student Network and of the functioning of their residence.

### **Managing Residence Printer**

- Take responsibility for managing the supplies and consumables for any printers installed in their residence
- Assist all residence students to get connected to use the res printer
- Collect paper and toner cartridges from Hall Administrator as and when required
- Fill the printers with paper.
- Report other faults to Xerox/ I&TS Division.

All other duties that might be required from time to time by the Hall Warden, House Warden, Hall Committee or Hall Administrator.

## **11. THE TREASURER**

### **Outline of expectations, roles & responsibilities**

- Control, manage and record res finances
- Control, manage and record res tuckshop finances, if your res runs a tuckshop.  
*This does not necessarily mean that you will actually run/open the tuckshop, but you will be in charge of the finances. This needs to be discussed with House Comm.*
- Attend any workshops or meetings arranged for House Treasurers.
- Ensure that good financial principles are adhered
- Keep res and tuckshop money in a safe place at all times
- Make sure you receive the res finance file from the Hall Administrator at the beginning of the year.
- Make sure your Hall Administrator e-mails you the financial records templates.
- Draw up a budget for the year in consultation with the Warden & House Comm and update this budget each term. Remember to include a budget for each portfolio if applicable.

- Provide feedback about financial performance against the budget at House Comm meetings, and at House Meetings.
- When res and/or tuckshop money is used, make sure that the Warden & House Comm members return all receipts and change to you ASAP and not days later. Also private/personal purchases must not appear on the same receipt as for res/tuckshop purchases, they must be kept separate. No missing receipts allowed. If anyone misplaces a receipt they will be responsible to refund this money out of their own pocket. Usually if you go back to the shop within 2 days they can give you a copy of the receipt.
- In order to be transparent put up termly financial record on notice board

The Rhodes Finance Division wants all residences to do their finance electronically and to use the templates they have provided, for res finance and tuckshop finance. Please note that you have to use these templates, you do not have a choice, as at the end of the year when Residence & Hall finance is audited the Finance Division will only accept residence finance records that have been recorded on the templates they provided.

Please discuss with your Warden whether your res/tuckshop cash box/s will be kept in res and who will be keeping it and where etc.

At the end of each term (BEFORE leaving for vac) each res treasurer needs to e-mail the Hall Administrator their completed res financial record for the term so she can check it and each res treasurer needs to bring her the printed financial record and original receipts and the end term petty cash balance sheet. The financial record sheet and end of term petty cash balance sheet must be signed by the Treasurer and the House Warden before attending the audit with the Hall Administrator.

Please note that if you run a tuckshop in res you need to record everything on the tuckshop records template and this also needs to be e-mailed to the Hall Administrator at the end of each term, with accurate typed up/recorded tuckshop sales records. The tuckshop records template along with original receipts and the end term petty cash balance sheet to be handed in to the Hall Administrator. The end term petty cash balance sheet needs to be signed by the Treasurer and the House Warden before attending the audit with the Hall Administrator.

Your receipts (for res & tuckshop) need to be stuck down (glued/no prestik, staples or tape please) on A4 paper in order and numbered as per numbering on your financial record. If you have enough space on your financial record please put each receipt on a separate line. If you do not have enough space/lines you can group your receipts, e.g. res function receipts (12 A-C) on one line and the total recorded. **THERE MUST NOT BE ANY MISSING RECEIPTS.** Res and tuckshop finances are to be kept separate.

Also remember to round down/record the exact amount paid e.g. amount on receipt is R20.68 – this needs to be rounded down to R20.60 – the actual amount paid.

Any income received e.g. from box room sale, cake sale, donations etc., needs to be recorded in the res receipt book and requires two signatures and needs to be recorded as income on your financial record.

### **Tuckshop**

- Ensure that tuckshop stock is kept in a secure place in the residence.
- Ensure your tuckshop is well stocked.
- Do regular stock takes.

- Make sure that ALL sales are recorded WHENEVER the tuckshop is open.
- Provide your House Warden with feedback regarding the profit made from tuckshop on a termly basis.
- 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. At the end of Term 4 – majority of your coins MUST be spent as a large volume of coins cannot be handed over to the incoming Treasurer.

All other duties that might be required from time to time by the Hall Warden, House Warden, Hall Committee or Hall Administrator.

## 12. HALL SRC REPRESENTATIVE

### Outline of expectations, roles & responsibilities

- The Hall SRC Representative is elected in terms of the SRC Constitution.
- The Hall SRC Representative shall be a full member of the House Committee in his/her house and shall have observer status on the other House Committees in the Hall.
- The SRC Hall Rep is to be a member of the Hall Committee and is expected to actively participate in and help organise Hall Events etc.
- Liaison between Hall and SRC Residence Councillor and the SRC at large.
- Make themselves known to members of the Hall
- Attend all Hall Comm meetings and at least one house meeting for each residence in the Hall every term, and convey all relevant information from the SRC promptly and accurately to the Hall.
- Attend all SRC Hall Rep 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 Rep must protect the confidentialities of the Hall)*
- Represent the SRC at functions and formal events in the Hall.
- Representing the Hall on various committees and attending these meetings, e.g. Board of Residences, SRC Meetings, Student Parliament, Student Forum etc.
- May be requested to serve on various other committees, such as Sub-Warden selection, Warden selection, res merit scholarship awards, Hall disciplinary committee, etc.
- Organise any SRC elections to take place in the Hall/Dining Hall.
- Keep in close and regular contact with the SRC Residence Councillor and with the SRC as a whole.
- Keep in close and regular contact with Hall Warden and Hall Administrator.
- Be aware of Hall Rules & Constitution
- Encourage students to run for Hall SRC Rep for following year.
- All other duties that might be required from time to time by the SRC, Hall Warden, Hall Committee or Hall Administrator.