

Recreation Administration
Officers Nomination Guidelines and Responsibilities

General Guidelines and Duties of Officers

- Officers will be present for all RAMMAA meetings.
- The President and Vice President will each serve as the RAMMAA Newsletter Editor/Assistant Editor for one semester (the semester served as editor, the other will serve as assistant editor). The President and Vice President will be required to enroll for RAMMA 490, Independent Study during the semester they serve as the Newsletter Editor.
- The Secretary/Treasurer is responsible for collecting all CEU sheets each semester and recording the CEU/s in a permanent database. S/T will assure that the CEU's sheets are given to the appropriate academic advisor so that they may be placed into their student file.
- Officers will be present at ALL RAMMAA functions, fundraisers, and social events unless specifically excused by RAMMAA faculty advisors.
- Officers are expected to attend the annual MRPA conference. The RAMMAA will pay each officers registration, lodging, and travel costs.
- The officers will be responsible for signing CEUs for all RAMMAA functions which do not have a signatory assigned.
- Officers will form and serve on standing committees (Banquet planning, etc.) and ad hoc committees (t-shirt, etc.)
- The President will serve on the RA Advisory Board.
- The Vice President will assume the President Position in the event the President can no longer serve in that capacity
- Officers will program social functions each semester, RAMMAA meeting education, and the End-of-year awards Banquet.
- Perform any other functions as assigned by Faculty Advisors

Officer Qualifications

President-

- * Must be a RAMMA major
- * Must have an overall 2.5 GPA
- * Must be either a Junior (by fall 2012 fall semester), Senior, or graduate student
- * Cannot graduate before May 2009

Vice President

- * Must be a RAMMA major
- * Must have an overall 2.5 GPA
- * Must be either a sophomore (by fall 2012 semester), junior or senior
- * Cannot graduate before May 2009

Secretary/Treasurer

- * Can be either a RAMMA major or declared minor
- * Must have an overall 2.5 GPA
- * Can be a freshman-senior
- * Cannot graduate before May 2009

Nomination procedure

Nominations will be called for at the first RAMMAA meeting each fall semester.

1. You can nominate anyone meeting the criteria for an officer position. You may nominate yourself. You may nominate for more than one position, however, you may only be elected to one position. You may run together on a ticket (you can put a team of P, VP and S/T together).
2. Ballots will be developed and administered in classes or by stopping by the office and completing one there. Ballots will be totaled after September 5, 2012.
3. Results will be announced at the conclusion of the tabulation.

President

- * Conduct all meetings of the RAMMA association. Present the Business Updates at each meeting.
- * Represent the RAMMAA at all internal and external functions
- * Attend the MRPA Conference (registration, travel, and lodging paid for by RAMMAA).
- * Coordinate RAMMAA members attending state, regional and/or national conferences, workshops, etc.
- * Attend all RAMMA Degree Program faculty meetings and RAMMA Advisory Board Meetings (TBA)
- * Coordinate with the Vice President the planning, leadership, and social events for each RAMMAA meeting throughout the Fall/Spring semester
- * Serve on committees or boards. Currently the president is required to become a

member of the RAMMA advisory board. President is personally responsible for keeping the minutes of the Advisory Board Meetings or to have another officer act as their proxy.

- * Develop appropriate committees (Banquet, Travel, Special Event, etc) as needed and serve as an ad hoc member on each committee formed.
- * Responsible for the RAMMAA Newsletter for either the Fall or the Spring Semester (to serve as assistant editor when not the editor). Must enroll in RAMMA 490 either Fall or Spring. This will count in your track.

Vice President

- * Conduct all meetings of the RAMMA association in the absence of the President.

Attend

each meeting

- * Represent the RAMMAA at all internal and external functions
- * Attend the MRPA Conference (registration, travel, and lodging paid for by RAMMAA)
- * Plan, Coordinate, and supervise each RAMMAA meeting. VP is responsible for planning

each meeting. Where the RAMMAA meets, when we meet, guest speakers, refreshments, and cleanup

- * Responsible for working with the Secretary/Treasurer to collect RAMMAA dues.
- * Become the "official" photographer for all RAMMAA functions. Responsible for insuring each event is photographed or videoed.
- * Responsible for conducting the RAMMAA annual T-shirt design contest September-October and then coordinating the design and printing of the shirts.
- * Responsible for the RAMMAA Newsletter for either the Fall or the Spring Semester (to serve as assistant editor when not the editor). Must enroll in RAMMAM 490 either Fall or Spring. This will count in your track.

Secretary/Treasurer

- * Attend all meetings of the RAMMA association
- * Provide a financial statement to the club at each meeting. Keep a financial ledger.
- * Take the minutes of each RAMMAA business meeting.
- * Collect CEU sheets and maintain the CEU Account for each RAMMAA member.
- * Attend the MRPA Conference (registration, travel, and lodging paid for by RAMMAA)
- * Collect RAMMAA member dues and monies from the sales of t-shirts etc