

# Community Advisor Responsibilities

## 2004-2005:

- **Coordinate Engstrom Hall Fall Excursion:**
  - Create a staff development day that builds community and allows our staff to get to know each other.
  - Budget: \$15/person.
  
- **Living Area Council:**
  - Talk about LAC at the all hall meeting.
  - Organize and run elections for LAC positions.
  - Run LAC meetings weekly; or, delegate to one of the LAC members.
  - Have 1-1s with LAC members at least every other week.
  - Plan Engstrom all living area socials in coordination with LAC and the RA staff (LAC and the RA staff will alternate months for which they are directly in charge of the socials); socials are once/month. Budget for socials: \$1,000 for the year; approximately \$125/social community builder.
  - Maintain the large, main-lobby bulletin board with LAC information and/or hall social information and/or other information that would be relevant for Engstrom hall life.
  - Create and maintain links between LAC and the Engstrom Hall staff throughout the year. Host some type of “get-to-know you” get together with LAC and the Engstrom Hall staff within the first month of school.
  - Create LAC development opportunities for the members of LAC. Be creative with this because the budget for the year is only \$190!

- Keep of record of how you run LAC—including how you run elections, your meeting minutes, other helpful information, etc.
- **RA Office Maintenance:**
  - Keep track of all office supplies.
  - Let Katie know when/what needs to be ordered including paper, pens, Texas marker refills, and all general supplies.
  - Keep track of paperwork that is needed in the RA office (IRs, duty change forms, weekly reports, etc.).
  - Let Katie know when copies are needed of paperwork!
  - Maintain office organization/cleanliness. This can be done by delegating to RAs when to clean the office.
- **Birthday Cake Supplies:**
  - Organize the “Birthday Cake Make” for Engstrom Hall.
  - Create a method for letting RAs know when cakes need to be made and delivered. Please make sure that cakes are made and delivered on time!
  - Buy all needed batter, eggs, oil, etc...and keep needed supplies available (from 99c or \$1.00 store).
- **Be on Duty:**
  - Participate in the duty rotation schedule with other RAs.
- **Meet Regularly with other CAs:**
  - Talk with other CAs by the second week of school to set up times that you can meet.
  - Let me know when you are meeting ☺.
  - Meet approximately 2x/month with other CAs.
  - Use these times to talk about what you are all doing with your LAC. This can be a time of supporting each other,

learning from each other, and using each other to brainstorm ideas!

- **Make the following:**
  - Names/On Duty signs for the RA Duty desk (laminated).
  - RA Office sign (laminated).
  - Duty skips for RAs and CA (3/person).
  - Board with Engstrom staff pictures! You can do this yourself or delegate it out to someone else!
  
- **Build connections with other Halls (ideas include but are definitely not limited to the following):**
  - Help develop brother/sister wings.
  - Create a handout for RAs describing the value of brother/sister wings and ways these relationships can be formed.
  - Develop and carry out ways of encouraging all other hall staffs throughout the year.
  - Coordinate competitions between staffs (kickball, etc.).
  
- **Help Katie with...**
  - Random errands
  - Running staff meetings if Katie is gone
  - \*Staff development\*
  - RA roommate appreciation
  - ETC...