

Tang Hall Residents' Association (THRA) 2011-12 Officer Application

The THRA is the student government at Tang Hall. Its purpose is to promote social interaction and to improve the quality of life for Tang Hall residents.

We are currently seeking additional THRA officers for the 2011-12 academic year. Officers are expected to serve from June 1, 2011 to May 31, 2012, as well as assist in planning and execution of the dormitory's orientation activities.

Renewal of THRA positions and permission to stay at Tang Hall for an additional year will be offered to THRA members who serve exceptionally well during their tenure.

Return your completed form to the **interdepartmental mailbox for room 18F** by **Friday, March 25th, 2011**.

Name:

E-mail:

Apartment:

Primary phone number:

Years lived at Tang:

Expected graduation date:

Positions you are interested in: (please state in order of preference)

A brief description of available positions has been included on the next page.

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Provide a very brief statement of interest (no more than 500 words).

You may wish to include items such as prior experience in holding similar positions of responsibility, and if selected, general improvements you would suggest/implement for Tang Hall.

General Description of THRA Positions

This is a general description of the THRA duties. For the most complete responsibilities, please visit our web site at: <http://tang.mit.edu/www/government/>

President: The internal coordinator and external representative of THRA. Assumes overall responsibility for the proper functioning of the THRA. Leads the THRA by communicating frequently with the members, by conducting monthly THRA meetings, and by creating a visible THRA presence through attending various Tang events. Coordinates the meeting agenda and advertising of monthly meetings. Also serves as the representative of THRA to the MIT administration and to the GSC.

Vice-President: Mainly responsible of the internal affairs of the THRA. Keeps track of THRA officers' involvement and acts as the secretary for THRA. Supports and assists the President in coordinating Tang Hall activities. In the absence of the President, takes over his or her responsibility.

Treasurer: In charge of money. Handles record-keeping of the financial aspects of the THRA's activities and is responsible for the financial solvency of the organization. Draws up budget and submits it to THRA on a semi-annual basis. Makes requests to administration for reimbursement or advanced payment, keeps receipts/records detailing it all, informs the THRA through a monthly ledger as to whether its activities are proceeding on budget, and makes sure all THRA activities proceed without financial interruption or difficulty.

Publicity Chair: In charge of publicity. Coordinates with other THRA members to ensure that residents are informed of functions and activities of the THRA (through the use of newsletter, email, website, posters and the bulletin board).

Scheduling Chair: Responsible for the scheduling of the common areas in Tang Hall (24th floor lounge, Music Room, Exercise Room, BBQ Pits) and collecting related fees.

Purchasing and Maintenance Chair: Responsible for maintaining common room equipment, and recurring and one-time purchases for THRA. Also, acts as the A/V chair for THRA events. Maintain/supervise use of Music Room (piano tuning once per semester, piano repair, room decor). Maintain/supervise use of Exercise Rooms (monthly safety checks on equipment order and install new equipment, water deliveries).

Athletics Chair: Responsible for Intramural Athletics at Tang Hall. Recruits teams for all competitions offered by the MIT Intramurals program. Appoints captains for each intramural team, and monitors captains to ensure Tang Hall fulfills all of its scheduled games and refereeing assignments. Attends the once-per-semester IM Athletics Chairs' meeting. Publicizes Tang Athletics on the website, newsletter and display boards. Coordinates with the Purchasing Chair to ensure that Tang has sufficient athletic equipment. Incumbent should be an active and enthusiastic participant in a broad range of sports, and very importantly, encourage residents of all levels of experience to take part.

Social Chairs: Responsible for the social events and the Tang's orientation. Plans orientation activities for both semesters, and coordinates a support network for incoming students in September and January. In charge of organizing a weekly social by coordinating among THRA officers. Takes initiative and helps other officers to organize various other social activities, and recruit residents for help by organizing a social

committee within Tang Hall. Communicates with the THRA and residents to coordinate the planning of various social events. Makes a special effort to create a visible THRA presence by attending various Tang events.

Information Technology Chair: Responsible for providing technical and computer support to THRA officers, upkeep and maintenance of website and web-server.

Graduate Student Council Representative: Responsible for representing the THRA at GSC general meetings, securing GSC funding, and organizing a few GSC-sponsored events. The GSC representative will also take part in GSC HCA/Activities committee meetings whenever the THRA president is unable to attend.

Gardens & Exteriors Chair: Responsible for overseeing upkeep of the surroundings of Tang Hall by organizing gardening activities and neighborhood cleanliness drives.

Floor representatives: Serve as a direct link between the THRA with the residents. Assist other officers with some of their duties. Organize floor events such as movie trips and excursions to improve rapport between residents. Informing residents of important fire safety information and other dormitory rules.

TEAMWORK: The above responsibilities are specific to each position. The spirit of the THRA however is that each THRA officer assists other officers, as needed. Success of the THRA depends on good teamwork! Teamwork includes constant communication with officers on the various issues debated by the house government.

For more information, contact the current THRA members or the Housemasters, or e-mail your queries to tang-government@mit.edu.