

THRA Positions and Responsibilities

Purpose

- To represent current and future residents on all matters pertaining to their general welfare as graduate students.
- To provide for and promote resident extra-curricular activities.
- To provide for the welcoming and orientation of new residents.

General THRA Duties

1. THRA Members shall read and sign this document in the beginning of each year.
2. THRA Members shall attend to the monthly meetings that will be called by the President. No THRA member can miss more than 2 meetings in a row or more than 3 meetings during the year.
3. THRA Members shall take responsibility for the orientation events as prescribed by the social chairs.
4. THRA Members shall take responsibility for at least one regular social per semester.
5. THRA Members shall hold at least one floor meeting during the orientation period.
6. THRA Members shall write, update and post information regarding to their duties and social they were responsible of at the association web page on a regular basis.
7. THRA Members shall follow the guidelines specified in the by-laws such as the meeting guidelines, voting guidelines, archiving guidelines, etc.

President

1. The president shall be the official representative of the group to the residents, to MIT administration and to any other organization, such as the GSC and the housing office.
2. The president shall attend campus wide meetings of groups influencing policies that affect the residents of Tang Hall
3. The president shall call and preside over all meetings.
4. The president shall oversee the operations and activities of the association.

Vice President

1. The Vice President shall perform the duties of the President in the President's absence
2. The Vice President shall coordinate selection process for new members to the association
3. The Vice President shall conduct member reviews at least once a semester to determine if members need special attention.
4. The Vice President shall call for and organize a transition retreat in May.
5. The Vice President shall record and post meeting minutes and meeting agenda items for all association meetings.
6. The Vice President shall ensure that the responsibilities of the association members are adequately performed and report any delinquencies to the selection committee.

Treasurer

1. The Treasurer shall receive, disburse, and account for all funds of the association and its activities.
2. The Treasurer shall present a written report of finances at least once per semester.
3. The Treasurer shall prepare a budget once per year to be voted upon by the association.
4. The treasurer shall approve RFPs of members who have spent their own funds for Tang events.
5. The Treasurer shall assist in efforts to secure funding for the organization
6. The Treasurer shall attend the GSC Funding Board meeting on behalf of the association, or find a proxy in case the Treasurer is not able to attend.

Social Chairs

1. The Social Chairs shall organize and oversee a series of social events. There shall be at least one social event every two weeks during spring and fall semesters.
2. At least one Social Chair shall be present at each social.
3. The Social Chairs shall divide the coordination of welcome and ongoing social events among the association members and the residents in a fair and balanced way. However, it is ultimately the Social Chairs' responsibility to make sure each event happens.
4. The Social Chairs shall work with the Treasurer to prepare funding proposals.
5. The Social Chairs solicit event reports after each event and post them on the association web page.
6. The Social Chairs shall organize a social cabinet clean-up at least once every semester. The members of the association are required to attend to at least one such event every year.

Athletics Chair

1. The Athletics Chairs shall oversee the organization of Tang Hall intramural sports teams.
2. The Athletics Chairs shall prepare and publicize sign up sheets for different teams.
3. The Athletics Chairs shall organize at least one sign up event in the beginning of each fall semester.
4. The Athletics Chairs shall recruit and select captains for each sport.
5. The Athletics Chairs shall maintain and update the sports board located at Tang lobby.

Publicity Chair

1. The Publicity chair is responsible for creating eye-catching color posters for each social event.
2. The Publicity Chair is responsible for keeping the Tang Facebook page updated with upcoming events and photographs from completed events.
3. The Publicity Chair shall be responsible of the bulletin board located at Tang lobby. The content of the bulletin board shall be updated at least once each month.
4. The Publicity Chair shall be responsible of any large scale design related issues, such as big poster preparation and printing, designing t-shirts, cups, etc. for the association.

5. The Publicity Chair shall reach out to other dorms for advertising GSC-funded events.

Information Technology (IT) Chair

1. The IT Chair is responsible for maintaining the server that the THRA uses for hosting our website, including weekly updates and upgrades on the operating system and Wordpress backend, and performing backups.
2. The IT Chair is responsible for maintaining the organization and integrity of the THRA Google Drive folder that houses documentation related to the THRA.
 - a. The IT Chair is NOT responsible for ensuring that reports get filed. This is the responsibility of the Social and Sports Chairs, and is enforced by the President and Housemasters.
 - b. Basically, the IT Chair has got to make sure that what goes where makes sense. Don't let Sports Chairs put their documents in the Social Chairs folder.
3. The IT Chair is responsible for keeping up-to-date the mailing lists for the THRA and for Residents of Tang Hall.
4. The IT Chair shall maintain the content of the website by updating it with the latest Tang-only social announcements, and ensuring that the other pages are kept up-to-date in their information.
5. The IT Chair shall work with the Publicity Chair on the appropriate design for the webpage.
6. The IT Chair is responsible for ensuring that the application form for new Tang Residents is working, and is responsible for collecting, formatting, and distributing the information to the Vice President to carry out his/her duties as the Elections Commissioner.
7. The IT Chair shall maintain the front desk system to keep track of front desk transactions.
8. The IT Chair shall facilitate sending out mass emails to the residents by creating and updating subscriptions appropriate mailing lists. The IT Chair shall facilitate the sending of personalized emails to the residents in the beginning of each year.

Scheduling Chair

1. The Scheduling Chair shall oversee the reservation and scheduling of usage of the 24th floor lounge, barbeque pits and the music room.
2. The Scheduling Chair shall distribute keys to the gym and the music room and collect associated fees on a timely manner.
3. The Scheduling Chair shall collect record and hand over the reservation and key purchase fees to the treasurer at least once a month.
4. The Scheduling Chair shall update the reservation and key purchase policies as needed. These policies shall be voted upon by the association before coming into effect.
5. The Scheduling Chair shall maintain a donation box at the front desk, and collect donations at least once a month. The Scheduling Chair shall count, organize and convert the change into paper bills, record and hand over them to the treasurer at least once a month.

Purchasing and Maintenance (P&M) Chair

1. The P&M Chair shall oversee the care, purchase and maintenance of equipment and resources in Tang lounges, gym and music room. These equipment and resources include but not limited to A/V equipment, weight training equipment, musical instruments, water, magazines and cable subscription.
2. The P&M Chair shall write up and post instructions of how to use the equipment in Tang lounges, gym and music room.
3. The P&M Chair shall facilitate meeting any A/V requirements of the association and its socials.
4. The P&M Chair shall purchase movies for the Tang's movie collection, which will be funded through donations.
5. The P&M Chair shall collect, purchase and maintain books for the Tang's book collection, which will be placed in the 24th floor lounge.
6. The P&M Chair shall keep track of the social cabinet inventory and make sure it is stacked for a weekly social at all times. The P&M Chair shall organize and facilitate regular shopping trips for basic social cabinet inventory, such as refreshments, utensils, plates and napkins. The P&M Chair is ultimately responsible of purchasing inventory for the social cabinet.
7. The P&M Chair shall organize lamp sales in the beginning every fall semester.

Dorm coordinator

1. The dorm coordinator is responsible for planning for the implementation of new initiatives taken by the THRA. For example, he/she is responsible for coordinating with MIT for implementing the House Tax starting August 2013.
2. The dorm coordinator should research the rules and regulations pertaining to the introduction of such initiatives, and should ensure that the proper procedures are followed throughout the process.
3. The dorm coordinator is also responsible for continuing the *What matters to me and Why* lecture series, which involves inviting prominent members of the community for a dinner and discussion in the Tang lounge.