

# 1. 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

### Required:

1. THRA Members shall read and sign this document in the beginning of each year, at the May meeting right after elections or the retreat.
2. THRA Members shall attend the monthly meetings. No THRA member can miss more than 2 meetings in a row or more than 3 meetings during the year. Valid reasons are acceptable but must inform the President well in advance.
3. THRA Members shall participate in the orientation events as planned in the June meeting.
4. Each THRA Member should volunteer for at least one regular social per funding cycle (3 months), subject to Social Chairs' requirements. If a THRA officer will be away for an entire funding cycle, he/she should participate in more than one socials in a different funding cycle.
5. THRA Members shall hold at least one floor meeting or something similar (to be discussed and finalized by Jul-31) during September-October. The sooner the better. The purpose is to inform the residents about the cheat sheet items.
6. THRA Members shall write a post-event report within 1 week of the date of the social with the following entries:
  - Date and time
  - No# of attendees
  - Budget + receipts ( to be uploaded in the folder)
  - Photographs
  - Lead organizer
  - Volunteer
  - Task allotment
  - Challenges faced
  - Things that went well

A folder must be created for every event organized which will contain post-event report, pictures and receipts.

7. THRA Members shall follow the guidelines specified in the by-laws such as the meeting guidelines, voting guidelines, archiving guidelines, etc.

### Above and Beyond:

1. Each THRA officer will fill out the 360-degree review feedback.
2. The members of the association are encouraged to attend to a social and sports cabinet clean up.

## 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 follow the [Checklist of Operating Protocols](#)
4. The President shall call and preside over all meetings, send out the agenda to all residents.
5. 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 act as the Election Officer and conduct general elections to the THRA in Feb-March.
3. The Vice President shall conduct 360-degree reviews twice a year - November and March.
4. The Vice President shall work with the President to 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 to the website, and inform Tang residents via email.
6. The Vice President shall be responsible for ensuring that the respective Chairs have filed reports and that they are filed in the appropriate folder.

## Treasurer

1. The Treasurer shall receive, disburse, and account for all funds of the association and its activities in a timely manner.
2. The Treasurer shall present a status report of finances at least once per semester in one report per monthly meetings.
3. The Treasurer shall prepare a budget and present it in the retreat.
4. The treasurer shall approve RFPs of members who have spent their own funds for Tang events.
5. The Treasurer shall attend the funding-proposal meeting with the social and sports chairs to write the proposals before every funding deadline.

## Social Chairs

1. The Social Chairs shall work with the Treasurer to prepare funding proposals before every funding deadline.
2. The Social Chairs shall organize at least 2 events per funding cycle.
3. At least one Social Chair shall be present at each social.
4. The Social Chairs shall submit event reports after each event within 1 week.
5. The Social Chairs shall organize a social cabinet clean-up at least once every

semester.

6. Head Social Chair per funding cycle will be responsible for calling the funding-proposal meeting for deciding the events before the funding deadlines along with the treasurer and other social/sports chairs. He/she will shall be responsible for making sure that there are enough volunteers/organizers per event.
7. The Social Chair shall also forward other MIT event emails to 'tang-social' mailing list.

## Sports Chair

1. The Sports Chairs shall oversee the organization of Tang Hall intramural sports teams.
2. The Sports Chairs shall prepare and publicize sign up sheets for different teams.
3. The Sports Chairs shall organize at least one sign up event in the beginning of each fall semester.
4. The Sports Chairs shall recruit and select captains & players for each sport.
5. The Sports Chairs shall revive and maintain the sports board located at Tang lobby.
6. The Sports Chairs shall organize a sports cabinet clean-up at least once every semester.
7. The Sports Chair shall play on at least one Tang IM team
8. Each Intramural team that keeps on playing for the semester

## Publicity Chair

1. The Publicity Chair is responsible for creating aesthetically pleasing color posters for each social event 1 week in advance.
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 any large scale design related issues, such as big poster preparation and printing, designing t-shirts, cups, etc. for the association.
4. The Publicity Chair is responsible for reaching out to other dorms and department mailing lists for advertising GSC-funded events, and must submit events to the GSC-anno 2 weeks before the event.
5. The Publicity Chair is responsible for working with the IT Chair to improve the design of the Tang website.

## 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, and ensuring its up-time as a service site for Tang residents.
2. The IT Chair is responsible for furthering the development of the Tang website (tang.mit.edu) as a one-stop site for Tang residents.
3. The IT Chair is responsible for maintaining proper organization and archival of the THRA Google Drive folder.
4. The IT Chair has served as a watchdog pair of eyes on IS&T's implementation of WiFi service in the Tang building. This also means helping Tang residents badger

IS&T when WiFi is poor in the building.

5. The IT Chair is responsible for keeping an up-to-date the list of residents' emails on the mailing lists for tang-residents, tang-social (Mailman) and tang-government and child mailing lists (Moir).
6. The IT Chair shall maintain the content of the website and front desk monitor by updating them with the latest social announcements, and ensuring that the other pages are kept up-to-date in their information.
7. The IT Chair shall work with the Publicity Chair on the appropriate design for the web page.
8. The IT Chair is responsible for ensuring that the application form for new Tang officers 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.
9. 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.
10. The IT Chair shall oversee the reservation and scheduling of usage of the 24th floor lounge, barbeque pits and the music room.

## 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 (TV & Blueray), gym (A/V equipment) and music room (rules, sign-up sheets, etc...).
3. The P&M Chair shall facilitate meeting any A/V requirements of the association and its socials.
4. 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.
5. The P&M Chair shall keep track of all Tang inventory including items and equipment in the front desk, lounges and music room on an annual basis. The P&M Chair is ultimately responsible of purchasing inventory other than socials-related inventory.

## Recycling and Gardening Chair

1. The R&G Chair's duty is to create awareness both among current residents and for future residents on the importance of sustainable consumption and environmental consciousness.
2. The R&G Chair shall inform the residents about Tang rules governing no trash disposal in Tang hallways, in front of the elevator etc. Alternative recycling options available near the garbage room on the ground floor.
3. The R&G Chair is also expected to come up with creative ways and incentives for encouraging Tang members to recycle old items, instead of disposing them in the

waste stream.

4. The R&G Chair is tasked with reviving and maintaining the tang-reuse mailing list.
5. During the summer, the R&G Chair is in charge of allocating the gardening spots (next to the Tang/Westgate shuttle stop) to interested residents, and helping them with the gardening and upkeep as necessary.
6. The R&G Chair must organize socials around the theme of gardening/planting in the summer.
7. The R&G Chair must work with Westgate gardening chairs to ensure Tang gets their plots and to coordinate educational gardening workshops and organize other relevant events.

## GSC Representative

1. The GSC Representative shall attend the General Council Meeting (GSCM) each month.
2. The GSC Representative shall attend the GSC Committee Meeting each month.
3. The GSC Representative is requested to attend the Housing and Community Affairs committee meeting with the president.

## Dorm Coordinator

1. The Dorm Coordinator works as an intermediary between the THRA and the House Masters.
2. The Dorm Coordinator is expected to attend THRA meetings.
3. 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.
4. The Dorm Coordinator shall research the rules and regulations pertaining to the introduction of such initiatives, and should ensure that the proper procedures are followed throughout the process.
5. The Dorm Coordinator is also responsible for continuing the *What Matters to Me and Why* dinner/lecture series, which involves inviting prominent members of the community for a dinner and discussion in the Tang lounge. The task involves making sure somebody is organizing it.
6. The Dorm Coordinator is responsible for making sure that workshops for general interest to Tang are organized, at least 2 per year.
7. The Dorm Coordinator shall be responsible of the bulletin board located in Tang lobby. The content of the bulletin board shall be updated at least once each month.
8. The Dorm Coordinator will work with the IT Chair to maintain and update the Tang website regularly.
9. The Dorm Coordinator is responsible for maintaining the suggestion boxes in the gym and laundry room, collecting feedback through them monthly and responding to residents about the proposed changes.
10. The Dorm Coordinator has prime responsibility over the Finals Breakfast Social.