

OCHC

President

- Lead weekly Policy Review Board Meetings and OCHC Representatives Meetings
- Assist in Hill-wide programming of legacy events
- Prepare agenda for and lead weekly executive board meetings
- Maintain strong communication with executive board members and advisors
- Support rest of executive board
- Conduct 10 office hours a week

Director of Finance

- Create annual budget and manage Quickbooks to write checks for reimbursements
- Lead Funding Advisory Board and review funding proposals
- Provide assistance to community treasurers via Quickbooks training sessions
- Conduct 10 office hours a week

Director of Programming

- Coordinate aspects of official OCHC programs
- Manage OCHC Social Media
- Oversee Welcome Week programming
- Oversee OCHC legacy programs (Haunted Hill, Casino Night, etc)
- Take minutes during OCHC meeting
- Conduct 10 office hours a week

Director of Service

- Prepare agendas and develop meeting experience of NRHH meetings and Outreach Representative
- Plan programs with Service and Engagement Chair
- Coordinate all recognition (OTMs) programs
- Conduct 8 office hours a week

Director of Sustainability

- Prepare agendas and preside over Team Green general meetings
- Oversee Team Green legacy programs and advocacy initiatives (Energy Games and VegPledge)
- Works on economic, ethical, and environmental sustainability
- Conduct 8 office hours a week

National Communications Coordinator

- Attend all USAC meetings as a representative of OCHC and ResLife
- Represent UCLA OCHC at all conferences and business meetings affiliated with NACURH
- Oversee NACURH Affiliation process
- Serve as main contact person for campus organization and other residential life organizations
- Conduct 8 office hours a week