



Western
University
OF HEALTH SCIENCES

Student Government
Association

Acknowledgement of Your Leadership Responsibilities
Class Officers

Time Commitment of an SGA Senator:

- Each position varies by program so you are encouraged to discuss the time commitment with your upper-class Senators and your student affairs professional/department chair.
- Senate meetings are held the first and third Tuesday starting in October and ending in May. Your class is required to send (and lunch is provided for) the VOTING senators to each meeting. The number of votes are determined by the class size for example: MSPA has 4 votes so 4 senators must attend each meeting and DO has 9 votes so 9 senators must attend each meeting.

Elections Process:

- Complete this application and have it signed by your Student Affairs Professional/Department Chair.
- Attend the mandatory candidate meeting and **turn in your signed application.**
- Give a brief presentation at the open forum, scheduled by your class VP.
- Voting occurs on Bb, unless the position is unopposed.

By signing below, I acknowledge that:

- I will adhere to all election rules in the **Student Body Bylaws** and **SGA Constitution** or risk disqualification.
- I understand that a grade check will be done for all candidates and that if I am not currently in “good academic standing” as defined by my college catalog, I will not be permitted to run for office.
- If elected, I understand that if I fail to meet the criteria below during my term in office, I will not receive validation from my Dean or any other WesternU entity regarding my leadership role.
- If elected, I will read and adhere to the policies outlined in the **Student Leader Handbook, Student Body Bylaws** and **SGA Constitution.**

Printed Name _____ Signature _____ Date _____

Program _____ Graduation Year _____ Position for Which You Wish To Run _____

@ _____ @westernu.edu

WesternU ID Number _____ E-Mail _____

List all leadership positions you currently hold and any you are applying for (e.g. club officers, student ambassador, committee members):

Student Affairs Professional (SAP) Signature

Date

Dr. Harsha Deoghare (CHS: DPT), Roy Guizado (CHS: MSPA), Dr. Evans Grayson (CHS: MSHS), Sean Rowan (CDM), Mitzi McKay (CGN), Dr. Park (COMP), Mark Iannuzzo (COP), Andrea Nuno (CO), Dr. Fernandes-Paul (COMP-Northwest), Kyung Brown (CPM), Kimberly Jones (CVM), Marcos Villa (MSMS) and Tanisha Hampton (MSBS)

Duties of Class President

- Read the student leader handbook and pass the class officer quiz by the deadline.
- Be available to listen to the concerns and accolades of classmates, and address the class with issues that affect the entire class.
- Serve as the central point of communication for all class officers; conducting class officer meetings and making sure class officers are effectively and efficiently fulfilling their roles.
- Utilize all information and bring forth class sentiment (not personal opinions or agendas) to the attention of the SGA and conversely, inform the students about university and SGA issues and activities.
- Give a weekly report of class activities at the SGA meeting and obtain answers and information when asked for by the SGA Executive Council or any other Senator.
- Report important information to your class, or delegate such responsibility to another officer.
- Attend SGA Constitution/Bylaws Committee meetings the last Tuesday of every month (when held).
- COMP Only – Take part in COMP Council of Leaders.
- CVM Only – Coordinate class-specific and cross-program social and recreational activities or delegate such responsibilities to another officer.

Duties of Class Vice President

- Read the student leader handbook and pass the class officer quiz by the deadline.
- Manage elections for your class; second year officers also manage elections for the incoming class
- Assist the class president in any way possible with class duties, mainly listening to classmate's suggestions and funneling the information to the class president and the SGA.
- Assist the class president with the guidelines set forth in the Student Body Bylaws and Constitution; the vice president should understand both documents in their entirety.
 - The vice president may represent the president in his or her absence.
 - The vice president is a member of the SGA Academic Committee.
- Attend Outreach Committee meetings the last Tuesday of every month (when held).
- DPT only - Vice President assumes the responsibilities of the curriculum representative.

Duties of Class Treasurer

- Read the student leader handbook and pass the class officer quiz by the deadline.
- Distribute class funds and keep a running ledger of the class account.
- Post all expenditures in the classroom as a matter of public record.
- Be familiar with the financial aspects of the Student Body Bylaws and Constitution.
- Sign reimbursement forms meeting the requirements for approval of the expenditure.
- Attend Finance Committee meetings the last Tuesday of every month (when held).

Duties of Class Secretary

- Read the student leader handbook and pass the class officer quiz by the deadline.
- Disseminate information to the class and respond to all correspondence directed to the class.
- Take minutes any time the class or the class officers meet and provide this information to all class officers.
- Write thank you cards to all visiting clinicians for their time.
- Attend Newsletter Committee meetings the last Tuesday of every month (when held).

Duties of Class Recreation Leader

- Read the student leader handbook and pass the class officer quiz by the deadline.
- Coordinate class-specific and cross-program social and recreational activities.
- Attend all Student Organization Committee meetings (typically in September, January and February).

Duties of Curriculum Representative

- Read the student leader handbook and pass the class officer quiz by the deadline.
- Serve as a direct link between the students and the faculty.
- Address issues such as test return, handouts and general concerns about the curriculum.
- Obtain student opinion about the curriculum (problems, solutions, tests, quizzes and remediation) and attempt to initiate changes in curriculum policy in response to student requests.
- Attend Curriculum meetings - curriculum concerns that are of the general interest to the class will be handled within each respective college between the designated curriculum representative and faculty, and when necessary, by the Academic Dean or his/her designee.
- DPT only - Vice President assumes the responsibilities of the curriculum representative.

Duties of Alumni Representative

- Read the student leader handbook and pass the class officer quiz by the deadline.
- Attend monthly Alumni Committee meetings (when held).
- Assist in establishing alumni contacts or mentors for students.
- Promote the transition of students to active alumni.
- Assists other class officers with their duties and listens to classmates suggestions.

Duties of Library/Tech Representative

- Read the student leader handbook and pass the class officer quiz by the deadline.
- Serve as the class liaison to the ITDL department by facilitating communication between the two and reporting any problems or concerns related to technology used by the student body (A/V, network, blackboard, printers, clickers, etc.). This includes attending 2 one-hour meetings per year with ITDL staff.
- Learn how to use the classroom podium touch panel, and assist faculty/guests with this technology when needed.
- Complete training on TurningPoint (polling software), and provide assistance when needed.
- Attend Library Committee meetings the 2nd Monday of August, November, January & March.

Duties of Class Representatives (During Clinical Years Only)

- Communicate class concerns to administration.
- Facilitate the reimbursement process for any purchases made through the class account (including graduation dinner dance in your final year - if applicable).

Duties of: CAPA Representative (MSPA Program Only), APTA Representative (DPT Program Only), CDA Representative (DMD Program Only) & AMPSA Representative (DPM Program Only)

- Read the student leader handbook and pass the class officer quiz by the deadline.
- These representatives communicate information concerning seminars, meetings and general activities of the organization to fellow classmates as well as convey concerns and ideas from the students to the professional organization.