



# Executive SGA Officer Application and Acknowledgement of Your Leadership Responsibilities

## Elections Process (occurs in February/March):

- 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**, managed by the Executive VP.
- Write a <650 character statement about why you are the best candidate.
- President and Vice President candidates: plan to give a brief presentation at a senate meeting. Voting occurs at the same senate meeting and is open to senate members only.
- Secretary, Treasurer and Club Coordinator candidates: plan to speak at an open forum for the student body. Voting occurs on Bb and is open to the entire student body, 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 above criteria 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
	@		@westernu.edu
Position for Which You Wish To Run	WesternU ID Number		E-Mail

Current Senate Position *(Required for Executive SGA President and Vice President Candidates Only)*

List all leadership positions you currently hold and any you are applying for (e.g. club officers, 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 All SGA Executive Positions

- Actively participate in transition retreat
- Read & be able to answer questions on the student organization handbook & bylaws
- Pass the class officer quiz before taking office
- Ensure you meet with your outgoing executive officer before taking office
- Serve as liaison between the student body and administration
- Represent the student body at University events
- Be available first/third Tuesday 12:00-1:00 p.m. for meetings (some will be canceled)
- Mingle with students at orientation week events (early August)
- Assist in Coordination of Health Fair (September)
- Assist in Coordination of Santa’s Workshop (early December)
- Train incoming executive officer two hours minimum (March)
- Attend annual advisor luncheon – optional for all but Club Coordinator (September)



## Duties of Executive SGA President

- Provide direction/vision/accountability for executive team
- Liaison with administration regarding student issues
- Facilitate advertising for the SGA-sponsored health fair
- Run executive officer meetings (1<sup>st</sup> Monday of the month)
- Chair bylaws committee (two-three meetings/year)
- Report at Board of Trustee (BOT) meetings (four/year)
- Attend Administrative Student Affairs Council (ASAC) meetings (five meetings/year)
- Speak at University Orientation and Convocation (August)

## Duties of Executive SGA Vice President

- Chair Senate meetings (Tuesdays)
- Prepare Senate agenda (Friday before each meeting)
- Be well versed in Robert's Rules of Order
- Coordinate elections processes with assistance from Elections Committee
- 1<sup>st</sup> Year Elections (September)
- Executive SGA Elections (February)
- 2<sup>nd</sup> Year Elections (March)
- Co-Chair the Outreach Committee (coordinate health fair)

## Duties of Executive SGA Treasurer

- Train Club/Class Treasurers in their responsibilities (1<sup>st</sup> Week February and 1<sup>st</sup> week of April)
- Chair the Finance Committee
- Prepare the budget (September)
- Review financial requests before they go to the Senate
- Sign club/class reimbursement forms
- Manage voting process at Senate meetings (Tuesdays)
- Facilitate purchases and budget for the SGA-sponsored health fair and Santa's Workshop

## Duties of Executive SGA Secretary

- Chair the Newsletter Committee (done via email)
- Co-Chair the Outreach Committee (coordinate health fair)
- Arrange for lunch at Senate meetings (Tuesdays)
- Take minutes at Senate (Tuesdays) & Executive meetings (Mondays)

## Duties of Executive SGA Club Coordinator

- Coordinate Fall Club Day (August)
- Coordinate Spring Club Day (March)
- Run President club meetings (four per year)
- Chair the Student Organization Committee (SOC)
- Consider New Club Applications (January)
- Review club annual reports for service allotments and if necessary, dissolving of clubs (February)
- Communicate with club officers as needed throughout year
- Answer questions and address club officer issues (Director for University Student Affairs to assist)
- Manage voting process at Senate meetings (backup to Treasurer)(Tuesdays)