

2020-2021 Student Government Association

Officer Application



Please submit your completed application to
Kara Deans, Associate Dean of Student Engagement

Nash Community College
Student Government Association Election

I, _____, request to be considered as a candidate for the office of _____ in the Student Government Association for the academic year of 2020-2021.

The following items are enclosed:

_____ Application

_____ Petition with legible names/supporters.
(Names must be currently enrolled students.)

_____ Letter of Recommendation

Student Government Association Executive Board Job Descriptions

In accordance to the Nash Community College Student Government Association Constitution, Article III-Section C, the following are job descriptions for each position:

President: Be the official spokesperson for the SGA. Preside over all Executive Senate meetings. Establish times and locations for all meetings. Serve as non-voting member of Nash Community College Board of Trustees. Report to the students, items of importance discussed at all Board of Trustee meetings. Have a good working relation with the Board of Trustees, Administration, Advisors, Executive Board, Student Senate, and the Student Body. Appoint committees necessary for the official operations of the Student Government Association. Be an ex-officio member of all committees. Be prepared and willing to step in and take over the responsibilities of any executive officer if deemed necessary. Give a progress report to the students once a month. Keep regular office hours (at least one hour per week). Make appearances before groups on behalf of the student body. Perform duties as assigned to enhance campus life and the effectiveness of the Student Government Association. **Attend Fall & Spring N4CSGA Conference as well as Executive Officer Training.**

Vice President: Be responsible to the President for the assisting in the coordination of an effective Student Government Association. Assume the responsibilities of the President in his/her absence. Develop a good working relation with the Activity Coordinator and the Public Information officer. Be a non-voting member of the Activities and Publicity committees. Develop a good working relation with the Administration, Advisors, Executive Board, Student Senate, and Student Body. Give a progress report to the Advisors and students once a month. Keep regular office hours (at least one hour per week). Perform duties as assigned to enhance campus life and the effectiveness of the Student Government Association. **Attend Fall & Spring N4CSGA Conference as well as Executive Officer Training.**

Secretary: Be responsible to the President for providing clerical support services for the Student Government Association. Establish a filing system that is accessible to all Executive Board members. Take minutes of all meetings (many form a Secretary's Committee to help). Type correspondence and other documents as deemed necessary by the Student Government Association. File documents. Attend all Student Government Association meetings. Develop a good working relationship with the Advisors, Executive Board, and Senate. Keep regular office hours (at least one per week). In the event the President and the Vice President cannot attend regularly scheduled Student Senate meetings, the Secretary shall act as chairperson until a vote by the Student Senate appoints a temporary chair. Perform other duties as assigned to enhance campus life and the effectiveness of the Student Government Association. **Attend Fall & Spring N4CSGA Conference as well as Executive Officer Training.**

Treasurer: Be responsible to the President to keep an accurate record of the revenues and expenses and to maintain a balanced budget. Give a monthly report of the expenses and revenues to the student body. Develop and maintain adequate and accurate files. Check on conference/workshop expenses and submit necessary paperwork to the SGA Advisor for such expenses on a timely basis (at least 2 weeks prior to needing the funds). Submit requisition forms (with receipts if necessary) for supplies, travel, expense money, etc. to SGA Advisor. Compile all monthly reports in a booklet at the end of the school year (June 30) and forward to the SGA Advisor for review. Develop a good working relationship with the Business Office Staff, Advisors, Executive Board, and the Student Senate. Work closely with the Activity

Coordinator in budgeting and planning activities. **Attend Fall & Spring N4CSGA Conference as well as Executive Officer Training.** Have a training session with the SGA Advisor prior to the start of the fall semester. Be chairperson of the Finance committee and any other committees as deemed necessary to help control the flow of money. Be an ex-officio member of all fund-raiser committees. Keep Advisors and the President up-to-date on the budget. Keep regular office hours (at least one per week). Perform other duties as assigned to enhance campus life and the effectiveness of the Student Government Association.

Student Activities Coordinator: Be responsible to the Vice President for the coordination and implementation of an activities program that meets the needs of ALL students at Nash Community College. Develop, assign duties to, and monitor the progress of activity-related committees such as Dance Committee, Sports Committee, and Spring Fling Committee etc. Serve as college's host/hostess at SGA activity functions. Serve on Finance/Budget and publicity committee. Plan at least one large event that will include ALL students each semester. Work closely with the Public Information Officer in getting announcements concerning events to the students in a timely manner. Be an Ex-Officio member of the Activities Committee. Develop a good working relation with the Advisor, Executive Board, and Student Senate. Keep Advisors and the Vice President for Student & Enrollment Services up to date of activities and progress of each activity. Obtain at least three (3) estimates for each activity to help minimize the cost. Provide an activity report to the student body at the monthly meeting. Keep regular office hours (at least one per week). Perform duties as assigned to enhance campus life and the effectiveness of the Student Government Association. **Attend Fall & Spring Conference as well as Executive Officer Training.**

Public Information Officer: Be responsible to the Vice President for the coordination of an effective public (student) relations program that will present a favorable image of students at Nash Community College to students, faculty, staff, and the community. Submit articles, news releases, and copy for radio to the Nash Community College Public Information Officer. Edit or supervise the editing of student publications, newsletters, articles, and other communications. Take pictures at special student events. Inform students, faculty, staff and the community of student events in a timely manner. Develop a scrapbook of the activities of the Student Government Association. Develop, assign duties to, and monitor the progress of committees such as Newsletter Staff committee, Poster Committee, Bulletin Board Committee, etc. Develop a good working relationship with Nash Community College Vice President for Student & Enrollment Services, Advisors, Executive Board and Senate. Give a progress report to the Advisors and students once a month. Keep regular office hours (at least one per week). Perform other duties as assigned to enhance campus life and the effectiveness of the Student Government Association. **Attend Fall & Spring N4CSGA Conference as well as Executive Officer Training.**

Parliamentarian: Attend such training as necessary to become knowledgeable of *Robert's Rules of Order Revised*. Be responsible to the President for keeping meetings orderly according to *Robert's Rules of Order*. Set up meeting location and straighten up afterwards. Assure that a parliamentary procedure workshop is conducted. Develop a good working relationship with the Advisors, Executive Board, and Student Senate. Keep regular office hours (at least one per week). Conduct and report on Student Government Association surveys and research as necessary to address the concerns of the Student Body. Serve as chairperson of the Concerns Committee. Perform other duties as assigned to enhance campus life and the effectiveness of the Student Government Association. **Attend Fall & Spring N4CSGA Conference as well as Executive Officer Training.**

SGA CANDIDATES PETITION

My name is _____ . I am currently enrolled in the _____ program for a minimum of six (6) semester hours. I have a grade point average (GPA) of 2.5 or higher.

I feel confident in my ability to serve the student body of Nash Community College as the SGA Officer checked below:

- President Vice President Secretary Treasurer
 Activity Coordinator Public Information Officer Parliamentarian

Signature of Candidate

