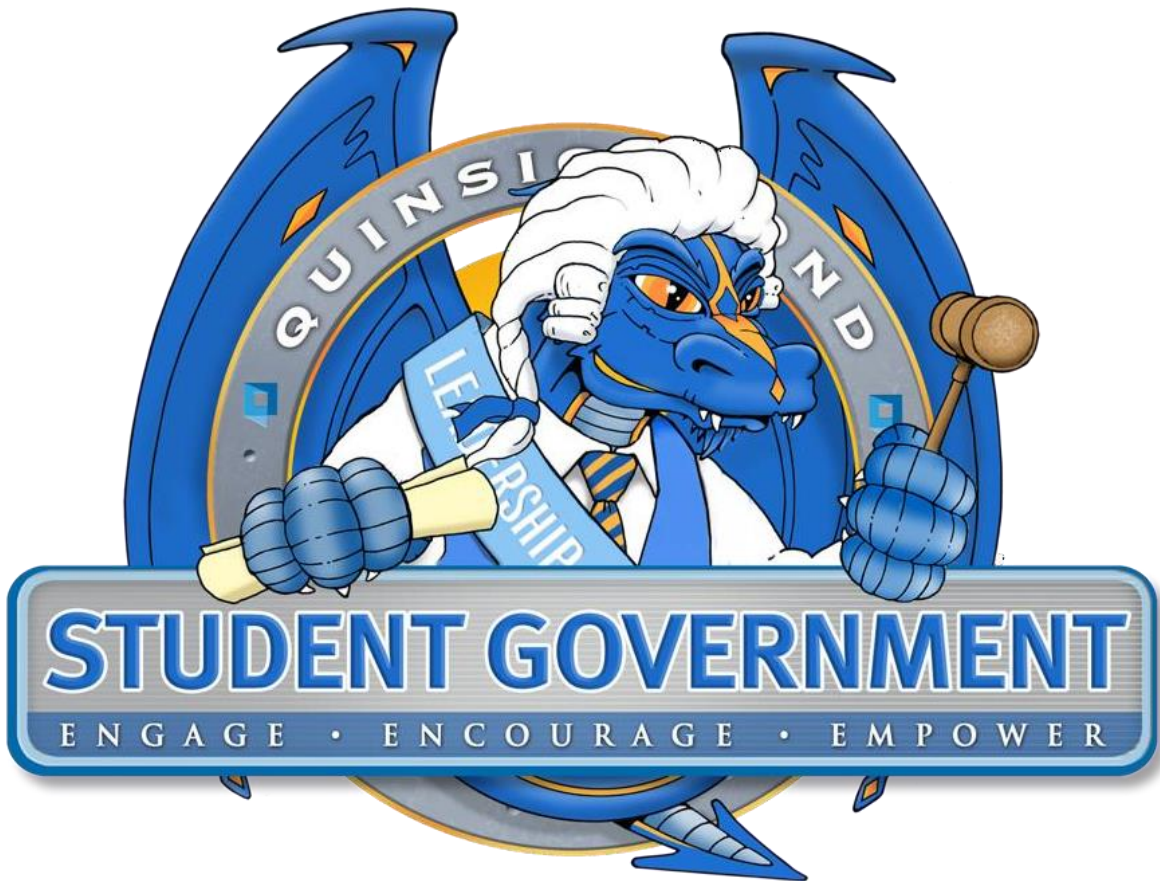


Quinsigamond Community College Student Government Executive Board Application



Applications Due: Friday, December 3, 2021

Elections will be held on: Monday, December 6, 2021 - Thursday, December 9, 2021

Student Life Staff Only

Date Received:

Date Approved:

Student Life Signature: _____

SGA SECRETARY
ROLE AND RESPONSIBILITIES

1. Record minutes at all SGA and Executive Board meetings. These minutes shall be maintained and made publicly available for all Members of the Student Body, as well as e-mailed to the appropriate campus administrators each week. Including maintain a copy of meeting agenda and meeting minutes at the Student Life office.
2. Distribute the minutes of each meeting to all officers and SGA members at least forty-eight (48) hours before the next SGA meeting.
3. Take on additional responsibilities as deemed necessary by the President and/or Executive Board.
4. Distribute emails regarding regular and special meetings
5. Prepare and distribute official communications of the organization
6. Maintain and report the attendance of the senators at meetings in minutes and to advisor.
7. Preside over the meetings in the absence of both the SGA President and the SGA Vice-President.

SGA PARLIAMENTARIAN
ROLE AND RESPONSIBILITIES

1. Ensure that Roberts' Rules of Order of small meetings are followed during all regular and special meetings
2. Provide the Senators with copies of Robert's Rules of Order during the first meeting of each new Spring and Fall semester
3. Shall be the Chair of the Constitution and Policies Committee
4. Take on additional responsibilities as deemed necessary by the President and/or Executive Board

SGA PUBLIC RELATIONS/MEDIA COORDINATOR
ROLE AND RESPONSIBILITIES

1. Consistently update and maintain all outlets of the SGA on campus and relevant social media to inform Representatives and Members (as well as prospective students) on the activities and business of the SGA
2. Coordinate events that are social in nature for the Student Government Association.
3. Work with QCC's public relations and marketing departments to utilize social media accounts to advertise SGA sponsored events
4. Take on additional responsibilities as deemed necessary by the President and/or Executive Board.

SGA Treasurer
ROLE AND RESPONSIBILITIES

1. Be responsible for all funds collected in the Student Government Association account.
2. Monitor all SGA account transactions with the Office of Student Life
3. Make a report of the financial conditions of the SGA account as requested by the Executive Branch or the Senate.
4. Serve as the chief financial liaison between the SLO and all recognized clubs and organizations on all financial matters such as Serve as resource for students who need to process requests for expenses, reimbursements, and other financial concerns as they arise.
5. Assist in the integration of the newly elected Treasurer.
6. Take on additional responsibilities as deemed necessary by the President and/or Executive Board.

Spring 2022 Quinsigamond Community College Student Government Association Application

I. Name of Candidate: _____ Student ID Number: _____

Address: _____ City/Town: _____ State: _____

Zip: _____

Phone Number: _____ E-Mail: _____ Class Year: _____

Credits Earned: ____

Campus: ___ Worcester ___Downtown ___ Southbridge ___Marlborough

You must have a **2.0 Q.P.A.** at the time of election and maintain good academic standing while in office.

Deadline for SGA applications will be **Friday, December 3 at 4:00pm.** Applications must be returned to Fuller Student Center or emailed to Ashlee Givins, Director of Student Life, at agivins@qcc.mass.edu.

Executive Board interviews will be held **December 6 – 9.**

II. Which Executive Board Position are you apply for?

_____Secretary _____Parliamentarian _____Public Relations/Media Coordinator _____Treasurer

III. Please list any other on or off campus activities you are involved in.

IV. Please share one goal you would have as a voting member of SGA, and how you would achieve this goal.

Please type and double-space your response.

Please send your goal to Ashlee Givins, at agivins@qcc.mass.edu.

V. Student Government Association (SGA) Reference Form

A reference can be completed by a current QCC Faculty/Staff, and employers from either on or off campus.

Applicant should complete the following information:

Name of Applicant: _____

_____ I waive any right or privilege to inspect the content expressed in this completed reference form.

_____ I retain the right or privilege to review this completed reference form.

Note: If the applicant does not select one of the above, the right to review the reference is retained.

Applicant Signature Date

Recommender should complete the remaining information. Feel free to write a letter commenting on these questions or to use an additional sheet.

1. Please indicate how well you know this applicant through personal, employment, or classroom contacts.
2. Please rate this applicant on the following characteristics using the indicated scale: (1 = poor and 5 = good)
___ Approachability ___ Assertiveness ___ Creativity ___ Decision making
___ Flexibility ___ Leadership ___ Self-Confidence ___ Corporative
___ Follow-Through ___ Maturity ___ Integrity ___ Patience
___ Dependability ___ Communication Skills ___ Initiative

3. Please comment on the applicant's interpersonal skills (approachability, listening skills, and ability to articulate ideas.)

4. How would you describe this applicant's relationship with peers?

5. Please comment on the applicant's leadership abilities, skills, and potential.

6. How would you assess this applicant's ability to work as a team member?

7. Please share any information related to his/her strengths/weaknesses in regard to specific positions?

8. Please provide us with any other comments that you believe will be helpful:

9. Based on my Knowledge, I ___Highly recommend ___Recommend ___Recommend with reservations ___Do not recommend this applicant for Student Trustee position.

Signature: _____ Date: _____

Name: _____ Position/Title: _____

Please return this reference to Student Life by Friday, December 3 at 4:00pm. Thank you.

Application Timeline

- ✓ Candidates pick up applications from Student Life **OR** email Ashlee Givins, at agivins@qcc.mass.edu: **Friday, November 19, 2021**
- ✓ Applications Due: **Friday, December 3, 2021**
- ✓ Interviews: **Monday, December 6 – Thursday, December 9, 2021**
- ✓ Notified: **Friday, December 10, 2021**
- ✓ Executive Board Announced: **Monday, December 13, 2021**

If you have any questions, please stop by the Fuller Student Center or email Shauna Connelly, at sconnelly@qmail.qcc.edu