

# 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.

- o 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.

- o 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 cu

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. clubs, student ambassador, committees).

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**Student Affairs Professional (SAP) Signature** **Date**

Duties of

## Duties of Executive SGA President

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- 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 (2<sup>nd</sup> Tuesdays)
- Chair bylaws committee (2-3 meetings/year)
- Report at Board of Trustee (BOT) meetings (4/year)
- Attend Administrative Student Affairs Council (ASAC) meetings (Monthly)
- Speak at University Orientation and Convocation (August)

## Duties of Executive SGA Vice President

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- Chair Senate meetings (Tuesdays)
  - Prepare Senate agenda (Friday before each meeting)
  - 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)(Oct-March)

## Duties of Executive SGA Treasurer

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- Train Club Treasurers in their responsibilities (1<sup>st</sup> Week February and 1<sup>st</sup> week of April)
- Chair the Finance Committee