

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 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).

Student Affairs Professional (SAP) Signature

Date

Duties of

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 (2nd 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

- Chair Senate meetings (Tuesdays)
 - Prepare Senate agenda (Friday before each meeting)
 - Rules of Order
- Coordinate elections processes with assistance from Elections Committee
 - 1st Year Elections (September)
 - Executive SGA Elections (February)
 - 2nd Year Elections (March)
- Co-Chair the Outreach Committee (coordinate health fair)(Oct-March)

Duties of Executive SGA Treasurer

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