



National Park College Student Government

Officer Application Form

Please complete and return this application to an advisor.

Samantha Christian, schristian@np.edu

Christopher Thrasher, cthramer@np.edu

Name: _____

Date: _____

Email: _____

Phone #: _____

Student ID: _____

Class Standing: First Year / Second Year

Primary office of interest: _____

(President; Vice-President; Secretary; Treasurer; At-Large Rep; Historian; Public Relations; Freshman Rep)

Secondary office of interest: _____

(President; Vice-President; Secretary; Treasurer; At-Large Rep; Historian; Public Relations; Freshman Rep)

Have you ever been involved in a Student Government Association before? If so, in what way(s)?

What activities are you currently involved in at National Park College?

Please list any qualifications you have that would best represent the office of interest?

What does civic responsibility mean to you?

What are your post-graduation civic impact goals?

Please initial if you understand:

With the exception of summer semester, the SGA will meet **weekly** at various times. If you are unable to attend a meeting the faculty advisor and at least one other officer must be notified of your projected absence. These meetings are mandatory and more than **three unexcused absences** could result in dismissal from an officer position.

Initials: _____

I understand the responsibilities and eligibility requirements of being a student government officer.

Initials: _____

I acknowledge that all information on this application is correct.

Signature of Applicant

Eligibility requirements:

Anyone seeking candidacy for an elected or appointed position inside the SGA must complete an application provided by the Elections Committee. All candidates must be able to serve a full fall/spring term. A potential candidate must be eligible for the office that he/she seeks to acquire under Article V, Section B of the Constitution, as quoted below:

All officers and At-Large representatives shall be required at the time of their election or appointment and to maintain during their term of office a grade point average of no less than two and one-half (2.50). If a student falls out of status of good standing that person shall forfeit his/her position and a vacancy shall be declared.

Executive Board Responsibilities:

As a whole the SGA executive board is generally responsible for bringing the concerns of the student body to the college administration, creating a community for the students on campus, organizing campus wide activities, and fundraising.

The SGA executive board establishes a forum for students to voice concerns. This forum may be an open campus-wide meeting, an e-mail address where all suggestions may be sent, a suggestion box in the student center, library, cafe, or smaller meetings held with different student groups on campus. The SGA officers then either respond to these concerns in writing, with additional campus resources, or by taking these concerns and suggestions to the campus administration.

SGA President Responsibilities:

- Schedule SGA Executive and general meetings.
- Preside over all SGA Executive and general meetings.
- Call all SGA meetings to order.
- Set SGA meeting agendas.
- Close the meeting.
- Serve as a liaison between the SGA and administration.
- Provide support to other officers.
- Ensure compliance with the SGA Constitution.
- Serve as an ex officio member of the NPC Alumni and Friends Association.

The SGA President is someone who is comfortable speaking to both students and campus administration. The President is professional, approachable, organized and thoughtful. Additionally, the President helps to make sure that student concerns aren't just heard, but that they are being addressed in a timely fashion. SGA Presidents are typically elected to serve during their transition year, after serving as an officer on the SGA or as a leader of another student group.

SGA Vice President Responsibilities:

- Regulate parliamentary procedures.
- Serve as a liaison between the SGA and administration.
- Provide support to other officers.
- Ensure compliance with the SGA Constitution.
- Other duties as assigned by the SGA President.
- Assume the other listed responsibilities of the President in his or her absence.

The SGA Vice-President is a support position. The Vice-President steps in whenever the President is unable to attend meetings or campus functions.

The Vice-President's responsibilities are the same as those of the President, although these responsibilities are only taken on during the President's absence with the exception of serving as a liaison between the students and campus administration. The SGA Vice-President may spend more time listening to student concerns and helping address them.

SGA Treasurer Responsibilities:

- Keeping the SGA Executive Board's books.
- Auditing SGA Board books.
- Requesting funds.
- Processing reimbursement requests from SGA officers.

The SGA Treasurer is a student who is not only skilled at math and with numbers, but a student who is detail oriented, able to meet deadlines and can accurately complete complex paperwork. The treasurer provides or approves the funding for the SGA, campus organizations and student clubs to host activities and events. He or she also communicates accounting instructions and fundraising guidelines to campus organization and student group leaders.

SGA Secretary Responsibilities:

- Recording and distributing meeting minutes.
- Drafting and distributing meeting agendas.
- Maintaining a calendar of SGA meetings and campus activities.

The SGA Secretary is a student who is organized, possesses excellent written and verbal communication skills, and is capable of collaborating with others. The SGA Secretary is a vital role as it is the secretary who communicates the activities of the SGA Executive Board to its members, and in some cases, to the student body.

SGA Public Relations Officer Responsibilities:

- Formatting an SGA newsletter.
- Capturing photos of SGA events and activities.
- Coordinating outreach events for SGA on campus, (ex.: orientations, student activities)
- Producing event flyers and materials.

The Public Relations (PR) officer is responsible for helping to promote the events and activities of the SGA. The PR officer should have good communication and writing skills, and should be creative, organized and professional.

SGA Historian Responsibilities

- Archiving photos of SGA events and activities.
- Maintain archive of SGA accomplishments.
- Maintain chronological record of SGA events.

The Historian is responsible for documenting the history and legacy of the SGA. The Historian should be detail oriented, organized, and resourceful.

SGA Freshman and At-Large Representative Responsibilities:

- Serve as the chair of a Standing Committee.
- Drafting and submitting news articles to the SGA Secretary for the SGA newsletter.
- Perform other duties as assigned.

The SGA At-Large Representative is a student who is committed to serving the student body in a wide variety of capacities. The responsibilities for this position are loosely defined in order to allow for flexibility within the SGA Board; however, participation and attendance in meetings and events is critical.