APPLICATION PACKET

OPEN POSITIONS:
Director of Public Relations
Director of Finance
Director of Elections
Director of Justice
Election Committee
Review Board

NAME ________________________________

DESIRED POSITION
☐ Director of Finance
☐ Director of Public Relations
☐ Director of Justice
☐ Director of Elections
☐ Election Committee
☐ Review Board

TIMELINE

March 27 | 5:00 p.m.
Application deadline

March 30-April 3
Applicant interviews (Applicants will be contacted regarding an interview time once application is submitted)

APPLICATIONS SCANNED AND EMAILED TO KAYLA WIECHERT AND JUSTIN KOPPELMAN IN AF303 BY 5PM 3/27/2015

For questions or concerns please contact:
Kayla Wiechert and Justin Koppelman
SGA Advisor
Banion@chapman.edu
JKoppel@chapman.edu
**Director Description**

**Director of Public Relations**

As an executive member of the Student Government Association, the Director of Public Relations will oversee all communication regarding the Student Government Association.

**Requirements**
- Create advertisements for SGA activities and initiatives including but not limited to fliers, social media postings, collateral materials and t-shirt designs.
- Update and maintain the SGA Website.
- Create content for and managing the Chapman SGA Facebook page and Twitter feed or any other social media sites deemed necessary.
- Maintain relationships with various media on campus including but not limited to the Panther, Happenings, and the Students Events Newsletter.
- Attend special events, community forums, seminars, Chapman SGA Senate meetings, and retreats deemed necessary by the rest of the Executive Council and SGA Constitution.
- Attend weekly meetings with the SGA Executive Council, weekly meetings with the SGA Advisor, occasional meetings with the Director of Elections in planning for upcoming elections, occasional senate meetings, and weekly office hours.
- For full list of responsibilities please visit Executive tab at www.chapman.edu/sga

**Qualifications**
- Must be currently enrolled as an undergraduate student at Chapman University
- Must receive a conduct clearance from the Dean of Students Office
- Must maintain a minimum cumulative GPA of 2.90 and a semester GPA average of 2.75 for each semester in office
- Must possess excellent communication and interpersonal skills
- Able to manage time effectively
- Able to work effectively with diverse population of students, staff and faculty
- Experience in PR Advertising, Marketing, Communications preferred
- May not be a member of The Panther

**Compensation**
- Determined at later date
**Director of Finance**

The Director of Finance will serve as a member of the SGA Executive Board as well as an ex-officio member of the Senate Allocations Committee.

**Requirements**
- Budget and record of all monies of the three branches of SGA.
- Advise the Executive Council and Senate on all financial matters relating to SGA funds and spending decisions.
- Attend Allocation Committee meetings weekly and act as a non-voting, ex-officio member.
- Attend special events, community forums, seminars, Chapman SGA Senate meetings, and retreats deemed necessary by the rest of the Executive Council and SGA Constitution.
- Responsible for handling all funding applications and questions pertaining to said applications
- Make short and long term financial forecasting for SGA.
- Monitor and process all SGA financial transactions and check requests.
- Make computerized financial analyses of current year’s accounts.
- Perform monthly reconciliations of all SGA funds.
- Submit bi-annual financial reports for publication on the SGA website.
- Monitor student organization, co-sponsorship, and conference scholarship funding and spending.
- Attend weekly meetings with the SGA Executive Council and weekly meetings with the SGA Advisor.
- Make regular financial reports to Senate.
- Provide information and advice to student organizations and on-campus departments on how to properly and efficiently utilize funding.
- For full list of responsibilities please visit Executive tab at www.chapman.edu/sga

**Qualifications**
- Must be currently enrolled as an undergraduate student at Chapman University.
- Must receive a conduct clearance from the Dean of Students Office.
- Must maintain a minimum cumulative GPA of 2.90 and a semester GPA average of 2.75 for each semester in office.
- Must remain in good disciplinary standing.
- Must be proficient in Microsoft Word and Excel.
- Must possess excellent communication and interpersonal skills.
- Able to manage time effectively.
- Able to work effectively with diverse population of students, staff, and faculty.
- Able to maintain form turnaround deadlines.
- May not be a member of The Panther
- Background experience in finance, accounting, and economics preferred

**Compensation**
- Determined at a later date
**Director of Elections**

The Director of Elections will preside over all SGA elections and the Election Committee. The committee will enforce the Election Code policies and guidelines and work to resolve any election concerns while maintaining their position as fair and impartial to any candidate. The Election Committee will also serve as the first hearing and sanctioning body if there is an alleged violation of the Election Code or Election Processes by a candidate.

**Requirements**
- Coordinate the election, preside over the Election Committee, and oversee election procedures under the direction of the SGA Advisor.
- Announce and promote the election to the student body in a timely fashion with the assistance of the Director of PR.
- Recruit, nominate and train all Election Committee members in conjunction with the SGA advisor.
- Chair Election Committee meetings at least once during the campaign and election period.
- Establish the General Elections calendar for fall and spring elections.
- Release the Candidate Packets in accordance with the demands of the election time line.
- Serve as the chairperson when deciding upon appropriate sanctions if a candidate has violated the Election Code.
- Ensure that publicity of the election and education on how to vote is provided and available to students.
- Promote SGA Elections through the use of the allocated budget.
- Issue appropriate widespread campus announcements prior to the opening of the filing period for any elections including but not limited to postings on the SGA website, broadcast emails, fliers and advertisements.
- Establish a calendar of elections for the 2013-2014 school year.
- Remain impartial during any SGA election.
- For full list of responsibilities please visit Executive tab at www.chapman.edu/sga

**Qualifications**
- Must be currently enrolled as a full-time undergraduate student at Chapman University.
- Must receive a conduct clearance from the Dean of Students Office.
- Must maintain a minimum cumulative GPA of 2.90 and a semester GPA average of 2.75 for each semester in office.
- Must possess excellent communication and interpersonal skills.
- Able to manage time effectively.
- Able to work effectively with diverse population of students, staff, and faculty
- May not be a member of The Panther

**Compensation**
- Determined at a later date
**Director Descriptions (Continued)**

**Director of Justice**

The Director of Justice will head the judicial branch of SGA and oversee any cases pertaining to SGA issues.

**Requirements**
- Serve as head of the SGA Review Board which will hear all SGA related cases.
- Interpret and enforce all SGA governing documents and job descriptions.
- Chair all meetings of the SGA Review Board.
- Hold Review Board meetings as required by the governing documents or as necessary to resolve conflicts within SGA.
- Ensure that all actions taken by the respective branches of SGA are consistent with the SGA governing documents.
- Act as an ex-officio member of the constitution review committee.
- Find all Review Board Committee members by the second Friday of the beginning of the School year.
- For full list of responsibilities please visit Executive tab at www.chapman.edu/sga

**Qualifications**
- Must be currently enrolled as a full-time undergraduate student at Chapman University.
- Must receive a conduct clearance from the Dean of Students Office.
- Must maintain a minimum cumulative GPA of 2.90 and a semester GPA average of 2.75 for each semester in office.
- Must possess excellent communication and interpersonal skills.
- Able to manage time effectively.
- Able to work effectively with diverse population of students, staff, and faculty.

**Compensation**
- Determined at a later date
Students seeking director positions within Student Government Association must scan and email this form to the SGA advisors listed on the first page by March 27, 2015 by 5 p.m. The applicant must be undergraduate Chapman University student. Any further information or requirements can be found in the SGA Constitution and Bylaws on the SGA website at www.chapman.edu/sga.

Name: ________________________________  Student ID#: ________________________________

Telephone: ________________________________  Email: ________________________________

Cumulative G.P.A.: _____________  Class Standing:_______________________

Position(s) applying for: ________________________________________________________

I, ________________________________, agree to allow the Student Government Association and advisor to confirm my academic standing as stated above. I understand that incorrect information given to the Student Government Association will be considered a violation and may result in immediate ineligibility for any position. Additionally, should my G.P.A. fall below the requirements during my term, I will automatically lose my status as a director.

I, ________________________________, agree to allow the Student Government Association and advisor to review my conduct history with the university. I understand that any past incidents may preclude me from this position and that I will have an opportunity to discuss my conduct history with a staff member from the Dean of Students office before that decision is made by the Dean of Students office. Additionally, should I be found responsible for any conduct code violations while serving as a director, I may be removed from my position.

By completing this form, I, ________________________________, declare that I have diligently read and understand all information and regulations in this document.

Signature:___________________________________  Date:___________
Application Questions

Name: ______________________________________________________________________________

Position(s) Applying For: ______________________________________________________________________________

What are your plans for summer? ______________________________________________________________________________

Please answer the following questions on either this document or a separate sheet of paper (300 words max for each) A separate response should be submitted for each position you are interested.

1. Please list or describe any previous experience that makes you qualified to hold this position.

2. Why do you want this position?

3. Please attach a resume and cover letter to this application.

4. (For PR applicants only). Please create and attach an outline of a branding campaign you would suggest using for SGA for the 2015-2016 academic year.