

Associated Students of Skagit Valley College (ASSVC) Student Government Application Mount Vernon Campus

Instructions:

Fill out each of the sections completely. Please print or type. Turn in completed application, qualifications essay (in digital format) and digital photograph to Director of Student Life, Brian Murphy (brian.murphy@skagit.edu) no later than **5PM on Friday, May 17th, 2018**. A short candidate orientation meeting will take place on **Tuesday, May 22nd at 3PM** and elections will be held **from May 28th-31st, 2018**.

The Student Life Office is located in the Cardinal Center. Please email the digital portion of your application to Brian.Murphy@skagit.edu. For more information about Student Government, please go to the Student Leadership Office in the Cardinal Center or visit assvc.com.

SECTION I – CONTACT INFORMATION

Your Name: _____ Email: _____

Address: _____

Phone Number: _____ SID#: _____ Credit Load: _____

Intended area of study: _____

Expected Date of Graduation: _____ GPA: _____

SECTION II – QUALIFICATIONS

Enrollment

Candidates must be current SVC students in good disciplinary standing and must be enrolled in at least five (5) credits during the time they serve in office.

To run for and hold office, candidates must maintain a cumulative GPA of 2.5 or better.

Essay

Please submit a typed essay via e-mail that addresses the following questions:

- What experience have you had that will help you in this position?
- What would you like to accomplish while serving on ASSVC?
- How would you go about accomplishing this goal?
- How will you manage the time necessary to serve in this position?

Position Running For

(if running for President, an additional representative position may be included as well)

- ___ Mount Vernon Campus President
- ___ Mount Vernon Campus Treasurer
- ___ Mount Vernon Campus Secretary
- ___ Sustainability Representative
- ___ Club Relations and Communications Representative
- ___ Community Service Representative
- ___ Instructional Issues Representative
- ___ Student Services Issues Representative
- ___ Technology and Distance Education Outreach Representative
- ___ Transportation, Safety, and Parking Representative

SECTION III – COMPENSATION

ASSVC legislative board members will be compensated with a quarterly scholarship of \$1500 for Fall, Winter, and Spring, and the potential for an additional \$500 scholarship. ASSVC members work an average of 10 hours per week during the academic year. Sometimes more, sometimes less.

SECTION IV – POSITIONS AVAILABLE

MV Campus Positions: Student government positions are specialized (See position descriptions below.) There are ten positions available position at this time.

A. President - The President of each campus shall:

1. Perform all duties as specified in Article II, Section 2.
2. Share in the leadership of the District student government
3. Chair half of the meetings of the ASSVC District Government. Presidents shall alternate chairing every other meeting. (District ASSVC meets once per month)
4. Enforce the Constitution and By-laws of the ASSVC.
5. In consultation with the respective campus advisor, have the power to appoint a chairperson to all ASSVC special and standing committees.
6. In cooperation with the Whidbey Island Campus ASSVC President, make monthly reports to the Skagit Valley College Board of Trustees at his/her respective campus.

7. In consultation with the Whidbey Island Campus ASSVC President, have the power to call special meetings with at least a five business days prior notice during the academic year, excluding finals week each quarter and the entire summer quarter.
8. Serve on the Mt. Vernon Campus and District S&A Budget Committee
9. Chair Mt. Vernon Campus Student Government meetings, voting only to break a tie.
10. Attend monthly meetings of the ASSVC District Government. The President who is not chairing the meeting may exercise the right to vote. The President who is chairing the meeting may vote only to break a tie.
11. Be responsible for approval of all excused representative absences.
12. Present monthly reports of the Mt. Vernon campus board's activities at the ASSVC District meetings.
13. Oversee the attendance and performance of members on standing committees of his/her respective boards.
14. Host Mt. Vernon campus round table meetings with the presidents of all clubs and programs of each individual campus. Reports, cohesion, and momentum will be the driving focus for these meetings.

B. Secretary - Secretary of a Campus Student Government shall:

1. Collaborate with the President of his/her Campus Student Government to prepare the agenda for all meetings of the board.
2. Keep and publish official minutes of his/her Campus Student Government meetings.
3. In collaboration with the other Secretary, keep and publish official minutes of all District Government meetings. Each Secretary shall have responsibility for the minutes of any District Government meeting chaired by the President of his/her Campus Student Government.
4. Perform all other duties as specified in Article II, Section 2.

C. Treasurer - Treasurer of a Campus Student Government shall:

1. Administer the designated Campus Student Government budgets, including the Campus Fund Balance of their respective campus.
2. In collaboration with the other Treasurer, administer the District Fund Balance.
3. Submit a budget statement at every meeting of his/her Campus Student Government.
4. In collaboration with the other Treasurer, submit a budget statement at each meeting of the District Government. Each Treasurer shall have responsibility for the budget statement of any District Government meeting chaired by the President of his/her Campus Student Government.
5. Perform all other duties as specified in Article II, Section 2.

D. Club Relations and Communications Representative - This representative shall:

1. Ensure that his/her Campus Student Government has regular and healthy communications with campus clubs.
2. Assist the campus Treasurer in processing club funding requests and communicating with club representatives.

3. Work directly with all club leaders and anyone else who makes financial requests of his/her Campus Student Government.
 4. Serve and actively participate on the respective Campus Charter Review Committee to assist clubs in the chartering process.
 5. Perform all other duties as specified in Article II, Section 2.
- E. Community Service Representative - This Representative shall:**
1. Develop service opportunities and events both on and off campus for students, including the student government.
 2. Perform all other duties as specified in Article II, Section 2.
- F. Instructional Issues Representative - This representative shall:**
1. Hold an active position on the college's standing Instruction Committee representing student concerns to the college and informing students of instructional policy developments.
 2. Perform all other duties as specified in Article II, Section 2.
- G. Student Services Issues Representative - This representative shall:**
1. Hold an active position on the college's standing Student Services Committee representing student concerns to the college and informing students of student services policy developments.
 2. Perform all other duties as specified in Article II, Section 2.
- H. Sustainability and Environmental Awareness Representative - This representative shall:**
1. Improve student awareness and access to sustainable practices in education.
 2. Attend the campus's standing Sustainability Committee with faculty and staff.
 3. Work with campus security personnel, college administrators, and students on "green" policy and implementation issues.
 4. Volunteer in at least one district public service clean up or other public service event.
 5. Perform all other duties as specified in Article II, Section 2.
- I. Technology and Distance Education Outreach Representative - This representative shall:**
1. Develop strategies to include distance education students in decision-making and better serve them with student services and other government functions.
 2. Serve on the Student Technology Fee committee during the proposal season as well as a minimum of two (2) of the college's standing committees including the Information Technology Advisory Committee.
 3. Be responsible to innovate and automate in student government and Program Board operations and resolve technology issues.
 4. Perform all other duties as specified in Article II, Section 2.
- J. Transportation, Safety, and Parking Representative -This representative shall:**
1. Improve student access to campus including carpooling and public transportation.
 2. Attend the campus's standing Safety Committee with faculty and staff.
 3. Work with campus security personnel, college administrators, and students on parking policy and implementation issues.

SECTION V- EXPECTATIONS

1. All ASSVC representatives must be able to report to campus no later than **Monday, August 27th** to begin leadership training and planning. Specific schedule of training TBD.
2. All ASSVC representatives are expected to attend the statewide CUSP Student Leadership Conference **September 5th – 7th** (individual exceptions may be made at the discretion of the Director of Student Life)
3. All ASSVC representative are expected to participate in all ASSVC Student Leadership Training opportunities throughout the year.

SECTION VI- APPLICANT SIGNATURE

By signing and submitting your ASSVC Student Government Application, you agree that all information provided above was entered accurately and that you have read and comprehend the responsibilities that accompany your selected position.

Name _____ Date _____

Skagit Valley College provides a drug-free environment and does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, or age in its programs and employment.