

Student Government Association Executive Application 2016 - 2017

President
Julie Merow

Vice President
Mac McIntyre



Your Contact Information

First Name

Last Name

E-mail Address

Major

Year

Freshman

Sophomore

Junior

Senior

Graduate/Professional

***All applications must include an updated resume.**

Which position are you applying for? (Check all interested)

Administrative Director to the President and Vice President	Director of Outreach
Attorney General	Director of Residential Affairs
Big 12 Liaison	Director of Safety
Chief of Staff	Director of Student Organizations
Communications Director	Director of Sustainability
City Council Liaison	Director of Transportation and Parking
Club Sports Liaison	Democratic Director of Legislative Affairs
Deputy Chief of Staff	Republican Director of Legislative Affairs
Director of the Arts	Elections Chair
Director of Accessibility	Event Director
Director of Accountability	Executive Secretary
Director of Alumni Relations	Graduate Student Liaison
Director of Community Service	Greek Life Liaison
Director of Diversity	Historian
Director of Federal Affairs	Internship Coordinator
Director of LGBTQ Affairs	Policy Director
Director of Military and Veterans Affairs	Treasurer
	Chief Information Officer
	Other:

In what committees are you interested in joining? (Check all interested)

Bureau of Finance	Elections Committee
Student Conduct Board	Judicial Board
Events Committee	Communications (PR) Team

In what student organizations are you involved? (List leadership positions if applicable)

Student Government Association

Executive Application Appendix

Executive Application Process

Once the above application form is completed, please attach via email with a copy of a professional resume. Applications and resumes should be emailed to the Student Body President-elect Julie Merow at jemerow@mix.wvu.edu by 11:59 p.m. on Monday, April 4, 2016.

Applicants will then be contacted by email to set up an interview time for the position(s) or committee membership(s). Please allow up to three weeks after submitting an application to be contacted about an interview.

Interviews will begin as soon as applications are reviewed and processed until the positions are filled. The final deadline is April 4, 2016, though applications will still be considered for any potentially unfilled positions afterward.

Upon completing the interview process and being selected by the Student Body President for a potential position, applicants must then go before the SGA Board of Governors for final approval. During this process, applicants will be requested to give a brief statement about themselves and why he or she is qualified for the position.

Executive Position Requirements

In order to serve in an executive position within Student Government Association all members must have at least a cumulative GPA of 2.5 and have attended at least two semesters at West Virginia University on the Morgantown (main) campus.

Equal Opportunity Organization

Student Government Association will not deny any student an executive position or committee membership on the basis of major, economic status, race, sex, gender, gender identity, age, disability, veteran status, religion, sexual orientation, color, or national origin.

Position Descriptions

The following is a brief description of positions within this application. For a full detailed list of responsibilities and requirements for all please refer to the Student Body Constitution and Student Government Association Bylaws.

Administrative Director to the President and Vice President - Assist the President/Vice President in fulfilling their constitutional duties.

Attorney General – Oversee parliamentary procedure at Board of Governors' meetings. Enforce all Student Government policy and represent the organization before the Judicial Board. Represent SGA on all matters related to the Student Code of Conduct. Required to attend all SGA BOG meetings.

Big 12 Liaison – Represent and coordinate WVU SGA with all Big 12 Student Governments, and work on conference relations and events.

Chief of Staff – Work with the Student Body President to coordinate all projects and relations of the executive branch of Student Government. Required to attend all SGA BOG and executive board meetings.

Communications Director - Establish line of communication between student body and SGA, utilizing social media and events. Serves as the Communications Team chair.

City Council Liaison – Attend weekly Morgantown City Council meetings and serve as the representative liaison between the Student Body and the city of Morgantown.

Club Sports Liaison – Attend all WVU Club Sports Federation meetings and serve as the representative liaison between SGA and all WVU club sports teams.

Deputy Chief of Staff - Work extremely close with the Chief of Staff on any duties deemed necessary which includes but is not limited to helping collect executive applications, run executive meetings, and ensuring accountability of the executive branch.

Director of Arts - Represent SGA in all matters and pursues projects related to the arts and entertainment within the University.

Director of Accessibility - Advocate for all students regarding accessibility and ease of navigation concerns on campus and serve as their voice by working closely with the Office of Accessibility Services and the ADA Coordinator.

Director of Accountability - Responsible for overseeing the points system for both the executive and legislative branches.

Director of Alumni Relations – Coordinate all relations between SGA and its Alumni members. Oversees the Alumni Visiting Committee. Responsible for keeping record of Student Government archives and keeping organizational history. Will also be required to become a member of the newly formed Student Alumni Chapter in the fall of 2016.

Director of Community Service – Oversee and plan all community service projects within Student Government.

Director of Diversity – Represent SGA in all matters and pursues projects related to University diversity as deemed necessary by the administration.

Director of Federal Affairs – Advocates Student issues within the federal government on behalf of the Student Body as deemed necessary by the administration.

Director of LGBTQ Affairs - Act as a liaison to the West Virginia Commission for LGBTQ Equity and any other institutional LGBTQ organizations current or future, and work with the organizations within the local community whose goal is the well-being of LGBTQ individuals and allies.

Director of Military and Veterans Affairs - Attend all WVU Vets club meetings, provide a regular report of goings on at WVU Vets club to the weekly SGA meetings; as it relates to their status and issues on campus, and regularly meet with and discuss what issues SGA can address with leaders of the Reserve Officer Training Corps student leaders, and where as applicable; Commanding Officers.

Director of Outreach – Responsible for collecting student opinion and coordinating monthly SGA Speak Up events as deemed necessary by Student Government.

Director of Residential Affairs – Represents SGA in all matters and pursues projects related to University residence life as deemed necessary by the administration.

Director of Safety – Represent SGA in all matters and pursues projects related to improving Student safety within the University as deemed necessary by the administration.

Director of Student Organizations – Represent SGA in all matters and pursues projects related to Student Organizations. Chair of the Student Organizations Committee and coordinates the Student Organizations Presidents Advisory Council with the University.

Director of Sustainability - Responsible for promoting and initiating sustainable activities within SGA and WVU.

Director of Transportation and Parking – Represent SGA in all matters and pursues projects related to transportation and parking within the University and Morgantown.

Democratic/Republican Director of Legislative Affairs – Serve as co-chair of Student Advocates for Legislative Advancement to advocate student issues within state government. Will organize and plan WVU Day at the WV Legislature in the Spring of 2017.

Elections Chair - Oversee, plan, and execute the homecoming, SGA, and any special elections necessary.

Event Director - Work closely with the Events Committee to plan and promote SGA events across campus.

Executive Secretary – Responsible for keeping and publishing record of all legislative activities. Required to attend all SGA BOG, executive board meetings, and Bureau of Finance meetings.

Graduate Student Liaison - Be responsible for meeting with and talking to graduate students from all colleges within West Virginia University, and advocate for graduate student issues at the weekly Student Government Association meetings.

Greek Life Liaison – Represent SGA in all matters and assist in coordinating projects surrounding WVU Greek Life as deemed necessary by the administration. One individual will be selected from IFC, Panhellenic, and National Pan-Hellenic Council to represent SGA at their respective meetings.

Historian - Research SGA history, document prior Presidents, Vice Presidents, and Governors platforms and contributions. Consistently document the happenings and accomplishments of the current administration.

Internship Coordinator – Oversee the SGA Internship program and SGA membership recruitment.

Policy Director - Responsible for all policy development internally and externally on behalf of SGA

Treasurer – Responsible for the oversight of all financial transactions and the budget of Student Government. Required to attend all SGA BOG meetings.

Chief Information Officer – Responsible for maintaining the SGA website and all related on-line technologies. Required to attend SGA BOG meetings.

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