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SGA Executive board Application

*SGA is the driving force behind student events on campus. SGA involvement and WCC Student Activities encourage campus events, leadership development, global awareness, networking opportunities, soft skills, and more.*

SGA Executive Board Officer Descriptions and Requirements

###### SGA Executive Officer Positions

**President**-Lead campus-wide SGA meetings, speak at graduation, serve on the WCC Board of Trustees, participate in WCC committees, assist with WCC activities and events, represent WCC at N4CSGA Conferences, assist WCC Student Services, and other duties as assigned.

**Vice President**-Carry out duties of the president, in the absence of the president, participate in WCC committees, assist with WCC activities and events, represent WCC at N4CSGA Conferences, assist WCC Student Services, and other duties as assigned.

**Secretary**-Record minutes and attendance during SGA meetings, & assist with WCC activities and events, participate in WCC committees, represent WCC at N4CSGA Conferences, assist WCC Student Services, and other duties as assigned

**Public Information Officer**-Coordinate publicity for SGA and student events, assist with WCC activities and events, participate in WCC committees, represent WCC at N4CSGA Conferences, assist WCC Student Services, and other duties as assigned.

**Parliamentarian**- Make sure the SGA understands parliamentary procedure during meetings, assist with WCC activities and events, participate in WCC committees, represent WCC at N4CSGA, assist WCC Student Services, and other duties as assigned.

###### SGA Executive Officer Application Requirements & Processes

1. Candidates must have completed a minimum of 6 credit hours at Wilkes Community College to run for an SGA Executive Office. Candidates must be enrolled in the minimum number of 6 credit hours at Wilkes Community College and have a cumulative grade point average of 2.5. (Note: If the student has a lapse in enrollment, only the most recent period of continuous enrollment will be used to calculate the grade point average.) The student must maintain a cumulative grade point average of 2.5 and a semester grade point average of 2.25 after election. Removal from office will result if the elected officer fails to carry the minimum course load of twelve (12) credit hours, if the cumulative grade point average drops below 2.5, or if the semester grade point average drops below 2.25.
2. Since SGA officers often attend conferences which require overnight travel, SGA President and SGA Vice President candidates must be eighteen when applying for an Executive Officer position.
3. Candidates must pay the student activity fee, as part of tuition, to be eligible to run for office.
4. No student who has been placed on probation by the College for violation of the Student Code of Conduct is eligible to hold Executive SGA Officer positions.
5. SGA Officers must be available Thursdays from 12:15pm-12:55pm, the scheduled time for SGA campus meetings and SGA Executive Board meetings. Time will be counted towards the weekly office hour requirements.
6. SGA Executive Officers should plan on working 3 office hours per week. Office hours are flexible and scheduled around course schedules. SGA Executive Officers schedule office hours between Monday-Thursday 8am-5pm, and Friday 8am-3pm.
7. To be considered for an executive office, candidates must also attend at least one campus-wide SGA meeting before applying. Please list the meeting date(s) attended in the questionnaire portion of the application.
8. All candidates must submit their application to the Student Activities Coordinator.
9. Candidates and their applications will be evaluated by the SGA Advisor. Please note that the Student Activities will access your student records to verify that you meet the minimum requirements to run for office. Once the application has been submitted, candidates should contact the Student Activities Coordinator/ SGA Advisor to set up a meeting to further discuss the roles for Executive Officer positions. Candidates must meet with the SGA Advisor to be considered for an SGA Executive Officer role.
10. Upon approval, candidates will be notified to begin campaigning for office.
11. SGA Officers are often involved in other clubs around campus or within the community. The contact information provided in the questionnaire portion of the application will be utilized as a reference for the SGA Executive Officer application.
12. Elections will be held during a three-day period when the student body votes for candidates. The voting ballot will be emailed to students through their WCC email accounts.
13. Once elected, Officers must satisfy the duties of their position as stated in the SGA Constitution to remain in office. Officers are elected for a term of one **academic year.**

**SGA Executive Council Officer Application**

Please select the office position you would like to be considered for:

President Vice President Secretary/Treasurer

Public Information Officer Parliamentarian

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_WCC Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cumulative GPA: \_\_\_\_\_\_\_\_\_\_Program of Study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Credit Hours Earned: \_\_\_\_\_\_\_\_\_\_

Please type your responses to the following questions. Please make sure you answer all components of each question. Responses will be summarized and sent to the student body during the election period via email, social media, and other forms that may be necessary to promote each candidate.

1. Why are you interested in this position with SGA? What skills and experience can you contribute?
2. Have you had experience in a leadership role before? If so, what organization and what was your role?
3. What area(s) of student life would you focus your attention?
4. How do you handle problems that arise when working with people who have different opinions or ways of working than your own? Please give an example from your life or work history.
5. Are you willing to volunteer for student activities and serve on college committees?

1. What other clubs/ organizations are you involved in on campus? If you are not involved in a club on campus, please include what organizations you are involved in within the community. Please list all organizations within the past 3 years. Please also include: the advisor/director of the program, the individual’s job title, along with the best means of communication (email/phone).
2. How many SGA meetings have you attended? Please also include dates and which club you represented. If you did not represent a specific club, please include that you represented SGA.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, certify that I am eligible to run for an elective office. I understand, that to run for an office, I must be in good standing with WCC and comply with all of the eligibility requirements that are listed in the SGA Constitution. I understand that the Student Activities Coordinator will periodically check my student records to verify that I am eligible to hold office. If elected, I pledge to serve the WCC student body to the best of my ability and meet the demands and duties of my position as listed within the SGA Constitution and Bylaws. I understand that I must satisfy the duties of the selected position as stated in the SGA Constitution in order to remain in office.

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**Student Signature Date**

Once your application has been submitted, please contact the Student Activities Coordinator/ SGA Advisor to set up a meeting to further discuss the roles for Executive Officer positions. You must meet with the SGA Advisor to be considered for an SGA Executive Officer role.

Please feel free to also include copies of additional components such as: resumes, reference letters, copies of awards, distinguishing honors, etc.

*For Office Use Only*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Application Received

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completed Application with typed responses

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club/Community Organization Reference Checked

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Contacted Student Activities Coordinator for

meeting. Date/Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Verified Credit Hours

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Verified Cumulative GPA

SGA Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_