



## Student Government Association

### *Application for Executive Cabinet Positions (Associate Vice Presidents)*

#### **Requirements for Executive Officers as Stated in the SGA Constitution\*\*\*:**

Executive Officers must maintain a minimum cumulative 3.0 GPA for graduate or undergraduate students, be in good standing with the university, and have been SGA members for one academic semester at the time they take office.

#### **Cabinet Officers' Duties**

**Community Involvement** - Serve as the Chief Public Relations Officer of the SGA; serve as the Chair of the SGA Community Service & Diversity Committee; serve as the liaison between the SGA and entities outside of the university; work to enhance public relations and community involvement; cultivate and maintain relationships with local governments, businesses, and organizations; work with other student organizations to implement community service projects; and other duties as assigned.

**Finance & Planning** - Serve as the Chief Financial Officer of the SGA; keep and maintain accurate financial records; create and submit a yearly budget; submit a monthly financial report to the Senate and SGA advisor; serve as the chair of the SGA Special Events Committee; oversee the development of SGA events; and other duties as assigned.

**Internal Affairs** - Serve as the Chief Administrative Officer of the SGA; serve as the Chair of the SGA Policy & Administration Committee; keep accurate minutes of SGA meetings; keep attendance and log the participation of members; process membership applications; maintain SGA historical documents; and other duties as assigned.

**Marketing** - Serve as the Chief Marketing Officer of the SGA; serve as the Chair of the SGA Marketing Committee; oversee the development of a yearly general marketing strategy; serve as the liaison between the SGA and the university Department of Marketing; maintain the integrity of the SGA's brand standards; administer the SGA's social media accounts; maintain the SGA's webpage; and other duties as assigned.

**Student Relations & Programs** - Serve as the Chief Student Relations Officer of the SGA; serve as the Chair of the SGA Student Voice Committee; identify and formulate solutions for student-related issues; promote unity, collaboration, and school spirit in the student body; oversee all SGA programs and initiatives; direct SGA orientation, training, and leadership development programs; and other duties as assigned.

#### **Please provide the following information:**

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

Full Name: \_\_\_\_\_ SID# W \_\_\_\_\_

DOB: \_\_\_\_\_ Major/Minor: \_\_\_\_\_ Phone: \_\_\_\_\_

Preferred Email: \_\_\_\_\_

#### **Please select the position for which you are applying:**

- AVP of Community Involvement       AVP of Finance & Planning       AVP of Internal Affairs  
 AVP of Marketing       AVP of Student Relations & Programs

*Attach a one-to-two page essay describing your strengths, goals, and why you wish to serve in an executive cabinet position within the SGA.*

\*\*\*Please refer to the SGA Constitution, Article III, Section I-III, and SGA By-Laws, Article IV, Section I for detailed duties and requirements of the Executive Branch officers.