

SGA Student Executive Board: Application for Qualification as a Candidate - Appointed Positions (Spring 2019)

Thank you for your interest in serving on the SGA Student Executive Board!

All students who desire to apply for SGA Student Executive Board appointed positions must submit this form by 5:00pm on Wednesday, April 3, 2019. Please note that all executive appointments are entirely subject to the discretion of the SGA President, in conjunction with past Executive Board members and the SGA Advisor, and to the approval of the Senate.

Please read the information that is included in this form before submitting your application. Make sure to print a copy (available in pdf form) for your records.

A full description of the position requirements is available in the SGA Constitution.

If you have questions about specific positions or the election process, please visit samford.edu/sga or e-mail sga@samford.edu.

SGA Spring Election/Appointment Schedule 2018

Wednesday, March 27, 8:00am - Appointed position applications open in OrgSync

Wednesday, April 3, 5:00pm - Appointed position applications close

April 4-5 - Candidate interview sign-ups

April 8-11 - Candidate interviews

Friday, April 12 - Candidates notified of selection

Tuesday, April 9, 6:00pm - FY20 (Fiscal Year 2019-20) Annual Budget bill introduced in Senate

Tuesday, April 16, 6:00pm - FY20 Annual Budget bill voted on in Senate

Tuesday, April 23, 5:00pm - SGA Inauguration, Regions Room (BSOB 400), CONVO

Tuesday, April 23, 6:30pm - SGA Inauguration Dinner, President's Home

Friday, May 3 8:00am - SEB Transition Breakfast

SEB Position Descriptions and Qualifications

from the SGA Constitution [Required]

PRESS SECRETARY

The Press Secretary provides oversight of marketing and communication for all SGA activities and events. The Press Secretary is appointed by the SGA President, with approval from the Student Senate. He/She must be an undergraduate student, enrolled full-time at Samford University with a GPA of at least 2.5. He/She must have served on SGA in some capacity and have a willingness to serve a one-year term.

CHIEF JUSTICE

The SGA Chief Justice oversees Samford University's Student Judiciary Council and Traffic Appeals Council. The Chief Justice is appointed by the outgoing Chief Justice and SGA President, in conjunction with the Assistant Dean of Student Services and Values Advocate and SGA Advisor. He/She must be an undergraduate student, enrolled full-time at Samford University with a GPA of at least 2.5. He/She must have served as a Justice on the Student Judiciary Council, and have a willingness to serve a one-year term.

CHIEF OF STAFF

The SGA Chief of Staff presides over the Presidential Advisory Council and oversees all office functions of the Student Executive Board. He/She is also responsible for administering the annual SGA Survey and planning the annual Inaugural Banquet. The Chief of Staff is appointed by the SGA President, with approval from the Student Senate. He/She must be an undergraduate student, enrolled full-time at Samford University with a GPA of at least 2.5, and have a willingness to serve a one-year term.

TREASURER

The SGA Treasurer works with the SGA Advisor to maintain accurate, up-to-date records of SGA expenditures and revenue. The Treasurer is also responsible for communicating the status of the SGA budget to other members of SGA and the general student body. The SGA Treasurer position represents a partnership between the Division of Student Affairs and Enrollment Management and the Brock School of Business. Academic internship credit may be awarded to qualified students. The Treasurer is chosen by the SGA President, SGA Advisor, and outgoing Treasurer based on applications from the Brock School of Business. He/She must be a Business major, a Junior or Senior in class standing, enrolled full-time at Samford University with a GPA of at least 3.0. He/She must have taken Financial Accounting and Managerial Accounting, and have a willingness to serve a one-year term.

CHAPLAIN

The SGA Chaplain serves the Student Executive Board by promoting and facilitating opportunities for spiritual formation and expression of Christian mission. The Chaplain will also serve as liaison between SGA and Office of Spiritual Life. He/She is responsible for planning events that invite and encourage prayer, reflection, worship and service among students. The SGA Chaplain is appointed by the SGA President, in conjunction with the SGA Advisor and the Assistant Vice President for Spiritual Life. He/She will be a student who is enrolled full-time at Samford University, with a GPA of at least 2.5, who is willing to serve at least a one-year term

Valid input:

- Select only one choice.

[] I have reviewed the qualifications for office and believe that I am qualified to apply.

SGA Appointment Application Requirements

Appointment Requirements [Required]

The following supplemental materials are required for each position:

Press Secretary: OrgSync Form, Letter of Interest, Resume, Portfolio

Treasurer: OrgSync Form, information on other requirements provided by Dr. Barbara Cartledge (bhcartle@samford.edu) in the Brock School of Business

Chaplain: OrgSync Form, Letter of Interest, Resume

Chief of Staff*: OrgSync Form

Chief Justice*: OrgSync Form, Letter of Interest

*The Chief of Staff and Chief Justice are non-application based appointments and are subject to the discretion of those responsible for making the appointments.

Valid input:

- Select only one choice.

I understand that failure to submit any of the required materials will disqualify me from appointment consideration.

Candidate Information

Contact Information [Required]

Please use home address, @samford.edu e-mail, and cell number

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

- name@myschool.edu

First name:

Middle initial:

Last name:

Email address:

Phone number:

Address:

City:

State:

ZIP:

SU ID# [Required]

SU Box # [Required]

Current Year in School [Required]

Valid input:

- Select only one choice.

- must select a value.

Freshman

Sophomore

Junior

Senior

Other

Position Seeking [Required]

Valid input:

- Select only one choice.

- must select a value.

Press Secretary

Treasurer

Chaplain

Chief Justice

Chief of Staff

Letter of Interest

If required, please upload your letter of interest in the position you seek.

Candidate Resume

If required, upload your professional resume to supplement your letter of interest and clarify your experience.

Press Secretary Portfolio

If applying for Press Secretary, please upload a copy of your professional portfolio.

Candidacy Statement [Required]

By my signature, I acknowledge that I wish to seek qualification as a candidate for appointment to the Student Executive Board. I hereby give my permission to have my GPA verified and Values history reviewed. I have read the qualifications for each office and the appointment guidelines. I understand that persons elected or appointed to office are subject to removal from office by the established procedures in the Code of Laws. I understand that campaigning in any form is not required or advised for appointed positions. I understand that all appointments are made by the SGA President-elect and require confirmation by the Senate.

I understand the election/appointment schedule as it is presented on the first page of this online form and will adhere to all dates and guidelines as they are presented. I am aware that my Application for Qualification as a Candidate (including my supplemental materials) must be submitted no later than 5:00pm on Wednesday, April 3, 2019. I understand that participation in an interview may be necessary for my appointment.

Valid input:

- Select only one choice.

I Agree