



UHCL Student Government Association

Call for Applications for 2017 - 2018 SGA Executive Council

- **Posting Date:** February 7, 2017
- **Application Deadline:** April 12, 2017 at noon
- **Elections:** April 18, 2017 – April 24, 2017
- **Installation:** Student Leadership Banquet - April 28, 2017

What is the SGA?

The SGA at UHCL is composed of representatives from those registered student organizations that choose to participate, student representatives on university committees, and staff from several university offices. The SGA meets weekly during long semesters and monthly during the summer.

The four primary purposes of the SGA are:

- To be advocates for and speak on behalf the student body at large
- To provide input to university administration on student and organizational issues
- To appoint/elect students to university committees
- To allocate university funds to student organizations



Any individual who requires an accommodation for a specific disability in order to complete this application and/or participate in the Student Government Association should contact Student Life Office at 281-283-2560 at least one week prior to the application deadline date.

Student Government Association Executive Council

Elections for 2017-2018 Positions Available:

- President
- Vice President - Committee Coordinator
- Vice President - Student Outreach and Communication
- Vice President - Administration

Application Deadline:

Return completed applications to the Student Life Office (SSCB 1.204) no later than 12:00noon on **Wednesday April 12, 2017**.

Special Note: Before submitting an application, all applicants are **strongly** encouraged to discuss the duties and expectations with the incumbent **and** with the SGA Advisor. We want to ensure that candidates understand the basic mission and goals of the SGA and what is required of the four Executive Council members. These expectations include:

- The candidate's availability for meetings prior to the SGA meeting each week
- Weekly two-hour meetings for handling SGA business and setting the agenda for the next SGA meeting
- Participation in all SGA meetings
- Holding established weekly office hours, estimated 3-4 hours
- Active participation in planning and developmental meetings & retreats as scheduled

Elections:

Week of April 18, 2017 – April 24, 2017 via email (Survey Monkey)

All candidates are expected to attend the election meeting, make a brief presentation about why you think you are the best candidate, and answer questions that SGA Representatives may have.

Term of Office:

Should unexpected vacancies occur to where a special election must take, elected candidates must agree to fulfill their Executive Council duties from the day of installation until the end of their term. Installation will be set up by the SGA advisor and remaining Executive Council members.

You are eligible to apply

- If you are currently enrolled at UHCL
- Plan to be enrolled at UHCL through spring 2018
- Have a strong desire to serve your campus community while enhancing your personal and professional development.
- Prior involvement in SGA, student organizations, or other co-curricular activities (at UHCL or other colleges or universities) is helpful but is not required.

Minimum requirements include:

- Be enrolled in a course of study at UHCL throughout the term of office; no minimum number of hours is required.
- Have a cumulative GPA of 3.0 or higher.
- Be an officially-designated representative of a recognized UHCL student organization. Students who are not affiliated with a student organization at the time of application must attend to this requirement immediately upon election to a position with SGA.

In addition:

- SGA officers are expected to work together as a team.
- SGA officers are expected to attend and participate in all leadership development workshops and retreats as scheduled.
- SGA officers are expected to attend weekly planning and preparation meetings. These meetings are routinely scheduled for 9:00 - 11:00 am each Tuesday morning immediately prior to the SGA meeting, as well as an additional two-hour weekly meeting which will be set in accordance with the class and work schedules of the four EC members; Wednesday and Thursdays are generally the best days for this meeting.
- SGA officers are expected to become familiar with university policies, issues, and activities.

For more information

Contact Andrew Reitberger, SGA Advisor, in the Student Life Office, SSCB 1.204, (281) 283-2560 or by email at reitberger@uhcl.edu or the Student Government Association Executive Council, SSCB 1.205, (281)283-2556 or by e-mail at SGA@uhcl.edu

As listed in the Constitution and By-laws of the Student Government Association, the following are the duties of the four Executive Council positions:

The duties of the President shall be to:

- Preside at all meetings of the Student Government Association
- Conduct all SGA meetings in accordance with parliamentary procedure
- Serve on the Student Life Council during the year of his/her tenure
- Serve on the University Council during the year of his/her tenure
- Be aware of UH System Board of Regents meeting agendas
- Represent the student body when requested to do so
- Assist other Executive Council members in their duties as requested

Minimum time commitment: 15 - 20 hours per week (time required varies depending on campus events and issues)

The duties of the Vice President - Committee Coordinator shall be to:

- Work closely with Director of Student Life to:
 - Publicize and recruit students for committee positions

- Orient new student representatives to their committees and responsibilities
- Ensure that student committee representatives keep appropriate records
- Ensure that student committee representatives attend committee meetings and meet committee obligations
- Ensure that student committee representatives make regular reports to SGA
- Help fill unexpected vacancies during the year
- Serve as president in the absence of the president
- Assist other Executive Council members in their duties as requested

Minimum time commitment: 15 - 20 hours per week (time required varies depending on campus events and issues)

The duties of the Vice President - Student Outreach and Communication shall be to:

- Coordinate publicity for the Student Government Association through various media
- Coordinate outreach efforts by soliciting student input through various sources
- Take minutes and attendance in the absence of the VP-Administration
- Assist the VP-Committee Coordinator in publicizing committee vacancies
- Ensure that SGA information is published in all editions of THE SIGNAL
- Assist other Executive Council members in their duties as requested

Minimum time commitment: 15 - 20 hours per week (time required varies depending on campus events and issues)

The duties of the Vice President - Administration shall be to:

- Record proceedings of all SGA meetings
- Distribute minutes and agenda
- Keep attendance records
- Prepare SGA correspondence as necessary
- Assist other Executive Council members in their duties as requested
- Maintain the SGA Executive Council checking account

Minimum time commitment: 15 - 20 hours per week (time required varies depending on campus events and issues)

In addition to the duties as outlined above, there are other responsibilities and expectations of all EC members not outlined which must be carried out including but not limited to attendance and participation in regularly-scheduled planning and developmental meetings and retreats. These meetings and retreats may be held on weekends, depending upon the class, work and family commitments of the EC members.

Application for 2017-2018 SGA EC Positions

Complete the requested information. Limit your response to the space provided. Attached documents, such as a resume, are not accepted. Incomplete applications are returned.

Copies of this form* are given to SGA Representatives, so be neat, thorough, and persuasive. Completed applications must be returned to the Student Life Office by 12:00 pm noon on Wednesday, April 12, 2017.

Check the position for which you are applying

President VP - Committee Coordinator
 VP - Outreach & Communication VP - Administration

Name _____

Major and Expected Graduation Date _____

Student Status Undergraduate Graduate Non-Degree Seeking

Employment Status Full-time Part-time Not Employed

List organization or committee leadership roles you have held, including the dates at UHCL, other colleges or universities, or in the community.

Why do you feel you are the best candidate for this position? You may want to discuss your experience, talents, skills, interests, motivation for serving the campus community.

For Verification Use Only

All candidates must complete the information below. It will not be made public.

Address: Street _____ City _____ State _____ Zip _____

Phone (Day) _____ (Evening) _____

Email Address _____

Cumulative GPA _____ Student ID Number _____ (required to verify UHCL GPA)