

HOWARD COLLEGE SAN ANGELO
SGA CANDIDATE GUIDELINES

The Student Government Association of Howard College San Angelo will conduct elections during the Spring semester for new SGA officers for the following Fall and Spring semesters. There are three officer positions: President, Vice President, Secretary, and three Senator Positions.

SGA is the “voice of the student body.” They play an active role on campus and serve as ambassadors for HCSA. They will attend Leadership Conferences when available and Community College Day in Austin (every 2 years). SGA officers are appointed by an Election Committee and serve for two semesters. For the 2018-2019 academic year each position will receive the following:

- President:** \$1,200 per semester
- Vice President:** \$1,100 per semester
- Secretary:** \$1,000 per semester
- Senator:** Each receive a \$150 per semester

To run as a candidate:

- Complete the Officer Candidate Application, including an essay describing why you want to be involved with the Howard College Student Government Association.
- Complete the Nomination Petition with signatures of 20 HCSA currently enrolled students supporting your nomination.
- Submit recommendations from two (2) HCSA faculty members. The faculty recommendations should be emailed to kbrosh@howardcollege.edu.

Other SGA officer qualifications include:

- A 2.5 GPA
- Must not be on academic suspension and/or disciplinary probation
- Must be enrolled in a minimum of 6 semester credit hours
- Majority of classes must be face-to-face classes on campus

Mandatory attendance:

- An informational meeting will be held in TC-C102 for the current SGA Officers to provide information to the candidates on what is involved to be an officer. Attendance is mandatory (if unable to attend you must make arrangements with SGA Advisor Kaitlyn Brosh prior to the submission deadline.)
- The Election Committee Interviews will be conducted with outgoing SGA members and HCSA Faculty/Staff.
 - Each candidate will be interviewed separately.
 - After all interviews are concluded, the committee will meet privately to determine which candidates will be elected to each officer position available.
 - Following the meeting of the committee, all candidates will reconvene to learn of the committee’s decision.
 - The committee reserves the right to select the candidates best suited for the job as an officer even if all available officer positions are not filled.
- The elected candidates will be expected to attend all remaining SGA meetings for the Spring semester and to actively participate in any SGA activities. It is their responsibility to become familiar with SGA prior to officially taking their Oath of Office.
- During the last SGA meeting of the semester, the new officers will be sworn in at the Oath of Office ceremony.

FMI Contact

Kaitlyn Brosh, Coordinator of Student Life and Job Placement/SGA Advisor, office TC-C102

HOWARD COLLEGE SAN ANGELO
SGA OFFICER DUTIES AND EXPECTATIONS

Duties of the President

1. Preside over all meetings of the SGA.
2. Compile meeting agenda with SGA Advisor
3. Maintain order during meetings.
4. Provide leadership and support to SGA Officers.
5. Oversee the Executive Board of SGA.
6. Maintain regular communication with Advisor.
7. Appoint committees when needed.
8. Will make no motions or amendments.
9. Will not vote on any question or motion, unless the voting members are equally divided and at that time shall cast the deciding vote.
10. Shall appoint a member of the SGA to fill a position vacated.
11. To serve as chief spokesperson of the SGA.
12. Maintain a master calendar of events for all HCSA student organizations.
13. Stay in contact with other student organizations and their events.
14. Serve as the SGA representative on the Special Events Committee.
15. Serve as the SGA representative on the President's Council Committee.

Duties of the Vice President

1. To execute the duties of the President in his/her absence.
2. Will be declared President in the event of the presidency becoming vacant.
3. Organizing setup needed for meetings or events including snacks, supplies, etc.
4. Oversee community service projects and fundraising activities. Organize volunteers.
5. Provide a recap report of each event highlighting successes and areas needing improvement.
6. Develop programs to attract new members; fun activities for existing members.
7. Publicize the activities of SGA working closely with the other SGA officers.
8. Assist SGA Advisor with maintaining up-to-date information on the college website and stories for the college Facebook page.

Duties of the Secretary

1. Record all proceedings of SGA meetings.
2. Minutes to be completed within 3 days of the meeting and submitted to the Advisor for approval.
3. Maintain the sign-in sheet for each meeting.
4. Maintain current contact information for all members (email distribution list).
5. Send email reminders to members and officers for meetings, minutes, and agenda.
6. Collect and maintain a record of photos from other members.

Duties of the Senators

1. Participate in SGA Meetings, events, and fundraisers.
2. Serve as a voice of the student body and bring forward student concerns to the executive committee.
3. Serve on special committees as needed.

Summary of SGA Officer Duties for the Year

1. Voice of the student body
2. Ambassadors for HCSA
3. Attend all SGA meetings (attendance is mandatory)
4. Set SGA meeting agenda with SGA advisor
5. Officer planning meetings (including bi-weekly update meetings)
6. Promote, promote, promote!
7. Recruit SGA Senators
8. Student Promotional Items
9. Serve on Campus Committees (EX: President's Council, Special Events)
10. Community Service Projects
11. Student Activities/Drives
12. Student Awareness Drives (Don't Text & Drive)
13. Leadership Training/Conferences
14. Attend Community College Day in Austin (every 2 years)
15. Conduct and Organize Fundraisers
16. Serve as a photographers at club events and meetings.
17. Special Officer Duties (Graduation Programs, NSO, Awards Ceremony)
18. Student Forum - Fall and Spring (Gather and present student concerns/issues)
19. Sounding Board for Campus Administration
20. Membership Drives
21. Student Appreciation Day
22. Faculty/Staff Appreciation Day
23. Conduct SGA Officer Elections Committee
24. Assist Student Services during Registration with an information table
25. Assist with recruiting prospective students including assisting with campus tours when available.

On average, 10-15 hours per week are devoted to SGA duties on and off campus. Holding an officer position should be taken seriously and can be compared to having a part-time job.

**Howard College
Student Government Association
Officer Candidate Application**

PLEASE PRINT LEGIBLY

Name _____ Student ID _____

Degree Plan _____ GPA _____ T-shirt/Polo Size _____

Email _____ Cell Phone _____

Planned Graduation Date _____ How many semesters at HC _____

How many hours will you take Fall 2018 semester _____ Spring 2019 semester _____

How many hours will be on campus _____ online _____

Do you work? Yes No Place of Employment _____

What are your scheduled work hours _____

Are you able to devote 10-15 hours per week to SGA? Yes No

Are you able to attend a candidate information session on April 20th at 10:00am? Yes No

Are you able to attend SGA Officer Interviews on April 27th at 10:00am? Yes No

Please provide a one page double spaced essay describing why you want to be involved with the Howard College Student Government Association. Recommended topics include:

- What leadership means to you
- How you can improve campus programming
- Ideas to enhance student involvement
- How you will represent the student body at Howard College
- Describe who you are and your previous extracurricular activities

I understand that in addition to this page and my supplemental essay, I am required to have 20 student signatures and 2 faculty nomination letters for my application to be considered complete. INITIALS: _____

Your Signature _____ Date _____

Application packet (Essay, Faculty Nomination, and Student Signatures) must be submitted to Kaitlyn Brosh (WT C102) no later than April 20th by 3pm. Application packet can also be submitted via email to kbrosh@howardcollege.edu. Questions can be submitted in person, via e-mail or by calling (325) 481-8300 ext. 3226

Petition for Nomination for Student Government Association Officer Election Howard College San Angelo

Candidate _____

Petition Summary and Background	In order to have my name added as a candidate for the upcoming Student Government Officer election, I must receive 15 signatures from currently enrolled Howard College students supporting my nomination.
Action Petitioned For	We, the undersigned, are students currently enrolled at Howard College San Angelo. Our signatures support the nomination of the individual listed to run as a candidate for the SGA Officer election.

Printed Name	Signature	Date
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