

Treasurer and Secretary Application for Student Assembly

Treasurer

Qualifications:

- Must be a full-time student for the duration of their term
- Must not be on academic or disciplinary probation
- Must hold a 2.5 cumulative grade point average or higher
- Must be able to demonstrate fiduciary skill as either treasurer in some organization or some similar position, or some knowledge of accounting
- Previous involvement with Student Assembly is a plus but not required
- Will be available on campus for the Spring and Fall term following the application due date

Duties:

- Oversee disbursement of the Student Assembly Activity Fee funds to chartered organizations as directed by the Budget and Finance Committee
- Attend one general meeting, one executive board meeting, and maintain eight office hours per week
- Keep accurate records of money spent and money earned by chartered student organizations and by Student Assembly
- Maintain chartered student organizations' budget for the Fall and Spring semesters independently and prevent organizations' monies from carrying across semesters
- Communicate with chartered student organizations concerning their budgets and status of their accounts
- Act upon any issue involving allocations of the Student Activity Fee funds when so directed or authorized by the Chair of the Assembly and/or the Assembly itself

Secretary

Qualifications:

- Must be a full-time student for the duration of their term
- Must not be on academic or disciplinary probation
- Must hold a 2.5 cumulative grade point average or higher
- Previous involvement with Student Assembly is a plus but not required
- Will be available on campus for the Spring and Fall term following the application due date

Duties:

- Take and disburse minutes at all general and executive meetings
- Attend one general meeting, one executive board meeting, and maintain eight office hours per week
- Keep accurate general member records including contact information and attendance
- Oversee the preparation of all Assembly letters and publications, including a weekly newsletter to the student body
- Oversee and maintain all social media accounts including Facebook, Twitter, and Instagram
- Maintain the Student Assembly webpage located at www.austincollege.edu/SA
- To perform additional secretarial duties as prescribed by the President, Vice-President or a member of the Assembly

Students interested in applying for an officer position on the Student Assembly should complete the application and email a PDF copy of their resume to assembly@austincollege.edu no later than 11:59 PM on **Friday, January 20, 2017**. Applications without a resume will not be considered. Any applications submitted after the deadline will not be considered.