Potential Cabinet Applicants!

First off, thank you all so much for taking an interest in being a part of the Student Government Association. We are excited to know more about you and see how you would like to positively influence this campus. Cabinet is a position that has a requirement of fifteen hours a week. There are eleven available positions listed below that the Rich.Tassitino Administration is accepting applications for. These applications must consist of a resume and cover letter. A letter of recommendation is optional. In the cover letter, please touch on…

-The top position that you are interested in and two alternates.

-Why do these three positions interest you?

-Why are you a good fit for these positions?

-Your background here at Appalachian State.

-Why do you want to be a part of the Rich.Tassitino Administration?

A hard copy of your application must be turned in by 5:30pm on Friday, April 11th. The application must be placed on my desk in the SGA office, which is located on the second floor of the Plemmons Student Union. On my desk you will also see a sign-up sheet for interviews. Pick a time that is most convenient for you. The time you pick will be when you need to be at the Nolichucky Conference Room, which is located right next to the SGA office. The appropriate attire for the interview is business casual.

Please know that Daniel and I are more than thrilled to receive your application, and at any time, feel free to call us or email us with any questions or concerns. Also feel free to contact our recently appointed Chief of Staff, Abby Hamrick. During this entire process, by all means, let us know your experiences, let us know what you are passionate about, but more than anything, be yourself. Being genuine and honest is the only way to appropriately convey who you are through the resume, cover letter and interview.

Best,

Carson Rich

Student Body President Elect

980-253-5037

[richcd1@email.appstate.edu](mailto:richcd1@email.appstate.edu)

Other Contact Info:

Daniel Tassitino, Vice President Elect

919-621-7341

[tassitinods@email.appstate.edu](mailto:tassitinods@email.appstate.edu)

Abby Hamrick, Chief of Staff

704-284-2963

[hamrickka@email.appstate.edu](mailto:hamrickka@email.appstate.edu)

Cabinet Descriptions

Secretary: The Secretary is responsible for keeping records of all Student Government meetings, correspondence, and special events. The Secretary shall complete and maintain accurate minutes of all Senate meetings as well as Legislative Operations Committee meetings; maintain official records; keep accurate records of Senate attendance and office hours; and shall be responsible for carrying out all clerical duties as assigned by the President and Vice President, i.e. weekly emails to Senators and Senate Guest Speakers. The Secretary will be responsible for creating an in-depth historical report of the history of Appalachian State University's Student Government Association. The Secretary is also responsible for planning contact tables for student input twice a month as well as the creation of a monthly newsletter for distribution to university administrators and students.

﻿Treasurer: The Treasurer is responsible for overseeing all financial activities of SGA and insuring that no funds are misappropriated or misused. The Treasurer shall also serve as the official SGA representative on all University Committees and Councils pertaining to student tuition and fees. Specifically, the Treasurer shall receive and disburse all SGA funds and make sure no such funds are overdrawn or misappropriated; maintain permanent records of all financial transactions; serve as co-chairman of the Student Activities Budget Council; and evaluate the financial impact proposed by SGA and campus initiatives would have on the student body.

﻿Director of Academic Affairs: This position is responsible for representing student needs and serving as an advocate to and for the students of Appalachian on issues, concerns, policies, services, programs, etc. of an academic nature. This position works in coordination with Faculty Senate and other University Committees, organizes the annual Faculty/Staff Appreciation Breakfast, Faculty/Staff Awards, all while working on all issues relating to academics on campus.

﻿Director of Cultural Affairs: ﻿This position is responsible for issues of diversity on campus and will serve as an advocate for the students with issues regarding diversity and multi-cultural affairs. The Director shall work to increase awareness among students about underrepresented populations on campus; facilitate a monthly diversity roundtable discussion; work closely with the office of Multicultural Student Development on issues and projects such as the annual Diversity Celebration; facilitate other educational programs for the student body regarding issues; organize the annual Tunnel of Oppression. In addition, this person is expected to attend meetings of and work closely with multicultural clubs and garner the feedback of such clubs.

​Director of Elections: This position shall oversee all administrative aspects of ASU-SGA elections, including the Presidential/Vice Presidential election, Homecoming election, and any senatorial elections. They will keep complete and accurate records of all elections which they administer; Work with any relevant individuals to promote elections; Adhere to any and all additional responsibilities and requirements included in the elections bylaws. Any individual who holds the position of Director of Elections is specifically disallowed from running in any election which the Director of Elections oversees during the academic year in which they hold the position, with the exception of the spring senatorial election. This restriction will apply even if the individual no longer holds the position (as mandated by the SGA Constitution). The primary goal of this position will be to facilitate elections and to recruit and retain senators. This director will also be responsible for planning the post-election transitional dinner after a new administration has been selected. The Director of Elections will also work with the Director of Student Affairs when dealing with the homecoming parade.

Director of Governmental and External Affairs: This position is primarily responsible for keeping abreast of issues and concerns of interest to students at the local, state, and national levels of government, as well as upholding and enhancing the relationship between Student Government and other clubs and organizations. This Director is also responsible for coordinating SGA's involvement in organizing the annual Housing Fair, and other special projects; serving as SGA's liaison to the Chamber of Commerce, Alumni Association, Parents Association, and other businesses. This person will also be required to attend meetings of the Boone Town Council and serve as a member of the Town of Boone / Appalachian State University Relations Committee. This director will also need to plan events and receive input from students on all issues relating to local, state, and national governments.

﻿Director of Legislative Operations: ﻿This position has primary responsibility for providing leadership to the Legislative Operations committee. In this capacity, the chairperson is responsible for developing a well-informed and highly motivated group of Senators who will screen and research legislation and appointments for the Senate. This director is responsible for workshops and other activities in order to properly train all senate members in using Robert’s rules as well as legislation writing. The chair is responsible for developing an unbiased committee in its role and researching and developing recommendations on legislation and appointments. The Committee is also charged with encouraging all Senators to draft legislation, and with aiding those Senators and fellow cabinet members in their endeavors. This director will also be responsible for providing a smooth transition of administration as well as upholding the historic tradition of the student government.

​Director of Marketing: This Director is charged with the duty of promoting Student Government actions, initiatives, and events to the student body. The Director shall update and maintain the SGA website; maintain and update SGA kiosk boards; and coordinate SGA publicity through the use of newspapers, radio, internet, digital recordings, and other means. This administration seeks individuals with an intense knowledge of photoshop. The administration also seeks individuals capable of video design and production. This director must be unbiased with any student-orientated elections.

A portfolio is requested for this position.

​Director of Student Affairs: This position is responsible for representing all student needs and serving as an advocate to and for students in those areas related to student life and services under the Student Development Division of Appalachian State University. This position deals directly with Housing and Residence Life, University Recreation, Financial Aid, Parking and Traffic, Design and Construction, and other departments within the Division of Business Affairs and the Office of Student Development. This Director will also be working directly with the Dean of Students.

**Director of Health and Safety:** This Director is responsible for advocating for safety across campus. This will include addressing a variety of areas, including infrastructure, transportation, and student health and wellness. This Director will work closely with University Police, Health Services, Food Services, and Counseling and Psychological Services, among other departments to promote student safety and well-being. They will be responsible for coordinating with the Suicide Prevention Advisory Council, SafeRide, Safety Council, Red Flag Educators, Mental Health Ambassadors, Wellness Peer Educators, and any other group that seeks to serve student health and safety. This Director will be expected to have a thorough knowledge of the "It's Up to Me" campaign and will work with the University to help with Safety Week, the Safety Festival, and the Walk for Awareness. They will also be responsible for planning the Safety Walk and a Mental Health Awareness event, as well as carrying forward the Blue Light Safety App initiative.

​Director of Sustainability: This position serves as a liaison between the Student Government Association on all campus issues pertaining to the environment and sustainability. The Director shall serve as a student advocate for areas including recycling availability, awareness, and participation; campus energy efficiency; and renewable energy initiatives. The Director shall maintain Student Government's "Adopt a Campus" area, coordinate at least one community based cleanup, conduct ongoing research into environmental issues, and serve on the Sustainability Council, as well as at least one of the sub-committees that are within the Office of Sustainability. The Director shall also serve as the official SGA liaison to the Renewable Energy Initiative Committee.