



FLORIDA INTERNATIONAL UNIVERSITY  
STUDENT GOVERNMENT COUNCIL – BISCAYNE BAY CAMPUS

# EXECUTIVE CABINET CONSIDERATION PACKAGE

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2012-2013

## GENERAL REQUIREMENTS

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### Qualifications for SGA Officials

The following qualifications shall be required of all SGA officials; each SGA official shall:

- Be a registered FIU student.
- Run for and hold only one office at a time.
- Be under no academic or disciplinary sanctions as detailed in the Student Code of Conduct.
- Maintain no less than a 2.5 cumulative undergraduate grade point average and a 2.0 term grade point average.
- Be registered, during Fall and Spring semesters, for no less than fifty (50) percent of his/her classes at the campus he/she represents.
- Must be available every Wednesday at 3:30pm to attend mandatory Cabinet meetings.

Each candidate must submit the following:

- A completed application
- A resume detailing work and extra-curricular experience
- A personal statement, which should, in no more than (300) words, summarize why you should be a member of the 2012-13 Executive Cabinet
- Any additional materials which you believe would be helpful in the evaluation of the application.

## EXECUTIVE CABINET REQUIREMENTS

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The Executive Cabinet must meet the following requirements:

- Attend Executive Cabinet meetings every Wednesday at 3:30pm.
- Maintain the appropriate number of office hours as required by each position.
- Submit weekly reports detailing all activities that transpired during the previous week to the Chief of Staff.

These are the basic requirements that members of the Executive Cabinet, will be required to fulfill. For detailed information on specific requirements for each executive cabinet position, please refer to the “**Executive Cabinet Position Descriptions.**”

## EXECUTIVE CABINET POSITION DESCRIPTIONS

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a. *Comptroller*

The Comptroller will serve as the Chief Financial Officer (CFO) of the SGC-BBC, and as the Chairperson of the SGC-BBC Budget Committee. Candidates should have extensive experience with preparing budgets and managing finances of organizations. A candidate who has an academic background in Finance, Accounting or Public Administration is preferred, but not required. The Comptroller will be expected to:

- Maintain a minimum of ten (10) hours per week at the office.
- Serve as Chief Financial Officer for SGC-BBC and SGC-BBC funded entities.
- Administer and ensure that all laws as expressed in Article III of the University-Wide Finance Code are faithfully executed and enforced.
- Host a Treasurer’s workshop, at the beginning of each Semester, providing information and support to all SGC-BBC funded organizations outlining SGC-BBC finance rules and obligations.
- Shall have the power to request meetings with executive officers of A&S funded departments, organizations and other affiliated SGC-BBC funded entities to submit monthly expenditures statements for review.
- Address questions and/or concerns, and upcoming funding opportunities alongside the finance committee.
- Review all A&S expenditures prior to being submitted to the SGA Accounting Office.
- The Comptroller has forty-eight (48) hours to approve or reject any expenditure, after forty-eight (48) hours the expenditure may be considered without approval of the Comptroller.
- Rejected expenditures must have the approval and signature of the SGC-BBC President.
- Prepare and defend the budget of SGC-BBC.
- Attend all Finance Committee meetings, Executive Council meetings, and any other meeting as necessary to complete their duty.
- Conduct research on how other universities appropriate student activity and service fees and present findings to the President, Vice President and the Operational Review Committee
- The Comptroller shall have any other duties as expressed in the Constitution and/or by an act of legislation by the legislative branch.

b. *Chief of Staff*

The Chief of Staff will serve as the manager of the Executive Cabinet. Candidates will be expected to:

- Maintain a minimum of ten (10) hours per week in the office.
- Supervise the execution of office policies set forth by the Executive committee.
- Shall conduct a screening process to determine the most qualified candidate(s) upon the receipt of applications for a vacant position in the Student Government Executive Branch.
- Ensure that members fulfill required office hours.
- Prepare and verify timecards for SGC-BBC council members.
- Aid the SGC-BBC Clerk when necessary on SGC-BBC travel.
- Complete tasks as assigned by the President and/or Vice President.
- Maintain records and ensure members complete their bi-weekly reports.
- Oversee timecard and payment policies for the Executive Branch.
- Work with the Speaker of the Senate and the Chief Justice to facilitate inter-branch cooperation and communication.
- Shall chair cabinet and executive officer meetings at the discretion of the President.

c. *Clerk of Council*

The Clerk of Council shall be the official record keeper of the SGC-BBC. They would be expected to:

- Attend ALL cabinet, senate, executive meetings and university-wide meeting.
- Take general meeting notes and minutes according to Sunshine State Laws for all general council meetings
- Perform any other tasks as assigned by the President

d. *Special Projects Coordinator*

The Special Projects Coordinator will be responsible for executing the President's, Vice President's, and Directors' visions with regard to special projects that SGC-BBC will undertake. The ideal candidate should have experience in event planning and programming. The Special Projects Coordinator will be expected to:

- Maintain a minimum of five (5) hours per week in office.
- Coordinate events including, but not limited to, those arranged by Cabinet members, Executive Office Directors, Senators and the Executive Committee.
- Represent the SGC-BBC on any event-planning committees, as sanctioned by the SGC-BBC President & Vice President.
- Oversee the SGC-BBC Events Calendar.
- Plan the Town Hall Meeting at least once per Semester.
- Plan the High Achiever's Award.
- Aid in the planning of 'Day on the Bay'.
- Aid the Vice President in planning and executing "First Gen" fundraiser.
- Plan SGA signature events including but not limited to; "SGA Kick-off", "SGA Week", "SGA Wrap Up event".
- Plan and execute further events as specified in the SGC-BBC Statutes and as sanctioned by the SGC-BBC President & Vice President.

e. *International Student Services Coordinator*

The International Student Services Coordinator will execute the President's vision in regards to international students. The International Student Services Coordinator will be expected to:

- Maintain a minimum of five (5) hours per week in office.
- Attend general meetings of all student organization whose focus is on engaging international students.
- Facilitate town hall meetings at least once per semester for International Students.
- Meet with University Administrators in the Office International Student and Scholar Services at least once a month.
- Meet with the International Students and Scholar Services (ISSS) Office at least once a month.

f. *Marketing Coordinator*

Candidates for the position of Marketing Coordinator should have experience in developing marketing and advertising strategies, and must preferably have an academic

background in communications and/or journalism. The Marketing and Publications Coordinator will be required to:

- Maintain a minimum of five (5) hours per week in office.
- Develop and execute a year-long marketing strategy designed to promote SGC-BBC.
- Assist the Chief of Staff with recruitment.
- Design all promotional materials.

g. *Press Secretary*

The Press Secretary will serve as the Director of Communications of SGC-BBC and must have some experience with media and communications. The ideal candidate will preferably have an academic background in Communications, Journalism, or English. The Press Secretary will be expected to facilitate the following:

- Maintain a minimum of five (5) hours per week in office.
- Be responsible for notifying the student body and FIU community of SGC-BBC activities and programs.
- Conduct all candidate searches for any open position, ensuring proper and timely notification of open positions to the student body.
- Be responsible for ensuring that the SGC-BBC website remains updated.
- Be responsible for collecting all minutes and agendas from all SGC-BBC meetings.
- Serve as liaison to Student Media (i.e., the Beacon, *FIUSM.com*, Radiate, etc.) in relating SGC-BBC information.
- Create all press releases, memorandums, and position statements as required.
- Manage the social media sites.
- Publish the monthly SGC-BBC newsletter to inform the student body of SGC-BBC activities.

h. *Director of Governmental Relations*

The Director of Governmental Relations will execute the President's vision with regard to influencing SGC-BBC on the local, state and national legislation on issues of concern to FIU students. The ideal candidate would preferably have an academic background in Political Science or Public Administration. The Director of Governmental Relations will be required to:

- Maintain a minimum of five (5) hours per week in office.
- Attend and facilitate FIU Day in Tallahassee.
- Attend and facilitate the USSA LegCon in D.C.
- Meet with University Administrators in the Office of Governmental Relations at least once monthly.
- Work with the Press Secretary to create position statements with regard to pressing local, state and national articles of legislation that affect FIU students.
- Create registration drives for students.

i. *Director of Internal Relations*

The Director of Internal Affairs will execute the President's vision in regards to issues internal to the Biscayne Bay Campus. The Director of Internal Relations would be expected to:

- Maintain a minimum of five (5) hours per week in office.
- Ensure that departments and councils are following proviso languages and giving both the President and Comptroller updates on those findings.
- Inform the cabinet of issues that students are facing and what SGC-BBC can do to help as well as bridge the gap between students and SGC-BBC.
- Serve as the liaison between SGC-BBC and SPC, SOC, Panther Power, BVH, and all other councils it oversees.
- Ensure that there is proper communication between student groups on campus and SGC-BBC.

j. *Intern Coordinator*

The Intern Coordinator will be responsible for facilitating the SGC-BBC Intern Program. The Intern Coordinators will be expected to:

- Maintain a minimum of five (5) hours per week in office.
- Be responsible for the recruitment of membership into the SGC-BBC Internship Program.
- Oversee the Internship Program (i.e. office hours, duties and selection).
- Establish ties with the SGC-MMC Intern Director in developing the Intern Retreat.
- Ensure that the Interns receive leadership training.
- Report to the executive team about the status of the Internship program.
- Report to the Chief of Staff.

k. *Elections Board Commissioner*

The Elections Board Commissioner will facilitate the 2013 general elections. The ideal candidate will have either served on the Elections Board or have some significant experience in event planning and/or programming. The Elections Commissioner will be expected to:

- Maintain a minimum of five (5) hours per week in office.
- Oversee SGC-BBC elections.
- Chair the Meet the Candidates' forums and debates.
- Be responsible for faithfully upholding and enforcing the Election Codes as outlined in Title VII of the SGC-BBC Statutes.
- Oversee the Student Elections Board, which shall be in charge of SGC-BBC general and special elections.
- Staff the entire Elections Board (1 Deputy Commissioner, 5 members) before the end of Summer Term.
- Coordinate with their counterpart at MMC to ensure smooth university wide elections
- Ensure student interest in SGA

1. *Director of Lectures*

The Director of Lectures will be responsible in planning and executing the annual SGC-BBC lecture series. The ideal candidate should have experience in event planning and programming. They will be expected to:

- Maintain a minimum of five (5) hours per week in office.
- Create and chair a lectures committee to select the speakers.
- Survey the student population in determining topics and/or individuals to bring to the Biscayne Bay Campus.
- Act as the point person between the talent companies and SGC-BBC.

**Basic Information**

Name: \_\_\_\_\_ Panther ID: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Major: \_\_\_\_\_

Credits Earned to date: \_\_\_\_\_ Anticipated Graduation: \_\_\_\_\_ GPA: \_\_\_\_\_

Classification: Freshman                  Sophomore                  Junior                  Senior

**Executive Cabinet Selection**

Please list, in order of preference, the positions you would like to be considered for within the Executive Cabinet:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

**Additional Information**

All candidates must remit their extra-curricular and/or professional resumes. Candidates who wish to be considered for the position of Press Secretary must submit a writing sample no more than 500 words along with their application.

**Pablo Haspel**  
**SGC-BBC President**  
[phasp001@fiu.edu](mailto:phasp001@fiu.edu)

Please be sure to turn in all required documents to the SGC-BBC clerk or front desk in WUC 301. Falsification of any information within the candidate’s consideration package will result in non-consideration of the candidate’s application. On behalf of Student Government, we would like to thank you for your interest in the Student Government Council of the Biscayne Bay Campus. By signing below, the applicant consents to the Student Government advisor performing a semester grade check to ensure eligibility.

Signature \_\_\_\_\_ Date \_\_\_\_\_