



FLORIDA INTERNATIONAL UNIVERSITY
STUDENT GOVERNMENT COUNCIL – BISCAYNE BAY CAMPUS

ELECTIONS BOARD CONSIDERATION PACKAGE

2012-2013



Florida International University

Student Government Council – Biscayne Bay Campus & Pines Center

Dear Elections Board applicant,

I want to first congratulate you on taking the initiative to join the student government council in Biscayne Bay Campus. To qualify as a candidate on the elections board, it is imperative for you to thoroughly read the requirements of being a member on the elections board. In other words, please take the time to read through the application packet and decide whether you will be able to perform the required duties and responsibilities.

The following positions constitute the Elections board:

- 1 *Deputy Elections Board Commissioner*
- 1 *Secretary*
- 2 *Events Coordinators*
- 2 *Marketing/Public Relations Planners*

After you complete your application and attach necessary documents, please return the application with the attachments to **WUC 301**.

Finally, after your application is reviewed, you may be invited for an interview. I look forward in meeting you personally in the near future. If you have any questions or concerns, please do not hesitate to send me an e-mail at **razim001@fiu.edu**.

Sincerely,

Richard Azimov
Elections Commissioner
Student Government Council-Biscayne Bay Campus

Elections Board Open Positions:

Deputy Election Board Commissioner

1. Be responsible for assisting Election Board Commissioner faithfully upholding and enforcing the Election Codes as outlined in Title VII of the SGC-BBC Statutes.
2. Assist Election Board Commissioner oversees the Student Elections Board, which shall be in charge of SGC-BBC general and special elections.
3. Prepare packet documents for election candidates.
4. Conduct all candidate searches for any open position in SGA-BBC Election Board, ensuring proper and timely notification of open positions to the student body

Secretary

1. Aid the Election Board members with clerical duties and internal communication material.
2. Serve as the record keeper of minutes and agendas for SGA-BBC Election Board meetings.
3. Keep the Elections Board binder well-organized and constantly updated with new records.
4. Aid the Election Board Commissioner with respective schedules.

Marketing/Public Relations Planner

1. Be responsible for ensuring that the SGC-BBC Election Page on Facebook, Twitter and other social media remains updated.
2. Serve as liaison to Student Media (i.e., the Beacon, FIUSM.com, Radiate, etc.) in relating SGC-BBC Elections information.
3. Design fliers and other necessary promoting material for SGA-BBC elections with the ability to use Adobe Photoshop.
4. Plan promotion events for SGA-BBC Elections to get more students involved.

Events Coordinator

1. Coordinate and plan promotion events for SGA-BBC Elections to get more students involved.
2. Assist in informing students about the elections process.
3. Plan the Meet your Candidates event, Candidates' debate, the Elections Results event and other events.



Florida International University

ELECTION BOARD APPLICATION FORM

Position Applying For: _____

Name: _____ Panther ID: _____

Address: _____ City: _____

_____ State: _____ Zip: _____

Phone Number: _____ E-mail Address: _____

Expected Date of Graduation: _____ College/School: _____

Major: _____

Why are you interested in becoming a member of SGA-BBC Election Board?

What related leadership roles have you held in the past? _____

What ideas do you have for the position? _____

Why do you feel you are the most qualified candidate? _____

Please attach a resume to your application and return the documents to

WUC 301.