



Student Government Association Elections Commissioner Position Description

I. Commissioner Overview

The Elections Commissioner has established themselves as an organized leader and is seeking this opportunity to further their potential and gain critical experience. As Commissioner you will provide your experiences to add and/or build a tight, well organized committee working with students, the Greek community, campus departments, the city of Saint Joseph, and other Western community members.

II. Function

Two Student Government Association elections are conducted annually (one in the fall and one in the spring). You will serve as Chair of the Elections Commission, which is charged with facilitating the election process for the Student Government Association. As Commissioner you will need to form a cohesive committee of student members, work closely with all potential candidates, the Student Development office and the Dean of Student Affairs, and engage all Western students in the election process.

III. Duties and Responsibilities

- a. Serve as the Chair of Election Commission
- b. Appoint all members of the Election Commission
- c. Work closely with the SGA President, Associate Dean and Dean of Student Affairs to facilitate the election of the SGA Presidents and Senators
- d. Assemble and disseminate all information (i.e., petitions and registration forms) for all interested parties seeking election
- e. Work with Campus Printing to develop PR for the election process
- f. Coordinate candidate informational sessions for interested parties
- g. Coordinate the adjudication of all formal grievances against engaged parties
- h. Serve as Ex-officio member of the SGA Executive Board
- i. Other duties pertaining to the election process

IV. Terms and Conditions

A. Compensation

A scholarship of $\frac{1}{4}$ tuition will be applied to your full-time student account paid in three disbursements. You also have the ability for your commissioner position to apply as internship/applied learning credit within your department.

B. Events

WAC, RC, Student Senate, collectively SGA, plan many events. It is great to have as much support from the Executive Board as possible. Your participation is not required but greatly appreciated and some events maybe mandatory.

C. Absences & Tardiness

Please advise the SGA Vice-President or President about your situation. We will work with you.

D. Conduct

As an executive member of the Student Government Association we are expected to lead by example. Please conduct yourself in a professional manner while at SGA meetings or other engagements. Inappropriate conduct will be dealt with as it takes place.