

**Nash Community College**  
**Spring 2013**  
**Election Timeline**

February 28	Announcements posted to seek interest in candidacy for SGA Officers
March 7	Packets will be available to include petition form, application, recommendation forms, rules for campaigning and calendar of election events – these may be picked up from Kara Deans in Student & Enrollment Services or found on our website: <a href="http://www.nashcc.edu/sgaapp">www.nashcc.edu/sgaapp</a>
March 18	Application Packets due
March 20	Eligible candidate names posted – SGA Bulletin Board in the Midway Café
March 20 – April 12	Campaigning Begins – All campaign materials must be approved by the SGA Advisor (posters may only be posted in designated areas) Please see Kara Deans in Student & Enrollment Services If you have questions on where to hang posters.
April 17	Voting (Elections by hand ballots in the Midway Café area from 10 am to 3 pm) – monitored by current parliamentarian, SGA Advisor and other staff designee
April 19	Election results posted throughout campus (SGA Bulletin Board)

**Election Qualification/Guidelines for Candidacy**

1. Candidates must possess a 2.5 cumulative grade point average as certified by letter from the NCC Registrar's Office.
2. Candidates must be enrolled in a minimum of six curriculum hours and enrolled in a curriculum program of study leading toward a degree or diploma.
3. Complete an interview with the VP for Student & Enrollment Services, SGA Advisor and the election committee.

2013-2014 Student Government Association  
Officer Application



Please submit your completed application to  
Kara Deans, SGA Advisor

Nash Community College  
Student Government Association Election

I, \_\_\_\_\_, request to be considered as a candidate for the office of \_\_\_\_\_ in the Student Government Association for the academic year of 2013-2014.

The following items are enclosed:

\_\_\_\_\_ Application

\_\_\_\_\_ Petition with legible names/supporters.  
(Names must be currently enrolled students.)

\_\_\_\_\_ Letter of Recommendation

Note: You must have an interview before your name will appear on the ballot.

## Student Government Association Executive Board Job Descriptions

In accordance to the Nash Community College Student Government Association Constitution, Article III-Section C, the following are job descriptions for each position:

**President:** Be the official spokesperson for the SGA. Preside over all Executive Senate meetings. Establish times and locations for all meetings. Serve as non-voting member of Nash Community College Board of Trustees. Report to the students, items of importance discussed at all Board of Trustee meetings. Have a good working relation with the Board of Trustees, Administration, Advisors, Executive Board, Student Senate, and the Student Body. Appoint committees necessary for the official operations of the Student Government Association. Be an ex-officio member of all committees. Be prepared and willing to step in and take over the responsibilities of any executive officer if deemed necessary. Give a progress report to the students once a month. Keep regular office hours (at least one hour per week). Make appearances before groups on behalf of the student body. Perform duties as assigned to enhance campus life and the effectiveness of the Student Government Association. Attend Fall & Spring N4CSGA Conference as well as Executive Officer Training.

**Vice President:** Be responsible to the President for the assisting in the coordination of an effective Student Government Association. Assume the responsibilities of the President in his/her absence. Develop a good working relation with the Activity Coordinator and the Public Information officer. Be a non-voting member of the Activities and Publicity committees. Develop a good working relation with the Administration, Advisors, Executive Board, Student Senate, and Student Body. Give a progress report to the Advisors and students once a month. Keep regular office hours (at least one hour per week). Perform duties as assigned to enhance campus life and the effectiveness of the Student Government Association. Attend Fall & Spring N4CSGA Conference as well as Executive Officer Training.

**Secretary:** Be responsible to the President for providing clerical support services for the Student Government Association. Establish a filing system that is accessible to all Executive Board members. Take minutes of all meetings (many form a Secretary's Committee to help). Type correspondence and other documents as deemed necessary by the Student Government Association. File documents. Attend all Student Government Association meetings. Develop a good working relationship with the Advisors, Executive Board, and Senate. Keep regular office hours (at least one per week). In the event the President and the Vice President cannot attend regularly scheduled Student Senate meetings, the Secretary shall act as chairperson until a vote by the Student Senate appoints a temporary chair. Perform other duties as assigned to enhance campus life and the effectiveness of the Student Government Association. Attend Fall & Spring N4CSGA Conference as well as Executive Officer Training.

**Treasurer:** Be responsible to the President to keep an accurate record of the revenues and expenses and to maintain a balanced budget. Give a monthly report of the expenses and revenues to the student body. Develop and maintain adequate and accurate files. Check on conference/workshop expenses and submit necessary paperwork to the SGA Advisor for such expenses on a timely basis (at least 2 weeks prior to needing the funds). Submit requisition forms (with receipts if necessary) for supplies, travel, expense money, etc. to SGA Advisor. Compile all monthly reports in a booklet at the end of the school year (June 30) and forward to the SGA Advisor for review. Develop a good working relationship with the Business Office Staff, Advisors, Executive Board, and the Student Senate. Work closely with the Activity

Coordinator in budgeting and planning activities. Attend Fall & Spring N4CSGA Conference as well as Executive Officer Training. Have a training session with the SGA Advisor prior to the start of the fall semester. Be chairperson of the Finance committee and any other committees as deemed necessary to help control the flow of money. Be an ex-officio member of all fund-raiser committees. Keep Advisors and the President up-to-date on the budget. Keep regular office hours (at least one per week). Perform other duties as assigned to enhance campus life and the effectiveness of the Student Government Association.

**Student Activities Coordinator:** Be responsible to the Vice President for the coordination and implementation of an activities program that meets the needs of ALL students at Nash Community College. Develop, assign duties to, and monitor the progress of activity-related committees such as Dance Committee, Sports Committee, and Spring Fling Committee etc. Serve as college's host/hostess at SGA activity functions. Serve on Finance/Budget and publicity committee. Plan at least one large event that will include ALL students each semester. Work closely with the Public Information Officer in getting announcements concerning events to the students in a timely manner. Be an Ex-Officio member of the Activities Committee. Develop a good working relation with the Advisor, Executive Board, and Student Senate. Keep Advisors and the Vice President for Student & Enrollment Services up to date of activities and progress of each activity. Obtain at least three (3) estimates for each activity to help minimize the cost. Provide an activity report to the student body at the monthly meeting. Keep regular office hours (at least one per week). Perform duties as assigned to enhance campus life and the effectiveness of the Student Government Association.

**Public Information Officer:** Be responsible to the Vice President for the coordination of an effective public (student) relations program that will present a favorable image of students at Nash Community College to students, faculty, staff, and the community. Submit articles, news releases, and copy for radio to the Nash Community College Public Information Officer. Edit or supervise the editing of student publications, newsletters, articles, and other communications. Take pictures at special student events. Inform students, faculty, staff and the community of student events in a timely manner. Develop a scrapbook of the activities of the Student Government Association. Develop, assign duties to, and monitor the progress of committees such as Newsletter Staff committee, Poster Committee, Bulletin Board Committee, etc. Develop a good working relationship with Nash Community College Vice President for Student & Enrollment Services, Advisors, Executive Board and Senate. Give a progress report to the Advisors and students once a month. Keep regular office hours (at least one per week). Perform other duties as assigned to enhance campus life and the effectiveness of the Student Government Association. Attend Fall & Spring N4CSGA Conference as well as Executive Officer Training.

**Parliamentarian:** Attend such training as necessary to become knowledgeable of *Robert's Rules of Order Revised*. Be responsible to the President for keeping meetings orderly according to *Robert's Rules of Order*. Set up meeting location and straighten up afterwards. Assure that a parliamentary procedure workshop is conducted. Develop a good working relationship with the Advisors, Executive Board, and Student Senate. Keep regular office hours (at least one per week). Conduct and report on Student Government Association surveys and research as necessary to address the concerns of the Student Body. Serve as chairperson of the Concerns Committee. Perform other duties as assigned to enhance campus life and the effectiveness of the Student Government Association. Attend Fall & Spring N4CSGA Conference as well as Executive Officer Training.

## SGA CANDIDATES PETITION

My name is \_\_\_\_\_. I am currently enrolled in the \_\_\_\_\_ program for a minimum of six (6) semester hours. I have a grade point average (GPA) of 2.5 or higher.

I feel confident in my ability to serve the student body of Nash Community College as the SGA Officer checked below:

- President   
 Vice President   
 Secretary   
 Treasurer  
 Activity Coordinator   
 Public Information Officer   
 Parliamentarian

\_\_\_\_\_  
Signature of Candidate

PLEASE INDICATE YOUR SUPPORT FOR ME BY SIGNING YOUR NAME (**SIGNATURE MUST BE LEGIBLE TO COUNT**)

1.	18.	35.
2.	19.	36.
3.	20.	37.
4.	21.	38.
5.	22.	39.
6.	23.	40.
7.	24.	41.
8.	25.	42.
9.	26.	43.
10.	27.	44.
11.	28.	45.
12.	29.	46.
13.	30.	47.
14.	31.	48.
15.	32.	49.
16.	33.	50.
17.	34.	

**IMPORTANT:** Turn in completed application, petition and letter of recommendation from a NCC instructor/staff member to Kara Deans, SGA Advisor, in SES located in Building A.

**Recommendation for Student Government Association Officer**

**TO: SGA Election Committee**

**FROM:** \_\_\_\_\_

\_\_\_\_\_ **Faculty**

\_\_\_\_\_ **Staff**

**DATE:** \_\_\_\_\_

**RE:** \_\_\_\_\_

**Recommendation:** \_\_\_\_\_

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**NASH COMMUNITY COLLEGE**  
**Student Government Association**

## **Campaign Guidelines 2013-2014**

- Campaigning may begin after your interview and approval of your SGA Candidate Petition and Application
- Flyers, posters, and other candidate information may not be attached to painted surfaces, doors, or glass
- A candidate must use their personal funds for campaigning supplies
- The defacing or destruction of campaign materials of a candidate is prohibited
- A candidate running for NCC SGA Office shall conduct him/herself in a professional manner at all times
- **A candidate may not campaign within 25 feet of the voting station**
- Violation of campaign regulations will be grounds for disqualification as determined by the Election Committee, SGA Advisor(s) and/or the Vice President for Student & Enrollment Services