



APPLICATION and PETITION FOR VICE PRESIDENT OF FINANCE

JOB DESCRIPTION and QUALIFICATIONS

Wages: 8.15/hour

Hours per week: 15

Responsibilities:

- a. Serve as the chief financial officer of SGA.
- b. Serve as a student representative on the College Council.
- c. Serve as a member of the Student Body President's Cabinet and Student Senate. Attendance is mandatory.
- d. Initiate and implement the budgeting process in fall and spring semesters according to the established guidelines of Section 10.
- e. Lead a workshop for the organization treasurers at the beginning of the fall and spring semesters to inform them of SGA budgeting and financial policies and procedures.
- f. Continue to communicate SGA financial information to organization treasurers throughout the year.
- g. Oversee the dispersal of SGA Student Activities Fee according to the semester budgets approved by the Student Senate.
- h. Maintain an accurate system of bookkeeping for all general SGA accounts.
- i. Ensure that the capital purchases approved by the Student Senate in the mid-fall are made over the summer as the budget allows.
- j. Serve on the SGA Finance and Organizations Committee. Assist the chair of the committee in developing agendas and conducting committee business.
- k. Arrange an annual audit of all SGA accounts for the SGA Advisor.
- l. Prepare an end-of-year report in the spring for the new Vice President of Finance and the outgoing Student Body President.
- m. Attend leadership training and development sessions such as the Leadership Retreat (see Appendix C).
- n. Serve as a member of the SGA Grant Committee, as described in Appendix D.

Candidate Qualifications:

- NOT be on academic, chapel, or disciplinary probation the semester before or semesters during term in office.

Application for VICE PRESIDENT OF FINANCE

DUE: March 4, 2016

- Be in at least second semester at Messiah College.
- Intend to hold office for both fall and spring semesters of the 2016-17 academic year.

APPLICATION PROCEDURES for 2016

- Below is the application to run for **VICE PRESIDENT OF FINANCE**. Please answer all questions in neat, legible handwriting or electronic type.
- In accordance with Section 5 of the SGA Governance Manual, the following timeline and procedures are to be followed for Student Body President's Cabinet elections and nominations:
 - APPLICATIONS/RESUMES DUE: **March 4, 2016**; please submit electronic materials to SGA@messiah.edu and print materials to Suite 3050/Larsen 202.
 - CAMPAIGNS for Student Body President/Vice President pairs may begin only when the Elections Coordinator confirms receipt of the pair's application. All campaign material must be removed within 24 hours of the end of the voting period and are subject to review by the Elections Coordinator.
 - POLLS WILL OPEN to the Student Body for the Student Body President/Vice President pairs on **March 22 at 9PM** and close on **March 24 at 9PM**.
 - Candidates for all other Cabinet positions will be notified of the names for President-elect and Vice President-elect within 24-hours polls closing.
 - The President-, Vice President-elect and the Cabinet Nominations Panel will receive all applications for Chair of the Peer Review Board, Vice President of Diversity Affairs, Vice President of Finance, Vice President of Organizations, and Executive Secretary within 48-hours of polls closing.
 - Interviews for the Chair of the Peer Review Board, Vice President of Diversity Affairs, Vice President of Finance, Vice President of Organizations, and Executive Secretary candidates will take place with the Student Body President, President-elect, Vice President-elect, current office holder, and SGA Advisor will be held from **April 4 to April 8**.
 - The Cabinet Nominations Panel will make their recommendations to Student Senate for approval on **April 14, 2016**.

APPLICATION and RESUME

VICE PRESIDENT OF FINANCE, 2016-2017

Answers to these questions will be used by SGA for advertising the campaign; however, these questions are meant to help candidates reflect on their character, calling and competencies as they apply to leadership at Messiah. Candidates may choose to submit their answers in a separate document. Please keep answers to 200 words.

NAME: **Click to Enter Text**
YEAR: **Click to Enter Text**
MAJOR: **Click to Enter Text**

Application for VICE PRESIDENT OF FINANCE

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What experience and qualifications do you have that are relevant to this position?

Click to Enter Text

What is your understanding of SGA's role within Messiah College?

Click to Enter Text

What do you think is the most pressing problem facing the college and what solution do you recommend?

Click to Enter Text

Describe one situation when you had to make a "hard" decision to better serve others around you.

Click to Enter Text

Please attach your resume to this application.