



APPLICATION and PETITION FOR VICE PRESIDENT OF ORGANIZATIONS

JOB DESCRIPTION and QUALIFICATIONS

Wages: \$8.15/hour

Hours per week: 13

Responsibilities:

- a. Serve as the chief manager of organizations.
- b. Serve as a member of the Student Body President's Cabinet and Student Senate. Attendance is mandatory.
- c. Lead a workshop for Chartered Organization presidents at the beginning of the fall semester to inform them of pertinent SGA policies, procedures, and expectations.
- d. Continue to communicate pertinent information to Chartered Organization presidents throughout the year.
- e. Oversee organizations to ensure that each organization is acting in a consistent manner with SGA policies, procedures, and expectations.
- f. Schedule one on one meeting with organization presidents and /or attend organization meetings to offer help and support when needed.
- g. Encourage organizations to work together when sponsoring events for the entire student body, and take the initiative to plan and organize such events.
- h. Continually monitor, record, and evaluate the progress and growth of all organizations.
- i. Ensure that the organizations continue to fulfill their responsibilities as stated in Section 9,III and IV. Place organizations that do not meet their stated obligations on probation or recommend their suspension to the Student Senate.
- j. Serve as a student representative on Co-curricular Education (if unable to serve then another cabinet member must serve as a misplacement for the Vice President of Organizations).
- k. Serve on the SGA Finance and Organizations Committee; assist the chair in developing agendas and conducting committee business.
- l. Provide for a steady end-of-year transition for all organizations by having each organization hold elections before the second week of April.
- m. Serve on the Finance and Organizations Committee and provide communication between the Finance and Organizations Committees regarding financial issues

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DUE: March 4, 2016

of SGA organizations and other issues pertaining to the work of both committees.

- n. Prepare an end-of-year report in the spring for the new Vice President of Organizations and the outgoing Student Body President.
- o. Attend leadership training and development sessions such as the Leadership Retreat (see Appendix C).

Candidate Qualifications:

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

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APPLICATION and RESUME
VICE PRESIDENT OF ORGANIZATIONS, 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

What experience and qualifications do you have that are relevant to the Vice President of Organizations 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

Why is student involvement while in college important? How would you encourage extracurricular activities to your peers?

Click to Enter Text

Please attach your resume to this application.