



APPLICATION and PETITION FOR CHAIR OF PEER REVIEW BOARD

JOB DESCRIPTION and QUALIFICATIONS

Wages: \$8.15/hour

Hours per week: 10

Responsibilities:

- a. Provide leadership, unity, and purpose to the Peer Review Board.
- b. Moderate meetings of the Peer Review Board, voting only in the case of a tie.
- c. Understand the rules, regulations, and disciplinary processes of the College.
- d. Perform necessary follow-up with students who have been sent before the Peer Review Board.
- e. Serve as a member of the Student Body President's Cabinet.
- f. Serve as a student representative on Community Standards Committee.
- g. Meet regularly with the Peer Review Board Advisor.
- h. Serve on the SGA Physical Needs Committee. Assist chairs of the committee in developing agendas and conducting committee business.
- i. Appoint a non-voting Executive Secretary to serve on the Peer Review Board.
- j. Call meetings of the Peer Review Board Applicant Review Committee.
- k. Approve all SGA officer candidates with regard to Academic, Disciplinary, and Chapel Probations.
- l. Prepare a written end-of-year report in the spring for the new Chairmen and outgoing Student Body President.
- m. Serve as a member of the Review Committee when necessary.
- n. 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 **CHAIR OF PEER REVIEW BOARD**. Please answer all questions in neat, legible handwriting or electronic type.

Application for CHAIR OF PEER REVIEW BOARD

DUE: March 4, 2016

- 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

CHAIR OF PEER REVIEW BOARD, 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 this position?

Click to Enter Text

Application for CHAIR OF PEER REVIEW BOARD

DUE: March 4, 2016

What is your understanding of SGA's role within Messiah College and what this specific position entails?

Click to Enter Text

What do you think is the purpose of the Code of Conduct and Community Covenant of Messiah College?

Click to Enter Text

In regard to this position, what is an issue (i.e. alcohol, disciplinary probation, education regarding rules, et c...) of the college that you think is problematic, and how would you choose to address it?

Click to Enter Text

Please attach your resume to this application. A recommendation from the Associate Dean of Students and current Peer Review Board is required to run for this position. Please attach to this application along with your resume.