

# Associated Students of Skagit Valley College (ASSVC) Student Government Application

## Instructions:

Fill out each of the sections completely. Submit completed application and qualifications essay to Director of Student Life, Brian Murphy ([brian.murphy@skagit.edu](mailto:brian.murphy@skagit.edu)) or Assistant Director of Student Life, Leah Eberle ([leah.eberle@skagit.edu](mailto:leah.eberle@skagit.edu)) no later than 5PM on Thursday, August 25th, 2022.

For more information about Student Government, please visit the Center for Student Leadership, Equity, and Community Canvas Modules

## SECTION I – CONTACT INFORMATION

Your Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ SID#: \_\_\_\_\_ Credit Load: \_\_\_\_\_

Intended area of study: \_\_\_\_\_

Expected Date of Graduation: \_\_\_\_\_ GPA: \_\_\_\_\_

## SECTION II – QUALIFICATIONS

### Enrollment

Candidates must be current SVC students in good disciplinary standing and must be enrolled in at least five (5) credits during the time they serve in office.

To apply for and hold office, candidates must maintain a cumulative GPA of 2.5 or better.

### Essay

Please submit a typed essay via e-mail that addresses the following questions:

- a. What experience have you had that will help you in this position?
- b. What would you like to accomplish while serving on ASSVC?
- c. How would you go about accomplishing this goal?
- d. How will you manage the time necessary to serve in this position?
- e. Why do you want to be an ASSVC Representative?

**Positions Interested In:**

**Mount Vernon Campus Available Positions**

- Mount Vernon Campus President
- Mount Vernon Campus Vice-President
- Sustainability Representative
- Club Relations and Communications Representative
- Equity and Inclusion Representative
- Instructional Issues Representative
- Student Services Issues Representative
- Technology and Distance Education Outreach Representative
- Transportation, Safety, and Parking Representative

**Whidbey Island Campus Positions**

- Whidbey Island Campus President
- Whidbey Island Campus Vice-President
- Equity and Inclusion Representative
- Club Relations Representative

**San Juan Center Position**

- San Juan Center Representative

**SECTION III – COMPENSATION**

ASSVC legislative board members will be compensated with a quarterly scholarship of \$1500 for

Fall, Winter, and Spring, and the potential for an additional \$500 scholarship for Summer. ASSVC members work an average of 10 hours per week during the academic year. Sometimes more, sometimes less.

## **SECTION IV – POSITIONS AVAILABLE**

### **A. President - The President of each campus shall:**

1. Share in the leadership of the District student government
2. Chair half of the meetings of the ASSVC District Government. Presidents shall alternate chairing every other meeting. (District ASSVC meets once per month)
3. Enforce the Constitution and By-laws of the ASSVC.
4. In consultation with the respective campus advisor, have the power to appoint a chairperson to all ASSVC special and standing committees.
5. In cooperation with the Whidbey Island Campus ASSVC President, make monthly reports to the Skagit Valley College Board of Trustees at respective campuses.
6. In consultation with the Whidbey Island Campus ASSVC President, have the power to call special meetings with at least a five business days prior notice during the academic year, excluding finals week each quarter and the entire summer quarter.
7. Serve on the Mt. Vernon Campus and District S&A Budget Committee
8. Chair Mt. Vernon Campus Student Government meetings, voting only to break a tie.
9. Attend monthly meetings of the ASSVC District Government. The President who is not chairing the meeting may exercise the right to vote. The President who is chairing the meeting may vote only to break a tie.
10. Be responsible for approval of all excused representative absences.
11. Present monthly reports of the respective campus board's activities at the ASSVC District meetings.
12. Oversee the attendance and performance of members on standing committees of respective boards.
13. Host annual campus round table meetings with the presidents of all clubs and programs of each individual campus. Reports, cohesion, and momentum will be the driving focus for these meetings.
14. Perform all duties as specified in Article II, Section 2.

### **B. Vice-President – Vice-President of each campus Student Government shall:**

1. Collaborate with the President of respective Campus Student Government to prepare the agenda for all meetings of the board.
2. Keep and publish official minutes of each Campus Student Government meetings.
3. In collaboration with the other VP, keep and publish official minutes of all District Government meetings. Each VP shall have responsibility for the minutes of any District Government meeting chaired by the President of their Campus Student Government.
4. Administer the designated Campus Student Government budgets, including the Campus Fund Balance of their respective campus.

5. In collaboration with the other VP, administer the District Fund Balance.
6. Submit a budget statement at every meeting of their Campus Student Government.
7. In collaboration with the other VP, submit a budget statement at each meeting of the District Government. Each VP shall have responsibility for the budget statement of any District Government meeting chaired by the President of their Campus Student Government.
8. Serve as acting President in absence of the elected President.
9. Perform all other duties as specified in Article II, Section 2.

**C. Club Relations and Communications Representative - This representative shall:**

1. Ensure that Campus Student Government has regular and healthy communications with campus clubs.
2. Serve as a member of the President's round table
3. Assist the campus VP in processing club-funding requests and communicating with club representatives.
4. Work directly with all club leaders and anyone else who makes financial requests of their Campus Student Government.
5. Serve and actively participate on the respective Campus Charter Review Committee to assist clubs in the chartering process.
6. Perform all other duties as specified in Article II, Section 2.

**D. Community Service Representative - This Representative shall:**

1. Develop service opportunities and events both on and off campus for students, including the student government.
2. Collaborate with clubs and community organization on service opportunities
3. Perform all other duties as specified in Article II, Section 2.

**F. Equity and Inclusion Representative**

1. Hold an active position on the college standing Diversity Committee representing student concerns to the college and information students of instructional policy developments
2. Work to improve student awareness of barriers and progress in areas related to equity and inclusion.
3. Work with the Office of Student Equity and Inclusion for programming and event partnering with the Student Program Board
4. Meet regularly with the Director of Student Equity and Inclusion
5. Perform all other duties as specified in Article II, Section 2

**G. Instructional Issues Representative - This representative shall:**

1. Hold an active position on the college's standing Instruction Committee representing student concerns to the college and informing students of instructional policy developments.
2. Perform all other duties as specified in Article II, Section 2.

**H. Student Services Issues Representative - This representative shall:**

1. Hold an active position on the college's standing Student Services Committee representing student concerns to the college and informing students of student services policy developments.
  2. Perform all other duties as specified in Article II, Section 2.
- I. **Sustainability and Environmental Awareness Representative - This representative shall:**
1. Work to improve student awareness and access to sustainable practices in education.
  2. Attend the campus's standing Sustainability Committee with faculty and staff.
  3. Work with campus security personnel, college administrators, and students on "green" policy and implementation issues.
  4. Volunteer in at least one district public service clean up or other public service event each quarter.
  5. Perform all other duties as specified in Article II, Section 2.
- J. **Technology and Distance Education Outreach Representative - This representative shall:**
1. Develop strategies to include distance education students in decision-making and better serve them with student services and other government functions.
  2. Serve on the Student Technology Fee committee during the proposal season as well as a minimum of two (2) of the college's standing committees including the Information Technology Advisory Committee.
  3. Perform all other duties as specified in Article II, Section 2.
- K. **Transportation, Safety, and Parking Representative -This representative shall:**
1. Improve student access to campus including carpooling and public transportation.
  2. Attend the campus's standing Safety Committee with faculty and staff.
  3. Work with campus security personnel, college administrators, and students on parking policy and implementation issues.
  4. Perform all other duties as specified in Article II, Section 2

## **Article II Section 2: General Duties of Representatives**

### **A. Each representative shall:**

1. Serve on at least two (2) committees of either the College or the ASSVC Government.
2. Complete a minimum of ten (10) working hours per week, subject to advisor discretion. These working hours shall include at least five (5) office hours per week, which shall be posted.

### **B. Each representative shall have the responsibility for representing all members of the ASSVC and shall endeavor to act in the best interest of these members.**

1. All representatives shall be familiar with the contents of the ASSVC Constitution, ASSVC By-Laws, ASSVC Financial Code, ASSVC Diversity Pledge, and the Student Rights and Responsibilities.

## **SECTION V- EXPECTATIONS**

1. All ASSVC representatives need to be available beginning Tuesday, September 6 – Thursday, September 8<sup>th</sup> to begin leadership training and planning. Specific schedule of training TBD.
2. All ASSVC representatives are expected to be available for Virtual Statewide Student Leadership Training in Thursday, Sept.14<sup>th</sup> and Friday, Sept. 15<sup>th</sup>
3. All ASSVC representatives are expected to participate in all ASSVC Student Leadership Training opportunities throughout the year.

## **SECTION VI- APPLICANT SIGNATURE**

By signing and submitting your ASSVC Student Government Application, you agree that all information provided above was entered accurately and that you have read and comprehend the responsibilities that accompany your selected position.

Name \_\_\_\_\_ Date \_\_\_\_\_

**Skagit Valley College provides a drug-free environment and does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, or age in its programs and employment.**