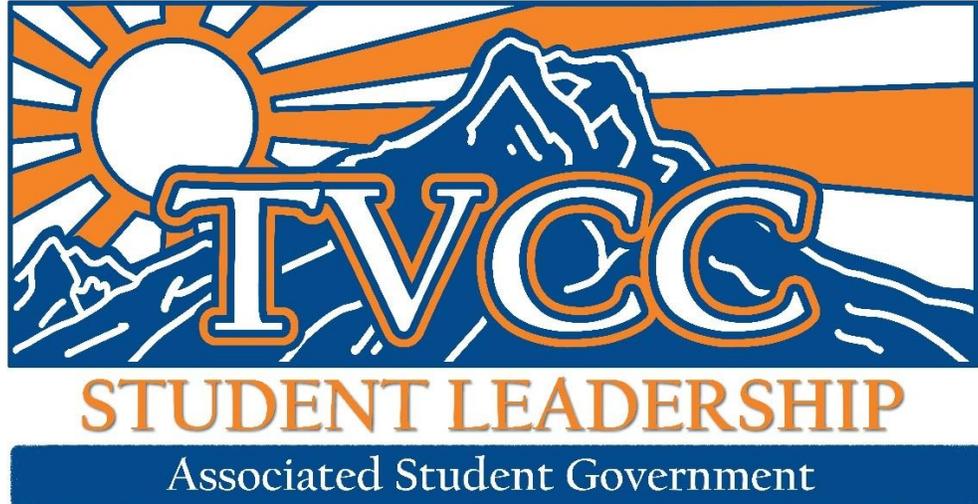


Treasure Valley Community College

Associated Student Government



Student Government Officer Application

THIS PACKET IS DUE Friday, April 26th, 2024

by 5pm in the Student Programs Drop box or via email to Hope

Spaugh at hspaugh@tvcc.cc

Academic Year 2024-2025

This packet includes information and forms for:

- Secretary
- Academic Senator
- Administrative Senator
- Outreach Coordinator

Position Descriptions & Duties

(As outlined in the TVCCASG Constitution)

SECRETARY

The Secretary shall be a voting member of the ASTVCC Student Government.

Shall be responsible for recording and publishing minutes, agendas, and official documents for the Associated Student Government.

Shall keep a record of documents in the office in a location which can be viewed and utilized.

Shall manage all office supplies, thank you cards, birthdays. Etc. for the Associated Student Government.

Shall keep an updated file of Associated Student Government numbers and campus contacts and distribute a list among officers.

Shall serve on one or more college governance committee.

Shall assist with special financial requests from other departments throughout the year.

Shall work with the Student Programs staff to organize panels, recruiting trips, and college visits.

Shall perform other duties as may be assigned by the President or Director of Student Programs.

ACADEMIC SENATOR

The Academic Senator shall be a voting member of the ASTVCC Student Government.

Shall serve on one or more college governance committee.

Shall be delegated the authority from the Associated Student Government President to represent and make decisions regarding the involvement of the ASTVCC in academic decisions.

Shall meet regularly with the Treasure Valley Community College Vice President of Academic Affairs or faculty members regarding current academic issues.

Shall work to promote academic knowledge and participation within the student body.

Shall plan and execute surveys and forums regularly pertaining to academic and campus wide issues.

Shall serve as a representative for special committees as assigned by the Associated Student Government President.

Shall perform other duties as may be assigned by the President or Director of Student Programs.

ADMINISTRATIVE SENATOR

The Administrative Senator shall be a voting member of the ASTVCC Student Government.

Shall serve on one or more college governance committee.

Shall work closely with the Vice President to plan, initiate, and research the current 10 in 10 projects and create new 10 in 10 plans.

Shall research and document costs and implementation techniques of current and future 10 in 10 initiatives and other campus projects.

Shall be delegated the authority from the Associated Student Government President to represent and make decisions regarding the involvement of the ASTVCC in administrative decisions.

Shall meet regularly with the Treasure Valley Community College Vice President of Administrative Services regarding current budget and administrative issues.

Shall work to promote voter registration and civic activism within the student body.

Shall plan and initiate lobbies pertaining to local or statewide issues.

Shall serve as a representative for special committees as assigned by the Associated Student Government President.

Shall perform other duties as may be assigned by the President or Director of Student Programs.

OUTREACH COORDINATOR

The Outreach Coordinator shall be a voting member of the ASTVCC Student Government.

Shall serve on one or more college governance committee.

Shall act as a liaison between the Associated Student Government and Student Activities Team and have the ability to attend both team meetings.

Shall facilitate the approval of club charters, re-charters, and funding requests. Shall also promote club sponsored events or activities and provide comprehensive direction to club affiliates.

Shall assist with set up and tear down with all ASGTVCC events or activities.

Shall assist with organizing all auxiliary positions offered through the Student Programs department such as Chukar Mascot services or Stage Crew.

Shall perform other duties as may be assigned by the President, Student Activities Coordinator, Director of Student Programs, or Student Programs Coordinator.



Student Leadership Team Application

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Position Applied for			
TVCC Student ID:			

EDUCATION				
High School				
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	GPA
College			Degree Received	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	GPA
Other			Degree Received	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	GPA

REFERENCES	
<i>Please list two personal and/or professional references.</i>	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

CREDITS	
<i>Members of TVCC Student Leadership must be currently enrolled in at least 12 credits at TVCC and maintain a cumulative & quarterly GPA of at least 2.5.</i>	
How many credits will you be taking next term at TVCC?	If applicable, please state your current cumulative TVCC GPA:

Treasure Valley Community College Student Programs * 650 COLLEGE BLVD * ONTARIO, OR 97914 * (541)881-5781
Treasure Valley Community College is an equal opportunity educator and employer

PLEASE RESPOND TO THE FOLLOWING QUESTION

Please list any honors, scholarships, or other recognitions you have received.

PLEASE RESPOND TO THE FOLLOWING QUESTION

Please briefly describe any skills and/or work experience that could be directly applied to the position you are applying for.

PLEASE RESPOND TO THE FOLLOWING QUESTION

Describe the goals and objectives that you hope to accomplish if selected for a Student Leadership position.

PLEASE RESPOND TO THE FOLLOWING QUESTION

Please describe your involvement or past activities that you believe qualifies you for the position for which you are applying.

PLEASE RESPOND TO THE FOLLOWING QUESTION

Describe your vision of a diverse, comprehensive, and engaging collegiate Associated Student Government team.

PLEASE RESPOND TO THE FOLLOWING QUESTION

What are your greatest strengths? What areas do you feel you need to improve upon?

PLEASE RESPOND TO THE FOLLOWING QUESTION

Please list at least two projects or initiatives that you would like to execute if selected for a position on the Associated Student Government.

PLEASE RESPOND TO THE FOLLOWING QUESTION

If you receive an interview and are not selected for the position in which you are applying, would you be willing to select another position? If so, which position(s)?

Please note that if you are selected for any position, there is a MANDATORY spring and fall retreat you **MUST attend. Your inability to attend this retreat will disqualify your application. The official date of said retreats will be discussed during the interview process.**

DISCLAIMER AND SIGNATURE

I hereby state that all the above information is true and correct. I also understand that all information contained herein is subject to official verification by TVCC Student Programs. I also state that I have read the official job description and understand the responsibilities outlined within the document.

Signature	Date
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Return this application by 5PM on April 26th, 2024 to the TVCC Student Programs Office at 650 College Boulevard, Ontario, OR : Weese Building (room 103) or via email to hspaugh@tvcc.cc.