

**Northwest Arkansas Community College  
Student Government Association Officer Application Form**

Please Print:

Name: \_\_\_\_\_

NWACC email address: \_\_\_\_\_

NWACC student ID number: \_\_\_\_\_ Phone number: \_\_\_\_\_

Have you completed at least one semester on campus at NWACC?     Yes         No

Current Grade Point Average at NWACC: \_\_\_\_\_ (You must have at least a 2.5 GPA.)

**Available Administrative Council Position**

Please place a check mark by the position that you wish to run for:

**President:** responsibilities include representing SGA on various committees on-campus, attending the monthly Executive Board meetings, and acting as the student body liaison on and off campus

**Vice President:** responsibilities include assisting the President, conducting all SGA weekly at large meetings, and addressing disciplinary problems

**Secretary:** responsibilities include the recording of minutes for all meetings, the requisition of office supplies, and maintaining the filing system for all SGA records

**Treasurer:** responsibilities include the processing of requisitions, maintaining an accurate record of the organization's budget, and chair of the inter-club council to allocate funds to clubs and organizations on campus

**Director of Communications:** responsibilities include maintaining the SGA webpage, twitter account, Facebook accounts, and student communications and marketing material

**Other Expectations of Administrative Council Members**

- Must be enrolled for at least 12 Hours (Full-time student) while serving
- Work at least 120 hours per semester in office or participating in SGA activities
- Attend biweekly at-large meetings on Monday's scheduled at noon on campus during the semester
- Attend biweekly Administrative Council meetings during school hours
- Attend monthly meetings held by the College's Executive Board
- Attend various retreats and conferences off campus as part of development and training
- Participate and attend various activities and meetings during the summer term

### Tuition Waiver Service Award for Participation

For your service and participation as a member of the Administrative Council, you will receive a non-refundable tuition waiver of \$900 in the Fall semester of 2015 and the Spring semester of 2016. This waiver will be applied by the division of Learner Support Services during the course of the beginning of the fall and spring terms.

**Note: Your term will begin July 1, 2015 and end June 30, 2016**

### Required Letters of Recommendation

When submitting your completed application, you will need to also include two letters of recommendation.

- The recommendation letters may be from anyone on-campus or off-campus that can help support and enhance your desire to be part of SGA.
- Each letter of recommendation should be enclosed in an individually sealed envelope.
- The signature of the person writing the recommendation for you should be written on the outside of the sealed envelope.
- Members of SGA and SGA advisors are not allowed to provide you with a letter.

**If you have questions, please feel free to contact any of the SGA Administrative Council members. We are located in Burns Hall Room 1215 or across the Academic Success Center.**

### Personal Picture Requirement

You will need to submit a digital picture by email as part of this packet. Photos must be

- Semi Casual or Professional Dress
- Solid background
- Picture should focus on top half of body; facing forward

If you need help taking your picture, stop by Burns Hall room 1215 and a member of Student Government can assist you in taking your picture with the Student Government's camera. If you choose to do your own, the picture will need to be submitted no later than the application deadline date, Friday, February 21, 2015 by 12:00pm to [SGA\\_Officers@nwacc.edu](mailto:SGA_Officers@nwacc.edu).

### Personal Biographical Information

Please provide **us no more than a paragraph** of a typed mini biography and attach it to the completed application. The biography should include information about you and why you would like to be part of the Administrative Council. **This biography is very important because it will be included with your picture on the online student ballot.**

## Application Questions

How would you describe NWACC to others in your community or in your state?

What do you think are the purposes of the Student Government Association?

Describe your NWACC experience to us in a sentence thus far.

## Important Dates to Remember for the Election

Completed Application and personal picture are due by noon. **NO LATE APPLICATIONS WILL BE ACCEPTED.** Please check email for a confirmation email from a member of the Election Committee that your application and picture were received.

**March 13 at noon**

Review and Verification of Application, please check NWACC email for notification of formal candidacy

**March 13**

Week of Voting from the student body

**March 16**

Announcement of newly elected Administrative Board

**By Student Announcements**

*I agree that the information provided in this application packet is accurate to the best of my knowledge. I give permission for the Student Government Association at Northwest Arkansas Community College to verify my eligibility to run for this position.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_