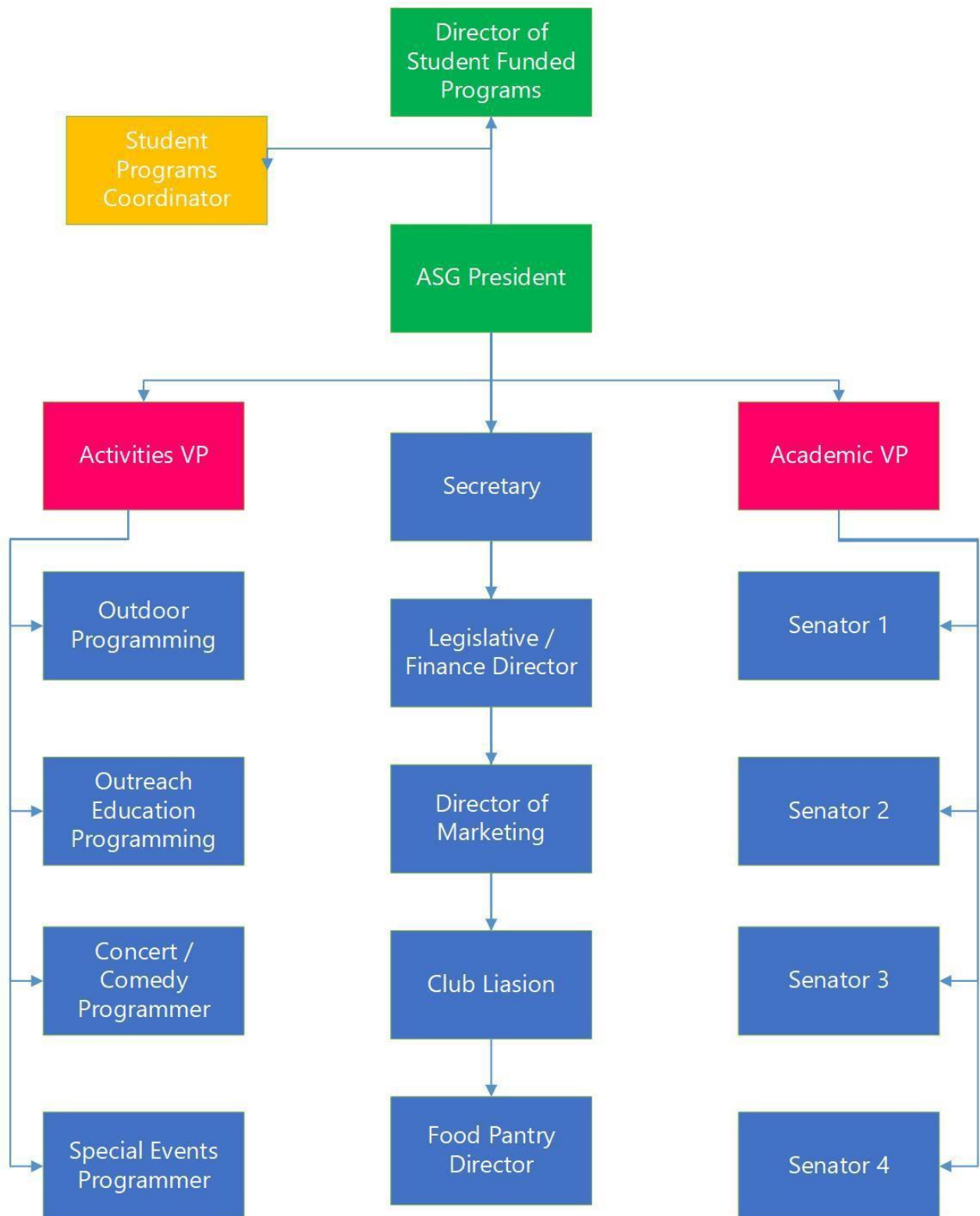




# **Student Government Selection Packet**

# ASG Organizational Chart



## WHAT IS THE ASSOCIATED STUDENT GOVERNMENT (ASG)?

The mission of the Associated Student Government (ASG) is threefold: to represent student's interests in the decision-making processes of our college, to program events and activities that foster student engagement, and to make the student population aware of who we are and the resources we can offer to them. Spring Quarter is the season when the ASG informs students of the positions available, hands out applications, and conducts interviews.

Upon registering at SFCC, each student pays \$12.72 for 10 or less credits, and \$7.36 for 11-18 credits, in Service and Activities (S&A) fees. Student also pay \$4.00 per credit for 1-10 credits (\$40.00 maximum) in technology fees. As an organization, ASG makes up a majority vote in these budgeting decisions, planning and accounting decisions, along with the ability to help program and conduct activities utilizing the fees paid by students for the purpose of benefitting them.

Along with decision making, there are many other enjoyable aspects of being an ASG Officer. It presents the opportunity to develop leadership, communication, and interpersonal skills by interacting with other members of the ASG, and by attending many leadership and training conferences held throughout each term.

The selection criteria are clearly stated in this packet, so please take the time to read it in its entirety. If you have any questions, please do not hesitate to email us at [sfccasg@gmail.com](mailto:sfccasg@gmail.com).

Thank you for your desire to make a difference in your school and good luck in the selection ahead.

## EXECUTIVE POSITIONS

*The three executive positions the President, Academic Vice President, and Activities Vice President are selected before the rest of the positions in the office. They are interviewed by a selection board comprised of the Director of Student Funded Programs, the current ASG executives, and the Club Liaison. Once the executive positions have been filled, they will be trained on how to interview for and select the remaining twelve positions in the office.*

**President:** The President's role is to manage and supervise the entire office, with the other two executives as their close assistants in this task. They attend monthly Board of Trustees meetings, reporting on the state of the ASG and the student body. The President is the chair of weekly Senate meetings and is in charge of conducting weekly staff meetings as well. Their challenge is to bring everyone together as a team and to facilitate communication amongst the programmers, senators, club liaisons, food bank, and the rest of the positions in the office. They also have several committees which they are required to sit on, including graduation committee, S&A fee committee, and tech fee committee. In addition, they will meet with the President of SFCC and the Vice President of Student Services each month to collaborate on projects and problem-solve any issues which may arise. It is important that the individual who fills this role possess not only self-motivation, but also is capable of inspiring others. To be successful in this role, you must be a visionary who can see problems and take in the opinions of others to help solve those problems.

Recommended Qualifications:

- Past Management or Leadership Experience
- Involvement in campus programming/clubs
- Clear Vision for what you would like to accomplish during your presidency.
- Proven Organizational Skill
- Exceptional Time Management
- Strong Interpersonal Communication Skills
- Conflict Management Experience
- Understanding of the diverse populations of the student body you represent
- Strong Presentation/Public Speaking Ability

*Note: The Academic VP and Activities VP report directly to the President.*

**Academic Vice President:** The Academic VP's responsibility is to supervise the senators in marketing distribution. This requires an individual who works well with people and is able to support others in completing tasks. They oversee the process by which marketing is created and then distributed in a timely manner. This Vice President is responsible for the success of administrative and tenure committee attendance. These committees are pivotal to the ASG's advocacy of the student voice. Along with the senators, they program one student government social per quarter as well as civics week in the spring. Another essential role of the Academic VP is within their management of surveys. They oversee and implement the process by which ASG administers surveys. Advocate (Our Surveying System) is of high importance in maintaining our link to the student voice. In addition, they are in charge of making sure that the sasquatch squats are put up each month.

Recommended Qualifications:

- Some form of past leadership experience
- An understanding of delegation of duties
- Interpersonal Communication Skills
- Good Time Management
- Good understanding of the populations we have at SFCC

**Activities Vice President:** The main responsibility of the Activities VP is to oversee the programmers in planning ASG events and activities through the stages of initial brainstorming until the execution of the event. These events encompass social, cultural, recreational, and/or educational events and activities. They serve as chair of the Activities Board. The Activities Vice President also serves as the diversity/equity programmer, working with various entities on campus such as Mosaic and LGBT+ Center. Bringing lectures that promote marginalized populations and diversity is a strong part of this programming role.

#### Recommended Qualifications:

- Some form of past leadership experience
- Experience in Event Programming
- Held a position in a club or student organization
- An understanding of delegation of duties
- Interpersonal Communication Skills
- Good Time Management
- Willingness to learn and advocate for diversity/equity topics

## STAFF POSITIONS

After the executives have been selected for the next year, they will conduct interviews and hire the rest of the staff positions in the office. The AS President, Academic VP, Legislative / Finance Director, Food Bank Director, and Senators are all voting members of the Student Senate. The programmers are voting members of the Activities Board. Club Liaison, Activities VP, Secretary, and Director of Marketing are voting members of both boards.

*Note: These five positions' direct supervisor is the President.*

**Secretary:** The Secretarial duties of this position is to record, maintain and publish agendas, minutes, as well as to keep up with other general office work or filing. They also oversee the distribution of minutes. They work closely with many different positions in the office to collect reports. Another responsibility they have is as the parliamentarian.

**Finance/Legislative Director:** The legislative aspect of this position works with a state level student organization named WACTCSA to incite change across the state. The financial aspects entail tracking ASG budgets and sitting on various financial committees at the school and district level.

**Director of Marketing (DOM):** The Director of Marketing (DOM) is responsible for creating A-Frame posters, handbills, and all other advertising materials for the ASG. They manage all information released to other student organizations on campus, including official ASG statements or opinions. This position doesn't require a lot of technical skills using graphic design programs, just someone who is willing to learn and has a creative mind.

**Food Pantry Director:** The Director of the Food Pantry is responsible for putting on Farmers' Markets and organizing events such as food basket and food drives. Every week, they go shopping for healthy, quality food to keep the food bank well stocked. They maintain Skitch's Food Pantry food storage area and make sure that it follows food and health regulations. As a part of managing the food bank, they supervise work study students and coordinate their work schedules. They also assist students by informing them of the health and wellness services available to them.

**Club Liaison:** The Club Liaison oversees all the clubs on campus. They stay in constant communication with club advisors, making sure that the club is staying in compliance with the rules, they are able to give warnings to clubs when issues arise. In addition, they help students who have a desire to start a new club or have any club-related question.

*Note: The senators' direct supervisor is the Academic Vice President.*

**Senators:** The campus is divided into four districts, with a Senator assigned to each. Senators are responsible for posting Senate and Activities Board minutes in each building within their district. They put up promotional posters for the ASG and conduct regular surveys to gather student opinions. Their main duty is to connect with students face-to-face to get the word out about the ASG and promote our activities. Keeping up to date on the state of their district and what is going on is important, as well as fostering good relationships with the faculty and administration. They are voting members of the Senate Board.

Recommended:

- Familiarity with the campus/Campus Involvement
- Work or Student Activities Experience (Student Government or Club)
- Willingness to engage students
- Time Availability to participate in events

## SENATOR DISTRICTS

Senator District #1-Buildings 2, 5, 17 and 24

Senator District #2-Buildings 6, 15, 19 and 29

Senator District #3-Buildings 7, 13, 16, and 27

Senator District #4-Buildings 18, 28 and 30

## PROGRAMMING STAFF

*Programmers use the Services and Activities (S&A) Fees to plan events for students.*

*Although each programmer specializes in planning different kinds of events, they work as a team to coordinate activities on campus. They actively seek input from the student body in order to determine the type of events to bring to campus throughout the year.*

*Note: The programmers' direct supervisor is the Activities Vice President.*

**Special Event Programmer:** This position will program a one weeklong series of events each quarter (i.e. Welcome Week and Spring Fling). They work in close conjunction with the other programmers to ensure that the activities planned for the week are diverse and entertaining to students.

**Outdoor Programmer:** This position will program activities that appeal to the sports, recreational, and leisure interests of students (i.e. skiing and hiking). This position will also create wellness programs for students.

**Concert and Comedy Programmer:** This position will program activities that bring live entertainment to the campus in the booking of comedians, bands, solo artists, games and group activities, variety entertainment, and other events.

**Outreach Programmer:** This position will program activities that bring give ASG and students opportunities to serve our institution and region. They will work with multiple partners on and off campus to facilitate events which help strengthen our community.

Recommended for Programmers:

- Campus Involvement
- Experience in Helping with Events
- Willingness to Engage Students

## SELECTION ELIGIBILITY CRITERIA

1. If applying for an executive position, the student must fill out the executive application (plus upload two letters of recommendation, resume, current class schedule, unofficial transcript) completely. The application must be emailed to the ASG office no later than April 12, 2024, at 4:00pm to be eligible for consideration by the selection committee. Each applicant will be emailed a signature page to be completed before the interview (100 signatures required).

If applying for a staff position, the student must fill out the staff application (plus upload two letters of recommendation, resume, current class schedule, unofficial transcript) completely. The application must be emailed to the ASG office no later than May 3, 2024, at 4:00pm to be eligible for consideration. Each applicant will be emailed a signature page to be completed before the interview (25 signatures required).

2. A candidate for office, in all the positions within ASG must be:
  - Enrolled in a minimum 10 credits and maintain a 2.5 GPA during the quarter of candidacy at Spokane Falls Community College
  - Enrolled at least one full quarter immediately prior to selections.
  - During term of office, except for Summer Quarter, all student leaders must be continually enrolled in, and satisfactorily complete ten (10) credits or more with a minimum quarterly GPA of 2.5 and maintain an overall Spokane Falls Community College cumulative GPA of 2.5, while in office. Incomplete grades are designated as unsatisfactory completion.
3. Candidates must be available to attend weekly student government meetings as soon as you are selected for office (Tuesdays and Thursdays at 1:30, depending on the position, they would attend one or both). Term of office begins Summer Quarter 2024 for the Executive Team, staff/officer positions start August 26<sup>th</sup>, 2024, and both run through Spring Quarter 2025. Newly selected officials are required to attend a minimum of one senate meeting prior to taking office in the Summer. The student Senate does not meet regularly during Summer Quarter; however, the incoming president is required to schedule two meetings during the Summer.
4. Selections will be determined by the current executive members of the Associated Student Government: President, Academic Vice President, and Activities Vice President, Club Liaison, and the Director of the Student Funded program.

## IMPORTANT DATES

April 1	Student Leadership Executive Applications are available online
April 2	Info Meeting about ASG @ 2:30pm – Senate Chambers
April 5	Info Meeting about ASG @ 2:30pm – Senate Chambers
April 10	Info Meeting about ASG @ 2:30pm – Senate Chambers
April 12	Student Leadership Executive and Club Liaison Due
April 15	Staff/Officer Applications are available online
April 15-19	Student Leadership Executive Interviews
April 19	Info Meeting about ASG @ 2:30PM – Senate Chambers
April 22-23	Student Leadership Executive Positions Final Selection
April 25	Info Meeting about ASG @ 10:30am – Senate Chambers
May 3	Staff/Officer Applications Due
May 11-16	Staff/Officer Interviews
May 17	Final Staff Decisions

## IMPORTANT INFORMATION

### Executive Presentations

#### Executive interviews will be held April 15 - 19

Candidates for executive positions must prepare a 20-30 minute PowerPoint/Prezi/Google Slides for their interview to present to the selection committee which includes:

- Your educational and leadership journey.
- Your leadership style (What is your Philosophy on Leadership?).
- A challenge you have overcome and what you learned from the experience.
- What Diversity, Equity, and Inclusion mean to you (and how you intend to address it during your term as a student leader).
- Any previous experience or involvement in an organization (i.e. non-profit, student government, student club, etc.)?
- What is your vision for ASG? What goals or plans do you have for your time in office?

*Note: This presentation should be guided by the recommended qualifications which are listed under the position descriptions. Your challenge is to show the committee your answers to these questions using examples from your own experiences. Feel free to include pictures, illustrations, and quotes as appropriate.*