Century College Executive Member Applicant

The following positions are available for election (circle all that apply)

Director of Treasurer    Vice President    Director of PR
President    Director of Events    Treasurer
Director of IT

All Candidates running for Executive Member on Student Senate
must follow all requirements listed below:

- Submit this application
- Submit ½ page Bio statement (this will be viewed/posted for all student to view)
- Candidate must be a currently registered Century College Student with no less than 6 credits per semester, and a minimum cumulative grade point average of 2.0 or higher. These requirements must be maintained throughout the Candidate’s term of office if elected.
- Turn in the attached petition of 10 student signatures and 2 Faculty signatures

**By-Laws and more detailed information about the Student Senate can be found on the Century College website, www.century.edu
(Click Current Student, click Student Life ‘left column,’ click Student Senate, click Documents and Forms, click By-Laws)

Student Information
(Please Print Clearly)

Name ___________________________ Student ID ___________________________

Address ___________________________ City ___________________________ State _____ Zip_______

Personal E-mail ___________________________ School Email ___________________________

Phone Number ___________________________ Cell Phone Number ___________________________

Signature_________________________ Date ___________________________

Century College is an affirmative action, equal opportunity employer and educator and a member of the Minnesota State Colleges and Universities system. This document may be available in alternative formats to individuals with disabilities by calling 651-779-3354, 1-800-228-1978 or through the Minnesota Relay Service at 1-800-627-3529.
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Executive Member Petition

This petition must be filled out completely and returned to the Student Senate Office, W1210, in the Club Center, by 5:00 p.m. on Friday, March 30 2018 at 5:00 pm.

Elections will be held on Wednesday, April 4 at 2:30 p.m. in the West Cafeteria Conference Room, W1420, during the Student Senate Meeting.

I, ____________________________________ have read and understand the Century College Student Senate officer duties as stated in the By-Laws and except the responsibilities that are asked of me as a Candidate for the Executive Member position with the Century College Student Senate. I believe that I possess the qualities needed for our student government and will represent our student body to the best of my ability.

The following are 10 signatures from students who believe that I have the attributes that are needed to help improve the quality of education and campus life for Century College students.

1)______________________________________  6)______________________________________
2)______________________________________  7)______________________________________
3)______________________________________  8)______________________________________
4)______________________________________  9)______________________________________
5)______________________________________  10)____________________________________

The following 2 signatures are from Faculty who also believe that I have the attributes that are needed to help improve the quality of education and campus life for Century College students.

1)______________________________________  2)______________________________________

Along with the petition, please share a brief ½ page biography of yourself and why you want to be an Executive Senate Member (typed, double spaced). The biography information that you share will be posted so students have an opportunity to read about the Candidates prior to the election. You may also attach a photo.

Signature______________________________________ Date _________________________

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Executive Member Duties
As stated in the Century College Student Senate (CCSS)
Bylaws, Article IV Officer Duties

Duties of the Director of Events
1. Act as a liaison for the Student Senate and serve as Co-Chair of the Planning Activities Committee.
2. Post meeting notices on the Student Club Center bulletin board, Student Senate office area, and website at least 48-72 hours prior to each PAC meeting – noting that all meetings are open to the student body.
3. Responsible for updates regarding the daily planner and are open to the student body.
4. Responsible for contacting administration regarding the hours prior to each PAC meeting – noting that all meetings are open to the student body.
5. Serve on the Student Life Committee.

Duties of the President
1. Assume the duties and responsibilities of the President when needed.
2. Serve as chair of the CCSS Strategic Planning Committee; research policy issues affecting students and present findings to the CCSS Strategic Planning Committee, ensuring that the plan is reviewed each summer by the Committee and is recommended, with any amendments, at the last CCSS meeting before the MSCSA Fall General Assembly.
3. Update the Bylaws with the input from the C & B Review Committee and the Executive Board.
4. Work with the Director of Legislation and organize Advocacy Days for CCSS.
5. Monitor all student committees and co-ordinate student membership and attendance to their respective committees.

Duties of the Vice President
1. Preside at all meetings of the CCSS with the exception of the meetings chaired by other members or as specified elsewhere in the By-Laws.
2. Act as the official representative of CCSS and advocate in the best interest and welfare of all Century students.
3. Serve as ex-officio on all student and campus-wide committees.
4. Facilitate the activities of the executive board.
5. Delegate assignments to CCSS Executive Officers, Senators, and Senators-at-Large as needed.

Duties of the Treasurer
1. Establish a working budget and ensure the overall financial security and accountability of the CCSS.
2. Distribute financial reports to the CCSS at the first meeting of every month.
3. Monitor all expenditures of the CCSS.
4. Coordinate the status of active and inactive clubs.
5. Co-Chair the Student Life Committee with faculty and/or administration representatives, sending out notices and status reports to club reps, advisors, and Student Life funded activity coordinators about the Student Life meeting Agenda

Duties of the Director of Legislation
1. Shall be the official representative for the students of Century College in matters where legislation and or policy may affect the students and therefore will gather student opinion, concern, and desire when appropriate and is possible and represent the student body accordingly.
2. Shall attain and maintain a level being informed on all legislative and policy issues affecting or that may affect students, this level shall be determined by the CCSS.
3. Shall establish and maintain a level of communication with current Legislators and Senators at the Local, State, and the Federal level that may represent the students of Century College; this level shall be determined by the CCSS.
4. Shall be involved in coordinating all legislative activities on campus.
5. Shall serve on the Facilities Committee.

Duties of the Director of Public Relations
1. Responsible for publicizing Student Senate through the media such as: newspaper, magazine, websites and social media.
2. It shall be the duty of the Director of Public Relations to train incoming Student Senate Senators.
3. Coordinate training sessions for clubs and communities in regards to organization management.
4. Establish a working relationship with the clubs and communities at Century College.
5. Shall serve on the Student Life Committee and the Marketing Committee.
6. Other duties assigned by the Executive Committee.