Thank you for your interest in joining the Student Government Association!

Please be aware that to ensure the accuracy of the candidates running for position in the MCSGA, we will check your application against Menlo College records for verification. Students who complete election packets and are not qualified will not be eligible for candidacy.

Requirements of candidates wishing to run for office are:

A. Candidate application must contain the following materials:
   
i. Resume
   
ii. Candidate statement (500 words max.)
   
iii. Signed statement of regulations and position requirement (email to mcsga@menlo.edu)

B. A candidate must be a currently enrolled traditional Menlo College student and must be enrolled in at least 12 units at the time of assuming office

C. A candidate must have a minimum cumulative GPA of 2.800

D. A candidate must be in good standing at the College, conduct and academically

E. The Election Committee shall review all qualifications of each candidate before placing the candidate's name on the ballot

F. Failure of any candidate to comply with these provisions will result in disqualification

After completing the application requirements, you will receive an email from MCSGA confirming the receipt of your application, as well as further actions you need to take. If you are deemed an eligible candidate, your name will be placed on the ballot and you will receive the rules for campaigning. Eligible candidates may start campaigning based on the timeline below for the various positions.
## 2021-2022 Election Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications available</td>
<td>Monday, April 12</td>
</tr>
<tr>
<td>Applications due</td>
<td>Friday, April 16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Executive Team (President + Director positions)</strong></th>
<th><strong>Remaining Representatives and Class Presidents</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>April 16 (after candidacy is verified): Campaigning begins</td>
<td>April 23 (after candidacy is verified): Campaigning begins</td>
</tr>
<tr>
<td>April 19 @ 1 PM: Candidate Town Hall</td>
<td>April 26 @ 1 PM: Candidate Town Hall</td>
</tr>
<tr>
<td>April 19 - 22: Voting is open</td>
<td>April 26 - 29: Voting is open</td>
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</tbody>
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*Ballot will close at 4 PM on the final day of voting for both election cycles!!*

<table>
<thead>
<tr>
<th>Event</th>
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<tbody>
<tr>
<td>April 22 @ 5 PM: Winners announced</td>
<td>April 29 @ 5 PM: Winners announced</td>
</tr>
</tbody>
</table>

**Any position not filled through the elections process will be appointed by members of the incoming and outgoing MCSGA team.**

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I have read and understand the position of [insert position] and hereby agree to fulfill the expectations of the role, should I be elected. I have read and meet the requirements for all MCSGA positions (GPA and “good standing”) and authorize the Office of Student Affairs to confirm that information from additional parties as necessary.

Applicant’s Signature ___________________________ Date __________
Executive Team Position Descriptions

President:
The MCSGA President is responsible for oversight and coordination of the MCSGA Executive Board. The MCSGA President works closely with the Executive Vice President, and The Office of Student Affairs to ensure the goals of MCSGA are met. The President shall: be at least a sophomore standing and shall have a cumulative GPA of at least 2.8 at the time of election while maintaining at least a 2.8 each semester. In addition, the president shall be in excellent disciplinary standing throughout his/her tenure of office. The President shall have the power to:

- Oversee operations as the Co-Chair to the Executive Board.
- Preside over all MCSGA Meetings and MCSGA sponsored events.
- Keep open communication between the students, faculty, administration, and MCSGA.
- Meet with the Dean of Students once a month to discuss student matters.
- Meet with the President of Menlo College at least once a semester to discuss student matters. These meetings should be scheduled at the beginning of each semester.
- Serve as the Student Representative to the Board of Trustees.
- The President of the MCSGA will attend the meetings of the Board of Trustees Subcommittee for Student and Academic Affairs where he/she will present a 5-7 minute report and answer questions on student life at Menlo College. At the conclusion of the presentation, the President will be excused from the meeting.
- Submit the MCSGA portion of the Board Report at the appropriate times as posted by the College President’s Office.
- Compile and providing the annual MCSGA End-of-Year Report.
- Organize at least one “Town Hall” meeting per semester in coordination with Menlo College administration.
- Meet with the MCSGA Advisor a minimum of twice a month.
- Participate in Menlo College committees and task forces as deemed appropriate by the Menlo College community.
- Create key speeches for major campus events including but not limited to: New Student Orientation, Induction Ceremony, and Commencement. These speeches will be reviewed and revised by: Dean of Student Affairs, Executive Vice President of Menlo College and MCSGA Advisor within 1 week of event date.
- Monitor the status of MCSGA-created committees in order to evaluate the effectiveness of efforts.
- Promote MCSGA meetings and all MCSGA sponsored events.
- Maintain a minimum of 6 office hours each week within the Office of Student Affairs.

Specific Qualifications: Must have a minimum of two years or a full consecutive year starting from the current year of experience in the MCSGA, or be a write-in nominee on the ballot.
**Director of Diversity, Equity & Inclusion**

- Meet with the Dean of Students once a month.
- Attend all MCSGA meetings and MCSGA sponsored events.
- Meet with the MCSGA Advisor a minimum of twice a month.
- Keep open communication between the students, faculty, administration, and MCSGA.
- Serve as a member of the Election Committee (or work closely if running again) to ensure equitable elections processes are upheld.
- Promote MCSGA meetings and all MCSGA sponsored events.
- Appoint any special committees to assist him/her at his/her discretion.
- Maintain a minimum of 5 office hours each week.
- Meet with the Director of Diversity, Equity and Inclusion and/or the Social Justice Task Force on a bi-weekly basis to discuss efforts of improving the campus climate.
- Attend Social Justice Task Force Meetings.
- Serve as the Club Liaison to identity and/or culture-focused clubs.
- Create awareness and be an advocate for students affected by gender, race, and other forms of discrimination.
- Work closely with the Director of Programming to ensure and promote that club events are culturally educational and respectful.

**Director of Programming:**

The Director of Programming shall be the primary contact and point person for all MCSGA and Club events. The Director of Programming shall act as a resource and consult to clubs regarding programming as well as the larger programs that are hosted by MCSGA. The Director of Programming shall: be at least a sophomore standing and shall have a cumulative GPA of at least 2.8 at the time of election while maintaining at least a 2.8 each semester. In addition, the Director of Programming shall be in excellent disciplinary standing throughout his/her tenure of office. The Director of Programming shall have the power to:

- Attend all MCSGA meetings and MCSGA sponsored events
- Attend all programming board meetings
- Enforce Student Programming Board proposal times.
- Work closely with the Clubs and Organization Representative in all matters regarding clubs.
- Serve as advisor to clubs throughout the proposal process
- Be a point person for large MSCGA events (Oaktoberfest, etc.).
- Serve as a resource to clubs who host larger events. Assist them with following all policies and procedures set to host larger events.
- Assist clubs and organizations in planning weekday and weekend events throughout the academic year.
- Meet with the Director of Finance, Director of Programming and MCSGA Advisor on a bi-weekly basis.
- Promote MCSGA meetings and all MCSGA sponsored events.
- Provide an End-of-the-Year report to the MCSGA President.
- Maintain a minimum of 5 office hours each week.
**Director of Finance:**
The Director of Finance shall be the official financial liaison between: Menlo College, MCSGA, and Clubs. The Director of Finance shall keep up to date records of the MCSGA budget and assure adherence to the fiscal policies and procedures of the College. The Director of Finance shall: be at least a sophomore standing and shall have a cumulative GPA of at least 2.8 at the time of election while maintaining at least a 2.8 each semester. In addition, the Director of Finance shall be in excellent disciplinary standing throughout his/her tenure of office. The Director of Finance shall have the power to:

- Attend all MCSGA meetings and MCSGA sponsored events.
- Act as the Treasurer of the Student Programming Board.
- Keep all financial records of MCSGA and Student Programming Board accounts.
- Provide weekly update of MCSGA finances.
- Process all MCSGA and club check requests and cash advances.
- Keep accurate, detailed, and up-to-date records of all financial transactions for SGA, clubs/organizations, and Programing Board within the MCSGA budget and Menlo Roots.
- Meet bi-weekly with the MCSGA Advisor regarding MCSGA finances.
- Review club/organization expenditures to assure that no club/organization spends beyond its means.
- Work with MCSGA Advisor to update all club accounts on Roots on a weekly basis.
- Promote MCSGA meetings and all MCSGA sponsored events.
- Meet with the CC and Director of Programming on a bi-weekly basis.
- Meet with the Director of the Business Office twice a semester to ensure all processes are up to date and maintain a relationship of open communication.
- Meet with club Treasurers on a monthly basis to go over funding updates and maintain a relationship of open communication.
- In conjunction with the CC, coordinate the Treasurer trainings at the beginning of the semester.
- Meet with Student Union Managers on a monthly basis to coordinate events in the Student Union and any collaborations with MCSGA.
- Provide an end-of-the-year report to the MCSGA President.
- Maintain a minimum of 5 office hours each week within the Student Affairs Office.

**Specific Qualifications:** Must be a declared Business major with a concentration in Finance or Accounting.
**Director of Communications:**
The Director of Communications shall be the official publicity manager for MCSGA. The Director of Communications shall build interest in MCSGA and promote its programs and services. The Director of Communications shall: be at least sophomore standing and shall have a cumulative GPA of at least 2.8 at the time of election while maintaining at least a 2.8 each semester. In addition, the Director of Communications shall be in excellent disciplinary standing throughout his/her tenure of office. The Director of Communications shall have the power to:

- Attend all MCSGA meetings and MCSGA sponsored events.
- Be the main point of contact for all flyers, logos, designs, regarding MCSGA events.
- Work with the Executive Vice President to create the t-shirt design to be distributed to the team.
- Oversee the MCSGA delegated email. Email regulations will be reviewed with the Advisor at the beginning of each semester.
- Coordinate with the President on the Town Hall Meetings (one per semester).
- Promote MCSGA meetings and all MCSGA sponsored events.
- Serve on the Elections Committee.
- Serve as a consultant to registered clubs and organizations on effective publicity and promotions.
- Maintain and/or oversee all MCSGA social media accounts.
- Change & update monthly all MCSGA bulletin boards.
- Ensure that all MCSGA sponsored events are on all school related calendars.
- Meet with the Web & Social Media Manager for Menlo College to ensure all MCSGA events are updated on the campus-wide calendar.
- Meet with the MCSGA Advisor as needed to discuss issues pertaining to MCSGA events.
- Provide an end-of-the-year report to the MCSGA President
- Maintain a minimum of 5 office hours each week within the Office of Student Affairs.

**Specific Qualifications:** Business major with a concentration in Marketing *preferred* but not required.
MCSGA At-Large Position Descriptions

Day Student Representative:
The Day Student Representative shall be the official representative of Day Students at Menlo College. The Day Student Representative shall work the MCSGA and Menlo College administration to enhance the experience of the Day Students. The Day Student Representative shall: be at least a sophomore standing and shall have a cumulative GPA of at least 2.8 at the time of election while maintaining at least a 2.8 each semester. In addition, the Day Student Representative shall be in excellent disciplinary standing throughout his/her tenure of office. The Day Student Representative shall have the power to:

- Attend all MCSGA meetings and MCSGA sponsored events.
- Assemble the Day Student Board (minimum of six students who live off-campus) and meet with the board once a month to discuss any issues or student concerns.
- Coordinate information gathering of commuter students of Menlo College (current address, phone number, etc.).
- Coordinate Day Student lunches throughout the semester.
- Be responsible for getting fellow student input, suggestions, and advice and debriefing with MCSGA once a month.
- Provide an end-of-the-year report to the MCSGA President.
- Address any parking issues.
- Work with the Office of Student Affairs and Student Union to host events for the Day Students.
- Be available to guide first-year Day Students.
- Meet with Sodexo in regards to Day Student needs and programs in the Student Union twice a semester.
- Meet with Student Union Managers one a monthly basis to coordinate on events for Day Students.
- Promote MCSGA meetings and all MCSGA sponsored events.
- Maintain a minimum of 2 office hours each week within the Office of Student Affairs.

Specific Qualifications: May not live on campus while holding this position.
**Resident Student Representative:**
The Resident Student Representative shall be the official representative of Resident Students at Menlo College. The Resident Student Representative shall work the MCSGA, Menlo College administration, and the Residential Life Coordinator to enhance the experience of the residential students. The Resident Student Representative shall: be at least sophomore standing and have a cumulative GPA of at least 2.8 at the time of election while maintaining at least a 2.8 each semester. In addition, the Resident Student Representative shall be in excellent disciplinary standing throughout his/her tenure of office. Resident Student Representative shall have the power to:

- Attend all MCSGA meetings and MCSGA sponsored events.
- Meet with the Residential Life Coordinator on a bi-weekly basis to discuss the RHA Board suggestions and input.
- Create the Residence Hall Association Board (minimum of two representatives from each Residence Hall).
- Hold 2 RHA meetings per month to discuss ways to improve the halls, hosting events, etc.
- Coordinate with RHA the annual themed party or event.
- Work closely with the Resident Assistant Residence Hall Association Representative.
- Meet with the Residence Hall Association Advisor as needed to discuss issues pertaining to residential life and RHA.
- Serve as the MCSGA liaison to the Menlo College Food Committee.
- Work with Sodexo and the Food Committee to develop lines of communication in regards to feedback on food served to student body through emails, social media and/or drop boxes.
- Meet with Resident Assistants as a group at least once per semester to discuss issues pertaining to residential life and RHA.
- Promote MCSGA meetings and all MCSGA sponsored events.
- Provide an end-of-the-year report to the MCSGA President.
- Maintain a minimum of 2 office hours each week within the Office of Student Affairs.

**Specific Qualifications:** Must live on campus while holding this position.
International Student Representative

- Official representative of all international students.
- Attend all MCSGA meetings and MCSGA sponsored events.
- Attend International students task force meetings
- Assemble the International Student Committee (minimum of six international students) and meet with the board once a month to discuss any issues or student concerns.
- Be an advocate for international students
- Coordinate information gathering of all international students at Menlo
- Maintain a minimum of 2 office hours each week within the Office of Student Affairs
- Develop programming/events for international student body at least once a month
- Be a guide for first year international students

Specific Qualifications: Must be an international student to apply

Wellness Representative:
The Wellness Representative will help MCSGA incorporate health and wellness into their efforts. The Wellness Representative shall: be a current sophomore at the time of appointment and shall have a cumulative GPA of at least 2.8 at the time of election while maintaining at least a 2.8 each semester. In addition, the Wellness Representative shall be in excellent disciplinary standing throughout his/her tenure of office. Preferred psychology major. The Wellness Representative shall have the power to:

- Attend all MCSGA meetings and MCSGA sponsored events.
- Meet with the Student Affairs Coordinator on a bi-weekly basis to discuss efforts of improving campus health.
- Meet with Jake Kelman regularly to discuss mental health needs on campus.
- Work with Sodexo and Athletics to address nutrition needs on campus.
- Serve as the liaison to health-focused clubs.
- Create awareness and be an advocate for student health and wellness.
- Chair wellness committee to address alcohol, drugs, etc. concerns on campus.
- Host a “Wellness Week” once a semester encompassing the five tenets of wellness (mental, physical, spiritual, financial, and sexual health).
- Required to do one program per month based on the #Rooted health initiative program plan.
- Maintain a minimum of 2 office hours each week within the Office of Student Affairs.
Senior Class President:
The Senior Class President shall be the official representative of the senior class at Menlo College. The Senior Class President shall: be a current Senior at time of appointment and shall have a cumulative GPA of at least 2.8 at the time of election while maintaining at least a 2.8 each semester. In addition, the Senior Class President shall be in excellent disciplinary standing throughout his/her tenure of office. The Senior Class President shall have the power to:

- Attend all MCSGA meetings and MCSGA sponsored events.
- Assemble the Senior Board (minimum of eight students of senior status).
- Hold Senior Board Meetings once a month to discuss issues pertaining to Commencement, Senior Gift, and the Senior Year at Menlo College.
- Advertise all-senior meetings (one per semester) in which key dates for seniors will be outlined and information (current address, parent’s address etc.) obtained by the Academic Success Center (ASC).
- Meet with the ASC to understand Commencement forms and procedures in January.
- Serve on Commencement Committee.
- Promote MCSGA meetings and all MCSGA sponsored events.
- Meet with the Executive Director, Alumni Engagement and Development once a month during fall semester and bi-weekly during spring semester to coordinate the Senior Class Gift and ways to encourage senior participation.
- Be an ambassador for all Alumni Engagement and Development efforts regarding the senior class.
- Serve as the MCSGA liaison to the Menlo College Alumni Council.
- Provide an end-of-the-year report to the MCSGA President.
- Host one event for the senior class per semester.
- Attend Senior Reception for the following graduating class as the alumni representative.
- Maintain a minimum of 2 office hours each week within the Office of Student Affairs.
**Junior Class President:**
The Junior Class President shall be the official representative of the junior class at Menlo College. The Junior Class President shall: be a current Junior at time of appointment and shall have a cumulative GPA of at least 2.8 at the time of election while maintaining at least a 2.8 each semester. In addition, the Junior Class President shall be in excellent disciplinary standing throughout his/her tenure of office. The Junior Class President shall have the power to:

- Attend all MCSGA meetings and MCSGA sponsored events.
- Assemble the Junior Board (minimum of six students of junior status).
- Meet with the Junior Board as necessary, minimum twice a semester.
- Work closely with the Director of Internships to help communicate necessary information to all juniors regarding internships, internship meetings and deadlines, etc.
- Host one event that provides opportunities for students to gain awareness of area internships.
- Serve as the Junior Class liaison to MCSGA.
- Coordinate information gathering of the junior students of Menlo College (current address, phone number, etc.).
- Provide an end-of-the-year report to the MCSGA President.
- Host one event for the junior class per semester.
- Promote MCSGA meetings and all MCSGA sponsored events.
- Maintain a minimum of 2 office hours each week within the Office of Student Affairs.

**Sophomore Class President:**
The Sophomore Class President shall be the official representative of the sophomore class at Menlo College. The Sophomore Class President shall: be a current sophomore at time of appointment and shall have a cumulative GPA of at least 2.8 at the time of election while maintaining at least a 2.8 each semester. In addition, the Sophomore Class President shall be in excellent disciplinary standing throughout his/her tenure of office. The Sophomore Class President shall have the power to:

- Attend all MCSGA meetings and MCSGA sponsored events.
- Assemble the Sophomore Board (minimum of six students of sophomore status).
- Meet with the Sophomore Board as necessary, minimum twice a semester.
- Serve as the Sophomore Class liaison to MCSGA.
- Coordinate information gathering of the sophomore students of Menlo College (current address, phone number, etc.).
- Work with the Retention Committee on efforts to improve the sophomore experience for the students.
- Provide an end-of-the-year report to the MCSGA President.
- Host one event for the sophomore class per semester
- Promote MCSGA meetings and all MCSGA sponsored events.
- Maintain a minimum of 2 office hours each week within the Office of Student Affairs.