

## **Trocaire College Student Association (SA) Application - Spring 2019 UPDATED**

### **What is Student Association (SA)?**

The Student Association (SA) represents the study body and acts as a liaison with the college administration. The SA oversees all Trocaire clubs and organizations and offer opportunities to be involved on campus. The SA encourages student involvement and empowers students to pursue their own interests.

### **Who can be an elected officer or representative for SA?**

Any current Trocaire College student with a 2.0-grade point average (GPA) is eligible to become an Executive Officer (President, Vice President, Secretary, Treasurer) or Representative At-Large.

### **What is the timeline of the election?**

January 22 - February 27, 2019: Application Period Open (UPDATED DATE!!\*\*)

February 27, 2019: Final day to submit an application (UPDATED DATE\*\*)

February 25 - March 1, 2019: Candidate Campaign Week (*Information about this will be sent to approved candidates*).

March 4-7, 2019: Elections will be held.

March 8, 2019: Election results announced!

### **What are the current open positions for SA?**

- President (NEW 2019-2020)\*
- Vice President
- Secretary
- Treasurer (NEW 2019-2020)\*
- Representative(s) At-Large (2)

### **What is the time commitment?**

- A minimum of 3 hours per month

### **How will this benefit my student experience?**

- Provides opportunity to expand professional skills for your resume
- Builds connections with current students, faculty, staff, and administration
- Be a change agent and voice for the student body of Trocaire College
- Build and leave your own legacy at Trocaire College
- Participate in various professional development opportunities both on and off campus

Feel free to contact Lauren Reczek, Graduate Assistant for Student Engagement, at [reczekl@trocaire.edu](mailto:reczekl@trocaire.edu) or Thomas Vane, Director of Student Engagement, at [vanet@trocaire.edu](mailto:vanet@trocaire.edu) if you have any questions.

The application has two parts, the completion of the initial application form (page 3) and obtaining 40 signatures from current Trocaire College students (page 4).

See attached page to view what each role entails. Application and petition form are on pages 3 and 4.

**What do the roles entail?****President**

It shall be the duty of the President to execute and enforce the provisions of the Constitution. The President shall call and preside over all the meetings of SA. They shall appoint all necessary representatives, committee members, and new Officers in case of a vacancy. They shall receive reports from Officers and Representatives prior to SA meetings. They shall be the official representation of SA to the duly constituted authorities of the College and community. They shall perform other duties as required.

**Vice President**

It shall be the duty of the Vice President to perform all the duties of the President in their absence. The Vice President shall develop a monthly calendar of activities, approved fundraisers, and other programs for SA and recognized student organizations. They shall oversee all Trocaire College clubs and maintain communication with them for SA and other student updates. They shall collect, process, and store forms from the organizations. They shall perform other duties as required.

**Secretary**

It shall be the duty of the Secretary to record all the meeting minutes and is responsible for minutes to be posted 72 hours after meetings are held. They shall be responsible for all correspondence of Student Association to the College and community. They shall perform other duties as required.

**Treasurer**

It shall be the duty of the Treasurer to maintain financial records of the SA. The Treasurer shall receive and disburse funds as directed by SA. They shall submit written financial reports to the SA Advisor and SA Officers prior to all meetings. They shall review fundraiser requests and check/card request forms with the Vice President and SA Advisor. They shall prepare a budget with SA and the SA Advisor for the upcoming academic semester and year. They shall prepare and maintain a budget for items they plan to purchase for SA to utilize throughout the academic semester. They shall perform other duties as required.

**Representative(s) At-Large**

It shall be the duty of the Representatives At-Large to share viewpoints from all members of the student body. They shall be responsible to contribute student feedback and perspectives to the Executive Members and SA Advisor. They shall perform other duties as required.

**TROCAIRE COLLEGE STUDENT ASSOCIATION (SA) APPLICATION**  
**for SPRING 2019**

Please complete the following application in-person no later than Wednesday, February 27 to the Director of Student Engagement in Student Life (Room 141).

Position Seeking (Circle One): President (2019-2020)      Vice-President      Secretary  
Treasurer (2019-2020)      Representative At-Large

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

Major: \_\_\_\_\_ Hours Enrolled (current semester): \_\_\_\_\_

Do you have any previous Student Association or Government experience? \_\_\_\_\_ Yes \_\_\_\_\_

No If yes, describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason(s) for seeking office: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: Reasons for seeking office will be posted on the web along with your photo. Please email an appropriate photo to Thomas Vane, Director of Student Engagement, at vanet@trocaire.edu.

Interests/Activities (Community and School): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- I agree that this information including my election photo may be published in any College publication and on the Student Life page.
- If elected as an Executive Officer (President, Vice-President, Secretary, Treasurer) or Representative At-Large, I will maintain being a student at Trocaire and at least a 2.0 overall grade point average. I will also perform the duties of my office.
- I will not campaign for office until my application is formally approved.

Signature of Applicant: \_\_\_\_\_

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

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

**TROCAIRE COLLEGE STUDENT ASSOCIATION (SA) CANDIDATE PETITION**

All candidates who wish to run for SA must obtain 40 in-person signatures from current students. This sheet must be returned to the Director of Student Engagement no later than Wednesday, February 27.

Name: \_\_\_\_\_ Position Seeking: \_\_\_\_\_

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