



## Candidate Application

Name:

NSU ID#:

NSU Email Address:

Phone Number:

Street Address:

City, State, Zip Code:

Degree Program:

When Did You Begin The Program?

Cumulative GPA:

Anticipated Graduation Date:

Location where you attend class, or online: \_\_\_\_\_

What position are you applying for? Please see page 3 for position descriptions and responsibilities and check one below:

- President\*     VP Legislative Affairs\*     VP Student Advocacy     VP Operations  
 Treasurer     Secretary     Public Relations Director     Senator

*\* Must be able to attend scheduled Pan-SGA meetings on the NSU Main Campus in Ft. Lauderdale, FL*

---

**Please submit typed responses to the following questions:**

1. Why are you interested in running for this position?





## Candidate Application (con'd)

**In addition to this application, please submit:**

1. A half-page, single-spaced biography including qualifications and information you would like to NSU FCE community to know.
2. Your resume.
3. A professional photo.

*\* By submitting these items, you agree to permit the Abraham S. Fischler College of Education to post your biography, resume, photo, and written responses online for review by the FCE student body.*

**REQUIREMENTS:**

Officer and Senate applicants must be registered FCE graduate students in good standing with a 3.0 GPA.

Elected Officers and Senators are required to:

- Serve one year from the date of acceptance and remain FCE students in good standing during their time of service.
- Abide by the NSU Code of Conduct, the mission of the Division of Student Affairs, and the requirements of the Abraham S. Fischler College of Education.
- Serve on behalf of all FCE graduate students.

**By checking this box and signing this application, I authorize the NSU GSE sponsor to check my academic and financial standing with NSU for the purpose of this application in 2016.**

Polo Shirt Size:       Small       Medium       Large       X-Large       XX-Large

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

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

The Abraham S. Fischler College of Education reserves the right to decline any candidate applications.

Please submit your completed application and files via email to **FCE-SGA Faculty Advisor Daniel H. Markarian** at [markaria@nova.edu](mailto:markaria@nova.edu)

**Learn more about FCE SGA events and activities by joining us in OrgSync at**  
<https://orgsync.com/75580/chapter>



The Abraham S. Fischler College of Education Graduate Student Government Association (FCE SGA) comprises FCE graduate students, and serves as the voice of the student body to promote an environment for personal, academic, and career growth. Members represent the needs and interests of FCE graduate students, and coordinate activities with the FCE graduate student body, College Administration, NSU PanSGA, and community. Board Members lead activities that improve leadership skills, mutual understanding, and cooperation with other student organizations and clubs.

### **FCE STUDENT GOVERNMENT ASSOCIATION OFFICER AND SENATOR RESPONSIBILITIES**

#### **PRESIDENT:**

- Chair all Executive Board meetings.
- Execute provisions of the SGA constitution and actions enacted thereto.
- Review documents kept by the Secretary and Treasurer.
- Implement Parliamentary Procedures.
- Call Executive Board meetings with a minimum of 72 hours' notice.
- Assume responsibility of any standing committee in the absence of the chair.
- May recommend approval of expenditure requests and sign forms for expenditures on the NSU SGA accounts.
- At least once per year, present a State of the FCE SGA Address to the Senate and open to the University Community.
- Serve as the FCE representative for the NSU Pan-SGA.
- Attend appropriate conferences and forums.
- Perform duties as may be prescribed by the Executive Board or the majority of the Senators.

#### **VICE PRESIDENT OF LEGISLATIVE AFFAIRS:**

- Serve on the Executive Board.
- Chair Senate meetings and vote only in the case of a tie.
- Serve as liaison to the Senate for issues between the Executive Board and all standing committees.
- Represent the FCE student body at appropriate legislative sessions in Tallahassee or Washington to advocate approved positions on higher education and K-12 issues.
- Serve as the FCE representative for the NSU Pan-SGA.
- Attend appropriate conferences and forums.
- Perform duties as may be prescribed by the President.



## **FCE STUDENT GOVERNMENT ASSOCIATION OFFICER AND SENATOR RESPONSIBILITIES (CON'D)**

### **VICE PRESIDENT OF STUDENT ADVOCACY:**

- Serve on the Executive Board.
- Promote an ethical academic community.
- Chair the Student Advocacy Committee.
- Serve as a student liaison for grievance and appeals committees.
- Attend appropriate conferences and forums.
- Perform duties as may be prescribed by the President or the majority of the Senate.

### **VICE PRESIDENT OF OPERATIONS:**

- Serve on the Executive Board.
- Chair the Leadership Development Committee.
- Promote effective operational practices in membership, finance, and communication.
- Maintain a record of the FCE SGA Constitution, committees and membership.
- Attend appropriate conferences and forums.
- Perform duties as may be prescribed by the President or the majority of the Senate.

### **TREASURER:**

- Serve on the Executive Board.
- Collect, account and distribute all FCE SGA funds.
- Prepare and present the FCE SGA monthly budget to the Executive Board.
- Correspond monthly with the NSU Student Activity Account Manager.
- Adhere to the Student Activity Fee Manual for obtaining funds and addressing issues of financial responsibility.
- Endorse all approved expenditures of the FCE SGA.
- May reject any expenditure not deemed fiscally responsible with rejected expenditures signed by the President.
- Attend appropriate conferences and forums.
- Perform duties as prescribed by the President or the majority of the Senate.



## **FCE STUDENT GOVERNMENT ASSOCIATION OFFICER AND SENATOR RESPONSIBILITIES (CON'D)**

### **SECRETARY:**

- Serve on the Executive Board.
- Generate and distribute meeting agenda and minutes to all members.
- Call roll and establish quorum and record voting at meetings.
- Maintain committee reports on file.
- Maintain a calendar of meetings and activities.
- Disseminate information to the SGA members and the student body.
- Notify officers, committee members, and delegates of their election or appointment.
- Draft correspondence to faculty, staff, students, or outside organizations when directed by the Executive Board.
- Attend appropriate conferences and forums.
- Perform duties as may be prescribed by the President or the majority of the Senate.

### **PUBLIC RELATIONS DIRECTOR:**

- Serve on the Executive Board.
- May chair the Public Relations Committee and delegate duties as needed.
- Work with the Secretary to design and distribute press releases pertaining to FCE SGA events.
- Maintain a pictorial and written record of all activities on FCE SGA website and/or social media sites.
- Publish all pertinent acts and decisions of the SGA in the official Senate Journal/ newspaper/newsletter following approval of advisor.
- Meet periodically with the FCE Director of Marketing and Communications or designee.
- Serve as the liaison to the SGA Executive Board for University and community events.
- Attend appropriate conferences and forums.
- Perform other duties as may be prescribed by the President or the majority of the Senate.

### **SENATOR:**

- Serve as a point of contact to FCE graduate students within respective disciplines.
- Independently respond to student inquiries via e-mail and facilitate additional correspondence as needed.
- Report all matters to the Vice President of Legislative Affairs.
- Vote and appoint a representative before the end of the second Senate meeting to preside over the meetings in the absence of the Vice President of Legislative Affairs.
- Vote and appoint a Senate Secretary before the end of the second Senate meeting to serve as the parliamentarian, maintain meeting minutes and voting records for the Senate Journal.
- Attend appropriate conferences and forums.
- Perform duties as delegated by the Vice President of Legislative Affairs and Executive Board.