**Description of The Executive Board**

The Executive Board is separate from the general membership which is open to all registered students without any discrimination.

Members of the Executive Board Officers include:

President, Vice President, Secretary, Treasurer, Program Reps from each of the colleges programs (MsAc, MSTOM, Massage, Nursing etc.).

*Program Representatives can also hold other positions on the Executive board along with being a program representative.*

Executive Board meetings must occur at least once a month during each term anyone running **must be able to attend these meetings.**

All members of the Board have voting rights this includes all program reps.

Elections will occur at the end of the Fall Term and newly elected officers will begin their term at the beginning of the Winter Term. The previous Board will be responsible for training the incumbent board at the end of the Fall term after elections.

To be placed on the ballot students must be past their first semester and in good academic standing as well as good financial standing with the school. You may nominate anyone (with their consent) or can nominate yourself by contacting cneipris@pacificcollege.edu and studentcouncil-ny@pacificcollege.edu

**All students interested in running for office must submit a 1-2 paragraph introduction and explanation of their prior experiences and qualifications for the office they are running for.**

*Please see below for full details.*

**DESCRIPTION OF JOBS AND REQUIREMENTS**

 **President** Is the chairperson of the General Business meeting with full student body as well as the Executive Board Meetings. The President has general control and supervision, oversees the business of the Student Council and has full administrative power to implement the functioning of the Bylaws. President must be aware of all sections of the Bylaws and should be able to run meetings using Robert’s Rules of Order. The President should be able to spend time working with all members of the Board and must be available for meetings of the general membership, Town Halls with Administration, monthly meetings with administrative liaison and be available generally to oversee all aspects of the Student Council. *Students cannot run for President if they are leaving or graduating before next elections at end of Fall Term*.

**Recommended prior experience:** Previous experience on a board of directors. Head or manager of a business of any type. Administrative experience. Can use Microsoft Teams. Must be organized.

 **Vice President** shall assist the President as required. The Vice President will act in the absence, incapacity, resignation or removal of the President and will be granted all powers and responsibilities of the President. They will be responsible for coordination of all committees within the SC. They shall hold the calendar and coordinate all events including Town Halls, Parties, meetings, Labs and more. *Students cannot run for VicePresident if they are leaving or graduating before next elections at end of Fall Term except Massage students who disclose their status in the program.*

**Recommended prior experience:** Previous experience on a board of directors, Manager of a business of any type. Some Administrative experience including scheduling. Can use Microsoft Teams. Must be organized and able to handle calendars.

**Treasurer** is the Chief Financial Officer of the SC and is responsible for handling and accounting for all funds designated for SC. The Treasurer will prepare a report for each meeting regarding the financial state of the SC and they will also be responsible to create a budget for the full term of newly elected executive board. The SC is responsible for spending as much of the funds collected in any given term to benefit the students who contributed during that term. *Students cannot run for Treasurer if they are leaving or graduating before next elections at end of Fall Term except in a Massage student who discloses their status in the program.*

**Recommended prior experience:** Previous experience on a board of directors, financial manager of any type of business organization, accounting experience, bookkeeping experience. Can use Microsoft Teams. Must be able to balance budgets, work well with financial officers of PCHS as well as bank deposits, check ordering and do payroll and use checks. Must be organized and able to balance check books, understand statements and make reports in a timely manner.

**Secretary** will be responsible for keeping the minutes of each meeting, handle all correspondence and records for the SC and shall be responsible for sharing information to the student body including newsletters and social media. The Secretary is the standing chair of the Media and Communications committee. The Secretary will be responsible for setting up all recordings for meetings and ensuring all minutes of meetings are given to the administrative liaison and placed in Teams. *Students cannot run for Secretary if they are leaving or graduating before next elections at end of Fall Term unless a Massage student who discloses their status in the program.*

**Recommended prior experience:** Previous experience on a board of directors. Adept at creating newsletter, handling correspondence, keeping notes and using e mail and have some experience with Microsoft Teams. Being organized is important.

**Floating Representatives** will replace any officer in the case of their absence, incapacity, removal or resignation and will gain all working knowledge of the functions and responsibilities of all jobs within. The Floating Representatives are also responsible to oversee all clubs, their budgets and meetings.

**Recommended prior experience:** Should be able to learn quickly and have experience in many if not all of the above jobs. They may have worked on Executive Boards previously.

**Sergeant At Arms** must be well versed in Robert’s Rules of Order and will assist the President in the creation of agendas for all meetings. They will run the “time” of meetings and maintain proper voting protocol and discussion process.

**Recommended prior experience:** Should have worked on executive boards or similar previously. Have an even temper, be secure and confident and understand personalities and needs students may have to express themselves. They must be able to work closely with all on the Executive Board. *Students cannot run for Sergeant at Arms if they are leaving or graduating before next elections at end of Fall Term unless a Massage student who discloses their status.*

**Program Representatives:**

Must be enrolled within the program they represent. Must have general meetings with some members of the program they represent at least once a month in a common area of the school and report back to the full board with findings. They are responsible for assuring all students have a voice within the executive board of the SC by bringing problems, suggestions and ideas from students within their program to the board. They are required to attend all SC board meetings as well as general meetings.

**Recommended prior experience:** Experience as a volunteer. Able to be available to hear student grievances. Organized and personable.