

ASNWIC Application for Office 2022- 2023

Applications Due Friday, May 20 2022 at 5 P.M.

Elections will be completed by June 3, 2022 at 5:00 P.M.

This application is your chance to make a difference in the life of NWIC Students. We applaud your desire to run for an executive position in student government, however, we want to make sure that you have demonstrated the necessary leadership skills and have enough experience that you'll be able to carry out the job successfully should you win the election. We must also be satisfied that you are going to be able to balance your academic workload and student government responsibilities. We are looking for students who have displayed proven commitment, responsibility, and leadership. Candidates should be cooperative, reliable, team-oriented, and diligent. Students must be able to multi-task, work with staff, students and administration alike, as well as other members of Student Executive Board.

Applications are due Friday, May 20. Submit the completed application to seb@nwic.edu. Please read the enclosed **Elections Handbook** for eligibility requirements and election rules, including duties of the position sought, ASNWIC Constitution and Bylaws, and information regarding ASNWIC SEB Election Grievances and Petition information.

The Election Committee will be acquiring transcripts for each candidate for selection process purposes. There will be a mandatory candidates forum. **Please submit completed applications to the Student Executive Board: seb@nwic.edu.**

Required Documents Needed:

1. Completed Application
2. Digital Photo of Candidate, preferably professional. Submit to seb@nwic.edu
3. Cover Letter
4. Completed Petition

1. ASNWIC Application for Office 2022- 2023

Select the position you are running for.

| ✓ | Position | Responsibilities |
|---|--|---|
| | President | Write agenda for and attend all weekly SEB meetings; Attend or appoint an SEB member to attend President's meetings of the NWIC President's Meeting with Students and NWIC BOT meetings; Provide leadership in the development of college policies by representing and involving students in the decision-making process. |
| | Vice President of Finance | Attend all SEB meetings; Assist President; assume role and duties of President in absence or resignation; Provide regular financial updates to BOT; prepare, present, and maintain annual SEB Activities Budget; prepare purchase orders, and all other supply requests as needed |
| | Vice President of Clubs & Organization | Attend all SEB meetings; Assist President; Advise on Public Relations & Marketing matters; Support new club and organization approval process; Develop and coordinate interclub council quarterly meetings; Collect and report on all club and organization reports quarterly; maintain calendar of events for NWIC Clubs and Organizations |
| | Vice President of Activities | Attend all SEB meetings; Assist President; Develop and oversee all co-curricular activities funded by the ASNWIC; Responsible for all media/public relations for students and college leadership; facilitate annual elections process |
| | Vice President of Extended Campuses | Attend all SEB meetings; Assist President and VP of Activities; Ensure all activities and services of the ASNWIC are extended to all students at all sites and modalities; Responsible for all media and event notification to all sites and modalities |
| | Secretary | Attend all SEB; Assist president; reside over meeting notes and distribute agendas and meeting notes weekly; arrange new club and organization approval or club renewal documentation |

Candidate Information

Candidate's Name _____ Campus Location _____

Cell Phone _____ Contact Email _____

By signing below, I confirm that all the information I have stated is accurate and I meet all the eligibility requirements. If chosen I also promise to maintain a positive image of myself to students, staff/faculty and community members. I am aware that if I choose to take this position that I will meet the standards of the functions listed above.

Student Signature: _____ Date: _____

Site Manager Signature: _____ Date: _____

Student Activities/Leadership Coordinator: _____ Date: _____

2. Photo for ASNWIC Office 2022-203

A professional digital headshot is requested for your candidacy announcement and other advertising materials. Please submit a high quality professional photo to seb@nwic.edu by the application deadline.

3. Cover Letter for ASNWIC Office 2022- 2023

Please address the following three prompts in your cover letter. Cover letters should be no longer than 2-3 pages.

1. Tell us about your background and the experiences you have had that has lead to your desire to seek a leadership role.
2. What does leadership at a Tribal College look like to you, and how do you describe your leadership style?
3. Describe an experience or activity you have been involved in and are proud of.

4. Completed Petition Page

Please use the following page to collect the required signatures as indicated in the Eletion Handbook. Student signatures must include a legible written name next to the signature. Signatures can be accepted digitally, but must all be compiled into one document.

ASNWIC Petition for Office 2022-2023

Student Name: _____

| | PRINT NAME | SIGNATURE |
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Officer Position Running for: _____

Candidates are to collect student signatures in order to get on the ballot sheet along with meeting all other requirement.