



SGA

Objective:

The office manager of the Student Government Association is a member of the executive council. The office manager serves as an important member of SGA in making sure all internal communication is the duty of the manager to maintain all minutes and SGA records. In addition, the office manager has the opportunity to work closely with the entire Executive Cabinet in a more creative manner on variety of new projects and initiatives.

Qualifications*:

Be a full time, undergraduate member of APU as defined by the Registrar.

Have a grade point average of at least 2.70:

- o Cumulative
- o During one full semester prior to term of office
- o Maintained throughout the term of office

All Senators must be prepared to hold office from Fall through Spring.

All Senators must proclaim and adhere to the University Statement of Faith.

General Duties:

Attend all Student Senate meetings that will be held Wednesdays from 4:30-6:30 p.m. It is the responsibility of the candidate to incorporate the Senate meeting into their class schedule.

Serve on the committee(s) as appointed by the President and approved by the Student Senate.

Attend and participate in Student Forums unless excused by the President.

Keep a minimum of **15 office hours per a week**

Meet once every two weeks with the President to evaluate progress and set goals which will be written and recorded.

Attend all **MANDATORY*** retreats and orientations that are as follows:

- o CCLC
- o Summer Retreat/Orientation training
- o January Retreat

Note:

Because this position is an appointed position, candidate **MUST** submit 2 references: Employer and Azusa Pacific University Faculty/Staff.

*If candidate does not meet one of these requirements, the candidate can choose to petition the student senate to be allowed to run and hold office. Please speak to the chair of the elections committee or the director of communications.