



Pre-Election APPLICATION

2019 CM Student Board of Directors Officer Elections

Application must be submitted to Anna Fontana (113 Guggenheim) by **Wednesday, November 14th**.

Name: _____ Student ID #: _____

Email Address: _____ Phone: _____

Please note the following requirements for running for the **2019 CM Student Board of Directors**:

- Applicants must have previous college-level leadership experience
- Applicants must be actively involved in CM Clubs, Competitions Teams, and/or CM Cares
- Preferred qualification: Previous or current officer position held in a CM Student Organization
- Applicant should attend Officer Info Meeting and/or meet with current officer(s) holding desired position
- **PLEASE NOTE:** *Students with a documented violation of either the Department or University Student Code of Conduct are not eligible to run for a Board of Directors officer position.*

To be considered for an officer position on the CM Student Board of Directors, please submit the following:

- This Application** – listing previous leadership experience and involvement
- Statement of Interest** – See below outline
- Current Resume** – Provide an updated resume including all college leadership experience
- Recommendation Form** – Form and instructions attached

APPLICATION: Provide the following information (*use additional page/space as needed*):

1) Please identify which position(s) you are interested in. If more than one, please rank.

(*Reference attached officer expectations for information on responsibilities of specific positions*)

- President** If checked, rank: _____
- Vice President** If checked, rank: _____
- Treasurer** If checked, rank: _____
- Director of Operations** If checked, rank: _____

2) List Current/Previous CM Club, Competition Team, and/or CM Cares involvement:

3) List any Non-CM Related, College-Level Leadership Experience, including contact info for verification:

4) Identify all commitments you will have during the officer tenure (calendar year 2019):

Course Load – anticipated number of credits per semester: Spring: _____ Fall: _____

Work? Yes No If yes, list estimated hours per week: _____

Club(s)/Organizations/Teams/CM Cares:

Org. 1: _____ If officer, list position: _____

Org. 2: _____ If officer, list position: _____

Org. 3: _____ If officer, list position: _____

Org. 4: _____ If officer, list position: _____

Org. 5: _____ If officer, list position: _____

5) Attach a typed Statement of Interest including (*address all points, but be concise in your responses*):

- Explain your specific interest in being a BoD officer and what experience and leadership strengths you bring
- How have you demonstrated your passion for the CM Department and CM Student Body?
- How are you going to be a visible, effective, and motivating role model to the CM Student Body?
- What are your goals for next year's Student Board of Directors and how would you support those goals?
- Express your commitment and availability to meet the expectations and additional time required to be a successful officer

With your signature, you acknowledge that you have reviewed and understand the expectations and commitments of being an officer of the CM Student Board of Directors as described in the attached documents; and confirm that all information provided in this application is accurate and authorize the current BoD officers and advisor to confirm listed previous leadership experience.

Applicant's Signature:

Date:

Attachments/Link:

- CM Student Board of Directors – Officer Expectations (Attached)
- [Student Club Expectations, Policies and Procedures](#) (Follow link to info on CM Clubs webpage)



Recommendation Form

CM Student Board of Directors Officer Elections

TO THE APPLICANT

Complete your information below and provide this form to an appropriate CM Faculty or staff member to complete (Club advisor, Team Coach, CM Cares Instructor). Ask them to complete and submit the completed recommendation to the CM Front office in 102 Guggenheim Hall or return to you in a signed, sealed envelope for you to submit with your application.

(Last Name)

(First Name)

(CSUID)

WAIVER: Under the federal law entitled the Family Education Rights and Privacy Act of 1974, students are given the right to inspect their records, including letters of recommendation. While we shall consider all letters of recommendation carefully, we believe that in many instances letters written in confidence are, in the long run, of greater utility in the assessment of a student's qualifications, abilities, and promise. We invite you, therefore, but do not require you, to sign the following waiver.

I expressly waive any rights I might have to access of this letter of recommendation under the Family Educational Rights and Privacy Act of 1974, or any other law, regulation or policy.

Applicant's Signature:

Date:

TO THE RECOMMENDER

The person whose name appears above is applying to run for an officer position in the CM Student Board of Directors and is requesting that you provide an evaluation as part of the requirements to become eligible to run for officer. We would appreciate your candid evaluation of the applicant, and we thank you for your time and effort.

After completing this form, please enclose it in a sealed envelope, sign across the seal, and return to the applicant for submission, or you may submit directly to Anna Fontana in Guggenheim 113.

APPLICATION DEADLINE: **November 14th**

Please respond to the following questions regarding the applicant's qualifications. Please use additional paper as necessary. Supporting documentation may be attached.

Name of Faculty/Staff completing Recommendation Form: _____

Please identify the organization that you and the applicant are associated with:

Comp. Team

CM Cares

Club (list club): _____

Please complete questions and evaluation or reverse side.

How long and in what capacity have you known the applicant?

How would you rank the applicant's aptitude for leadership (Top 1%, 5%, 15%, 30%, Average, Below Average) compared to other students?

What are the applicant's major strengths?

What are the applicant's areas for improvement/growth?

Please rate the applicant on the qualities listed below:

	Inadequate Opportunity to Observe	Below Average	Average	Good	Very Good	Exceptional
Academic Ability						
Maturity						
Motivation						
Leadership						
Integrity						
Initiative						
Commitment to Service						
Ability to Work Well with Others						

Additional Comments:

Signature: _____

Date: _____

CM Student Board of Directors

Officer Expectations

Our mission is to unify and organize the CM clubs, increase membership in all CM clubs, and provide students the opportunity to further their educational experience outside of the classroom.

ALL OFFICERS:

- Come prepared and on-time to every weekly BoD meeting
- Coordinate and/or participate in all BoD sponsored events and other Department & Campus Events:
 - Club officer meetings
 - CM Socials
 - Career Fair (Set-Up &/or Tear-Down, Apparel Sales, Market BoD Events/registrations, mentor underclassmen/give advice for fair)
 - Open Forum(s)
 - Spring PADB Meeting
 - Golf Tournament
 - **Ram Welcome**
 - Clay Shoot
 - Football Tailgates
 - Float Build
 - PADB Executive committee dinner
 - Various CSU & Admissions Events
- Make announcements in designated classes (get class schedule from front office and 'assign' classes to each officer for the semester)
- Work together and support each other with the below lead responsibilities

PRESIDENT:

- Weekly BoD Officer Meeting:
 - Manage all BoD meeting agendas, dates, and times
 - Run Meeting – create minutes and keep all accountable to assigned action items
 - Update minutes and distribute to all BoD officers within 48-hours
- Monthly Club Officer Meetings:
 - Coordinate agenda and slides for monthly club officer meetings
 - Notify and remind all club officers of the event well ahead of time, including an agenda
- Coordinate the CM Social and CM Open Forum with Director of Ops each semester
- Coordinate Ram Welcome Street Fair booth: Provide an interactive activity, procure prizes, set-up and clean-up, recruit additional officers to help man booth
- Compile end of year BoD Annual Report
- Coordinate Faculty & Staff of the year process: Ballots/voting/survey, compile results, create award
- Coordinate BoD Officer Elections in Fall
- Reach out to all clubs to see what support the BoD can provide
 - Available to solve conflicts and help clubs with any issues that may arise during his/her term
- Reach out to student body to encourage participation in clubs and activities
- Be an advocate and liaison for students and student groups to the Department Head
- Be the lead for recruiting student volunteers for various departmental activities
- Assist other officers as needed

VICE-PRESIDENT

- Weekly BoD Officer Meeting:
 - Provide update on all club and student involvement activities
 - What is going on around CM, who needs to know, how can BoD assist in supporting/advertising events?
 - Identify any conflicts between club/dept. events & discuss if/how it should be resolved?
- Communications:
 - Post all BoD events to the CM Calendar
 - Create and post flyers for all Bod events
- Coordinate the Homecoming Float process:
 - Complete and pay for float registration
 - Lead the discussion for design ideas to meet the year's Homecoming Theme
 - Work with Scott Glick to finalize design and solicit donations/materials
 - Coordinate work days/times and solicit/coordinate volunteers
- Coordinate Football Tailgating:
 - Communicate with athletics to see what needs to be done for tailgate spot
 - Set up/upkeep the tailgate areas as required
 - Organize at least one CM Department tailgate for all clubs/students
 - Communicate available tailgate dates to club officers for use as a club event
- Assist President & other officers as needed – specifically provide support for Golf Tourney & Clay Shoot

TREASURER:

- Weekly BoD Officer Meeting: Budget and apparel inventory updates
- Responsible for all BoD financial transactions, including maintaining all bank and 'Square' accounts
- Manage apparel/sticker sales and inventory
 - Make orders to restock inventory as needed
 - Select and coordinate the design for new apparel
 - Set/market dates and host apparel sales at each Career Fair, Golf Tournament, Clay Shoot, as well as 3-4 others throughout the semester, specifically a couple at the end of each semester
- Responsible for the Precon 3rd floor apparel closet keys and the Student Lounge display case keys
- Events (Golf Tournament & Clay Shoot)
 - Coordinate design and order t-shirts for Clay Shoot and Golf Tournament
 - Provide down payments and settle out event accounts
 - Host apparel sales at event
- Manage funds and transactions for all other Events (Officer Meetings, Elections, Socials, etc.)
 - Purchase and coordinate food and supplies for events as appropriate
- Coordinate the procurement of and signatures for the end-of-year bank account switch over
- Assist other officers as needed

DIRECTOR OF OPERATIONS:

- Weekly BoD Officer Meeting: Event updates (Golf Tournament/Clay Shoot)
- Coordinate the CM Social and CM Open Forum with President each semester
- Plan and coordinate Spring CM Golf Tournament
- Plan and coordinate Fall CM Clay Shoot
- Coordinate all operational activities
- Assist with all other BoD Events
- Assist other officers as needed