POSITION DESCRIPTION

Associated Students of Umpqua Community College (ASUCC)
Student Leadership Team

PRESIDENT

The ASUCC Student Leadership Team shall provide representation of students interests, needs and well-being within the College community through a model of governance which provides for student advocacy and student engagement.

The ASUCC Student Leadership Team is recognized by the UCC Board as the sole representative body of Umpqua Community College students. The ASUCC Student Leadership Team leaders gain valuable leadership and executive level experience such as leadership training, decision making, fiscal management and conflict management.

ASUCC Student Leadership Team members serve as agents for inquiry and support for the students of Umpqua Community College.

CLOSING DATE:
For your name to be placed on the ballot for the position of ASUCC President, you must submit your completed application to the ASUCC Elections Chair by **April 25, 2014, 2:00pm.**

POSITION:
It shall be the responsibility of an ASUCC Officer, who will assume office on June 14, 2014 to:

- Assume the responsibility of being a leader of students.
- Work with the Student Life Office to develop processes and strategies to maximize student involvement and applicants for leadership positions.
- Attend and participate in at least 80% of regularly scheduled ASUCC Student Leadership Team meetings per quarter, excluding summer, unless an absence is approved by the ASUCC Student Leadership Team.
- Serve as a voting member of ASUCC Student Leadership Team, except in the case of the ASUCC President, who shall vote only in case of a tie.
- Establish and maintain a minimum of twelve (12) working hours per week, which includes the one (1) hour weekly ASUCC Student Leadership Team meeting, the one (1) hour weekly ASUCC Executive Council meeting and ten (10) office hours to be served during regular college business hours, excluding finals week and quarterly breaks.
- Attend summer training as scheduled by the ASUCC Advisor. Summer training is mandatory. However, if unable to attend the training, the officer must meet with the ASUCC Advisor on their own time to receive an overview of the training.
- Lobby when necessary and appropriate.
- Be responsible for taking any student concerns to the ASUCC Student Leadership Team.
- Serve on at least two (2) college committees and/or task forces unless otherwise approved by the ASUCC Student Leadership Team.
- Support all ASUCC Student Leadership Team functions and activities, as practical.
- Assist with Student Life Office and campus events, as practical, including (but not limited to) Commencement.
- Provide tours of the college upon request and as available.
- Participate, as schedules permit, in quarterly leadership development.
- Attend off-campus leadership development conferences, as schedules allow.

- Develop and maintain a healthy working relationship with the officers, senators and Club Council representatives of the ASUCC Student Leadership Team, ASUCC Advisor and the UCC Vice President for Student Development.
- Demonstrate a working knowledge of the following:
    1. ASUCC Constitution and Bylaws
    2. ASUCC Office Procedures Manual
    3. ASUCC Performance Review Handbook
    4. ASUCC Elections Handbook
    5. ASUCC Candidates' Handbook
    6. ASUCC Club Handbook
    7. ASUCC Budget
    8. Student Code of Conduct
    9. Umpqua Community College Mission, Vision, Values and Strategic Plan.
- Maintain files of all the official documents and records pertinent to the position, retaining an archive of no less than three (3) years and ensuring that said documents and records are transferred to incoming officers.
- Perform other duties as set forth in the ASUCC Constitution and Bylaws.
- Perform other duties as agreed upon by the ASUCC Student Leadership Team.

It shall be the responsibility the President to:

- Serve as the chairperson of ASUCC Student Leadership Team.
- Serve as the Chair of the ASUCC Constitution and Bylaws Review Committee.
- Attend and report at all Board of Trustees meetings.
- Serve, when appointed, on applicable college standing and ad hoc committees and task forces, including College Council (or other similar governance body). Any absences from the College Council meetings must be approved by the ASUCC Student Leadership Team.
- Certify the ASUCC Student Leadership Team with the Oregon Council of Student Services Administrators (CSSA) by the posted deadline
- Write an annual report for archive purposes.
- Serve as an ex-officio member of all ASUCC Student Leadership Team committees and task forces (where not serving as chair or voting member).
- Create and dissolve ASUCC task forces.
- Interpret and carry out the provisions of the ASUCC Constitution and Bylaws.
- Act as the official liaison and representative between the ASUCC, all applicable ASUCC Student Leadership Team and college standing and ad hoc committees and task forces and the Umpqua Community College Board of Trustees.
- Enforce the decisions of the ASUCC Student Leadership Team.
- Be vested with the authority to act for ASUCC Student Leadership Team, where time necessitates, and report such action at the next regular ASUCC Student Leadership Team meeting.
- Veto any action taken by the ASUCC Student Leadership Team which is not in the best interests of the ASUCC and report any such action at the next regular meeting of the ASUCC Student Leadership Team. The veto can be overwritten with a three-fifths (3/5) vote of the ASUCC Student Leadership Team.
- Conduct one (1) hour orientation sessions for new ASUCC Senators.
- Conduct weekly one (1) hour training sessions with ASUCC Senators.
- Perform other duties as specified in the ASUCC Constitution and Bylaws
- Perform other duties as agreed upon by the ASUCC Student Leadership Team.

TIME COMMITMENT:

- Training with the outgoing officers, to take place prior to officially taking office.
- A minimum of 40 hours of leadership training plus leadership conferences and UCC event participation during the period of July-September, schedule to be determined.
- Minimum of ten (10) office hours per week, each quarter, beginning the first week of Fall quarter 2014, excluding finals week and quarter breaks.
- Weekly ASUCC Student Leadership Team meetings, as scheduled.

- Weekly ASUCC Executive Council meetings, as scheduled.
- Committee meetings, as determined.
- Activities development and implementation, as determined.
- Leadership workshops, as determined and necessary.
- Other leadership meetings, as determined and necessary.

COMPENSATION:
An officer shall receive quarterly tuition assistance (for fall, winter and spring terms) of no less than $500 and no more than 12 credits of tuition, excluding technology, student activity fees and the SUCCESS fee. Summer quarter compensation for participation in leadership training shall be $500.

QUALIFICATIONS:
When applying, applicants must:
- Have attended Umpqua Community College at Winter term 2014;
- Have completed nine (9) or more credits Winter term 2014, with a 2.50 grade point average or better;
- Possess a 2.50 cumulative grade point average or better at Umpqua Community College;
- By April 4, 2014, be enrolled in nine (9) or more credits at Umpqua Community College and maintain this enrollment throughout the quarter;
- Not have any outstanding disciplinary or grievance actions with the college; and
- Be in good financial standing with Umpqua Community College including no outstanding balances owed to the college or be in default on any loans issued through the college.

After applying and throughout the elections process, applicants must:
- Maintain enrollment in nine (9) or more credits at Umpqua Community College during Spring quarter 2014;
- Not have any outstanding disciplinary or grievance actions with the college; and
- Be in good financial standing with Umpqua Community College including no outstanding balances owed to the college or be in default on any loans issued through the college.

Although incoming officers take office Summer quarter, incoming officers must:
- Complete enrollment in nine (9) or more credits at Umpqua Community College for Spring quarter 2014, with a 2.50 grade point average or better;
- Possess a 2.50 cumulative grade point average or better for Spring quarter 2014; and
- Not have any outstanding disciplinary or grievance actions with the college; and
- Be in good financial standing with Umpqua Community College including no outstanding balances owed to the college or be in default on any loans issued through the college.

If, at the end of Spring quarter, an individual who is elected for the office fails to meet the above requirements for holding office, the individual will not assume the office.

APPLICATION PROCESS:
If interested in applying, an applicant must:
- Meet with the officer currently holding the position prior to submitting the application.

After meeting with the officer, the following materials must be submitted no later than 2:00pm, April 25, 2014:
- A typed nomination statement of no more than 250 words;
- A nomination petition with fifty (50) signatures from students currently enrolled for 3 or more credits at Umpqua Community College;
- An ASUCC Student Leadership Team Application; and
- An unofficial copy of the Umpqua Community College transcript. The transcript must include all quarters completed to date.

In addition the applicant must:

- Attend two ASUCC Student Leadership Team meetings in the current academic year and no later than May 19. The meeting requirement must be met prior to campaigning. If the applicant is unable to attend ASUCC Student Leadership Team meetings due to a class conflict, the applicant must meet with the Elections Chair to determine a viable alternative.

Optional, but recommended that the applicant attend an informational meeting scheduled for Friday, April 18, 2014 at Noon in the ASUCC Vice President's Office, Campus Center.

CAMPAIGNING:
Applicants shall receive a copy of the Candidates' Handbook upon approval of their nomination petition by ASUCC Student Government Leadership Team. Campaigning runs from Tuesday, May 6 through the close of voting on Wednesday, May 21. However, candidates may **not** begin to campaign until they have received the Candidates Handbook, have reviewed the handbook with the ASUCC Elections Chair and have signed a Candidate Agreement. Candidates must also attend two ASUCC Student Leadership Team meetings in the current academic year and no later than May 19; the meeting requirement must be met prior to campaigning.

Applicants will not resort to character defamation, libel or slander of another applicant which includes, but is not limited to remarks and/or written statements regarding other applicants' integrity, character and ability to hold office. ASUCC Elections are not a popularity contest. It is not an opportunity to belittle another applicant/candidate in order to appear better. This is about who you are and what you will bring to the position.

SELECTION PROCESS:
All qualified candidates who submit their application materials by the deadline will have their name placed on the ASUCC Spring Elections ballot. Any qualified applicant who misses the deadline may run as a write-in candidate, but must complete the application process by May 12 at 2:00pm. Selection will be by popular vote in the ASUCC Spring Election.

Completed applications must be submitted by the deadline
to the ASUCC Elections Chair/Vice President, ASUCC Offices, Campus Center Student Lounge.

Umpqua Community College is an Equal Opportunity Educator and Employer.
It is the policy of the Associated Students of Umpqua Community College and its leadership not to discriminate or harass on the grounds sex, race, color, marital status, sexual orientation, religion, national origin, age or disability.

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APPLICATION

Associated Students of Umpqua Community College (ASUCC)
Student Leadership Team

Please print legibly or type
Add additional sheets if necessary

Please check which position you are applying for:

❑ President
❑ Vice President
❑ Activities Officer
❑ Public Relations Officer
❑ Business Manager

Name _____

Address _____

City _____State _____Zip_____

Telephone number(s) where you may be reached: Home _____
Work _____
Cell _____

Email Address: _____

How many quarters have you attended UCC?
❑ 1 quarter
❑ 2 quarters
❑ 3 quarters
❑ 4 quarters
❑ 5 quarters
❑ 6 quarters
❑ 7 or more quarters

Number of credits enrolled in last quarter: _____

Number of credits enrolled in this quarter: _____

What was your g.p.a. last quarter: _____

What is your cumulative g.p.a.: _____

What is your major or field of study? _____

Are you in good financial standing with Umpqua Community College? ❑Yes ❑No

Do you have any outstanding disciplinary or grievance actions with Umpqua Community College? ❑ Yes ❑ No

Completed Application must be submitted to the ASUCC Elections Chair by posted deadline

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Are you currently or have you ever served on ASUCC Student Leadership Team as an officer or a senator?

❑ Yes: From _____/_____to _____/_____ as _____
Month Year Month Year Position

❑ No, I have not served on the ASUCC Student Leadership Team

Are you currently or have you ever served as an ASUCC club officer or club representative for a campus club/student organization?

❑ Yes: From _____/_____to _____/_____ as _____
Month Year Month Year Position

_____
Name of Club

❑ No, I have not served as an officer or representative in a club

Are you currently a member or have you ever been member of an ASUCC campus club/student organization?

❑ Yes: From _____/_____to _____/_____ in _____
Name of Club

❑ No, I have not been a member of an ASUCC campus club/student organization?

NOMINATION STATEMENT

Please provide a brief statement (250 words maximum) expressing why you wish to serve as a student government member. **Your statement should be completed and attached to the Nomination Petition Form prior to soliciting signatures**.

The information I have submitted is true to the best of my knowledge. I understand that the contents of this application are subject to verification and, if found untrue, will result in my immediate disqualification. By signing below, I am authorizing the release of my Umpqua Community College transcripts for confidential verification purposes.

_____ _____
Signature Date

Completed Application must be submitted to the ASUCC Elections Chair by posted deadline

NOMINATION FORM

Associated Students of Umpqua Community College (ASUCC)
Student Leadership Team

NOMINATION STATEMENT

Please provide a brief statement (250 words maximum) expressing why you wish to serve as a student government member. ***Your statement should be completed and attached to the Nomination Petition Form prior to soliciting signatures.***

NOMINATION PETITION

We, the undersigned students of Umpqua Community College, currently enrolled and carrying three or more credits, have read the statement of interest provided by the nominee, and support the nomination of _____ for the position of _____.

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Completed Application must be submitted to the ASUCC Elections Chair by posted deadline

PRINT Name Clearly	Signature	Last Four SID
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Completed Application must be submitted to the ASUCC Elections Chair by posted deadline

ASUCC Elections – Important Dates to Remember

Applications for 2014-2015 Student Leadership Team Executive Council available

(Week 1)Tuesday, April 1, 2014. Applications due by 2:00pm, April 25, 2014.

ASUCC Student Leadership Team Meetings

By May 19, 2014

Applicants/candidates must attend two (2) meetings in the current year and no later than May 19; this requirement must be met prior to campaigning

Applicant Information Meeting (optional, but not required for interested students)

(Week 3) Friday, April 18, 2014 at Noon in ASUCC Vice President Office, Campus Center Student Lounge

Students interested in an ASUCC Officer position for 2014-2015 are encouraged to attend this informational meeting.

Applications Due

(Week 4) April 25, 2014, 2:00pm– ASUCC Offices – to ASUCC Elections Chair/Vice President

Candidate Information Meeting

All candidates must schedule an hour-long appointment with the Elections Chair

(Week 5) Week of April 28 -

Candidates will receive the Candidate Handbook and will go over the rules for campaigning.

Photos

(Week 6) By Monday, May 5, 2014

All candidates must either provide a photo (headshot only) in a .jpeg format or have a photo taken by the Student Life Director. The photo will be used in the Voter's Pamphlet and other elections advertising materials.

Campaigning

(Week 6-Week 8) Tuesday, May 6 – Wednesday, May 21, 2014.

Candidates may not begin to campaign until they have received the Candidates Handbook, have reviewed the handbook with the ASUCC Elections Chair and have signed a Candidate Agreement. Candidates must also attend two (2) ASUCC Student Leadership Team meetings in the current year and no later than May 19; the meeting requirement must be met prior to campaigning.

Write-In Candidate Applications Due

(Week 7) May 12, 2014, 2:00pm – ASUCC Offices (to ASUCC Elections Chair/Vice President)

Write-in candidates will need to schedule a meeting with the ASUCC Elections Chair to review the Candidate Handbook prior to campaigning.

Candidate Forum (all candidates should make every effort to be present)

(Week 7) May 16, 2014, Noon-1pm – Campus Center Cafeteria/Dining Room

Candidates for offices will be "presented" to the campus. Candidates will have the opportunity to make a brief statement about their interest in student government and questions from the audience will be taken.

Elections – Polls Open to Vote

(Week 8) Tuesday, May 20, 2014 - 9-6pm – Center of Campus

(Week 8) Wednesday, May 21, 2014 - 9-6pm – Center of Campus