



**Student Government Association**

**Secretary Application**

**Release Date: March 30, 2022**

**Application Due to SGA Office by: April 13, 2022**

**Student Government Association Office – Reng Student Union**

Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Phone: \_\_\_\_\_

School Address: \_\_\_\_\_  
P.O. Box or Street                      City                      State                      Zip

Email Address: \_\_\_\_\_

Major: \_\_\_\_\_ GPA: \_\_\_\_\_ (Minimum 2.5 required)

Cumulative Hours: \_\_\_\_\_

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We will conduct interviews on April 14. Please be prepared to respond to the following questions during your scheduled interview:

- Why are you interested in serving on this SGA administration?
- What plans/events do you have in mind if you were to be secretary?
- What characteristics do you possess that would aid the SGA team during the 2022-2023 academic years?
- List two areas of opportunity at A-State and how would you propose SGA assist in improving these issues.
- How would you encourage students to stay up-to-date with campus events and solicit feedback from students on a regular basis?
- How well do you work with others?
- How open-minded would you consider yourself to be?

**Arkansas State University**  
**Student Government Association**  
**Position: Secretary/Treasurer**

**Position Requirements:**

Must be an undergraduate or graduate student at Arkansas State University with a cumulative 2.5 grade point average. Demonstrate a commitment to achieving goals to benefit the entire student body. Understand the general procedures of the Student Government Association, including the Constitution, By-Laws and Robert's Rules of Order.

**Position Focus:**

The primary focus of the position of the Secretary is to create and maintain an organized approach to documenting and filing all correspondence of the Student Government Association. The Secretary is to promote the Student Government Association to all students, faculty, staff and community members. The Secretary must be familiar with the University and its policies and procedures and s/he should demonstrate knowledge of the various student organizations and groups s/he serves.

**Duties and Responsibilities:**

1. Always conduct yourself in a professional manner . It is essential that the Secretary set an example of civility and respect toward all persons.
2. Be prompt for all Senate meetings, staff meetings, and assigned office hours. In case of illness, it is your responsibility to contact the Student Government Association Chief of Staff or Advisor immediately.
3. Keep a careful record of your office hours and work-related files in the office.
4. Uphold the Constitution of the Student Government Association.
5. Type meeting agendas and minutes in a timely manner.
6. Create an effective filing system for correspondence.
7. Notify all members regarding required meeting attendance and current absences.
8. Assist the President in preparing the budget.
9. Keep accurate records of all expenses encountered throughout the term.
10. Coordinate all correspondence for the Student Government Association.
11. Assist staff members with various projects.

**Work Hours:**

8 office hours per week plus attendance at each scheduled Senate meeting.