



Election Information Packet Spring 2016

Thank you for your interest in becoming a member of the Steinhardt Undergraduate Student Government Executive Board for the 2016-2017 Academic Year. Everything you will need to run for office is included in this election packet.

This Election Information Packet includes details about the election/application process and a detailed description of each available position.

As you read through these materials, please keep in mind the following information:

- You must be a currently enrolled Steinhardt undergraduate student in good academic standing.
- Campaigning is the sole responsibility of the candidate. If you wish to post flyers, a copy must first be sent to Justine Kelly-Fierro (justine@nyu.edu) for approval.
- Campaigning will take place from Monday April 11th to Sunday, April 17th.
 - Campaigning includes but is not limited to creating Facebook groups, Tweeting the link, or using any other forms of social media, as well as flyers (for which you cannot spend more than \$30).
- In order to be eligible for any USG Executive Board or Council position, the candidate must be available on **Mondays at 6:30 pm** (for the General Assembly meeting) and **7:30** (for the electoral board meeting.) The electoral board meeting (e-board) generally lasts one hour.
- If you are running for President, Vice President, Senator, Alternate Senator, or a Class President Position you will be required to present a speech at the General Assembly meeting in the Pless Hall 1st floor lounge at **6:30 pm on Monday, April 11th**.
- All other positions will be interviewed by the current Executive Board at **7:30 pm on Monday, April 11th**.
- Please note if you are running for Publicity Chair, you will need to provide a sample of your work. Portfolios are accepted, but not necessary.

Applications must be submitted via email to **Helena Wang at zw775@nyu.edu** Be certain to include all of the information requested on the application form enclosed in this packet. Applications must be submitted by **Friday, April 8th at 5:00 pm.**

New York University
The Steinhardt School of Culture, Education, and Human Development
Undergraduate Student Government

Position Descriptions

The following outlines the basic duties and expectations of the available positions. If you have any further questions, please direct them to steinhardt.usg@nyu.edu.

President

In accordance with the Constitution, the President shall:

1. Must have been a member of Steinhardt USG for a minimum of one full academic year prior to applying for this position.
2. In conjunction with the Board, develop a goal statement at the beginning of each academic year; report progress on these goals at mid-year and at the end of the term.
3. Preside at the Executive Board, Council, and Assembly meetings of the USG.
4. Coordinate the organization of the agenda for these meetings.
5. Serve as a member of, or appoint an alternate to, the Committees of the University Committee on Student Life (UCSL).
6. Attend meetings of the Faculty of The Steinhardt School of Culture, Education and Human Development or appoint an alternate to attend.
7. Serve as, or send, a representative on the Dean's Budget Advisory Committee.
8. Represent or appoint representation for the USG Assembly at School and University functions and meetings.
9. Review the Constitution to confirm its accuracy.
10. Delegate additional responsibility to Executive Board members as they see fit.
11. In conjunction with the Executive Board and Council, propose a calendar each semester of planned activities of the USG.
12. Serve as the official voice and representative of The Steinhardt School of Culture, Education and Human Development Undergraduate Student Government.

Vice President

In accordance with the Constitution, the Vice President shall:

1. Conduct meetings in the absence of the President.
2. Be responsible for coordinating and implementing Assembly motions.
3. Serve as an ex-officio member of all internal standing committees.
4. Initiate and oversee internal committees and clubs of the USG for proper functioning.
5. Succeed the President in an event of the resignation or removal of the latter.
6. Carry out all other responsibilities as delegated by the President.

Senator

In accordance with the Constitution, the Senator shall:

1. Must have been a member of Steinhardt USG for a minimum of one full academic year prior to applying for this position.
2. Attend meetings of the University Senate, Student Senators Council (SSC), and University Committee on Student Life (UCSL).
3. Submit reports to the Executive Board, Council, and Assembly of the USG reflecting the current issues of concern before the Senate.
4. Keep a file of all minutes and reports of the University Senate at the office of the USG for further reference.
5. Coordinate and organize the annual Dean's Town Hall with the assistance of the Alternate Senator
6. Carry out all other responsibilities as delegated by the President.

Alternate Senator

In accordance with the Constitution, the Alternate Senator shall:

1. Assist the Senator if need be.
2. Replace the Senator in the event that the Senator can no longer remain in office.
3. Serve as the Alternate at any meeting the Senator is unable to attend.
4. Coordinate with the Vice President to review the attendance of club representatives and status.
5. Regularly report to the Treasurer and Executive Board regarding the status of USG-sponsored clubs for review.
6. Organize and maintain club status and application.
7. Carry out all other responsibilities as delegated by the President.

Secretary – Interviewed Position

In accordance with the Constitution, the Secretary shall:

1. Keep the minutes of the Executive Board, Council, Assembly, and other special meetings.
2. See that cumulative minutes, committee reports and correspondence are maintained and made available upon request.
3. Take and keep records of attendance at each meeting.
4. Draft communications at the request and approval of the Executive Board.
5. Maintain an up-to-date contact list of the active members of the Assembly.
6. Review and respond to general USG voicemail messages and e-mail correspondence.
7. Carry out all other responsibilities as delegated by the President.
8. Coordinate with President on appointments for alternates for meetings of the Faculty of The Steinhardt School of Culture, Education and Human Development

Treasurer – Interviewed Position

In accordance with the Constitution, the Treasurer shall:

1. Implement the budget plans as outlined by the Executive Board.
2. Be informed of the financial standing of the USG and report monthly, or as necessary, to the Executive Board, Council, and Assembly.
3. Maintain all expense receipts, issue checks, balance ledger, and set next year's budget and club allocations.
4. Attend all meetings of the USG Council and Assembly.
5. Carry out all other responsibilities delegated by the USG President.

Publicity Chairperson – Interviewed Position

In accordance with the Constitution, the Publicity Chairperson shall:

1. Be responsible for the publicity for each event and activity planned and sponsored by the USG.
2. Be responsible for the maintenance, distribution, and updating of all bulletin boards and posting space of the USG.
3. Manage and maintain the official website, Facebook, blog and Twitter of the USG.
4. Carry out all other responsibilities as delegated by the President.

Sophomore, Junior and Senior Class Presidents

In accordance with the Constitution, the Class Presidents shall:

1. Must have been a member of Steinhardt USG for a minimum of one full academic year prior to applying for this position.
2. Conduct at least one event per month for their student population as is fitting and appropriate for the class.
3. Attend all meetings of the USG Council and Assembly.
4. Serve as advocates for their class in decisions of the USG.
5. Preside over regular meetings of a committee consisting of their respective populations.
6. Attend, and perhaps preside at, class-specific committee meetings (i.e. Senior Legacy Committee, USG Election Committee, etc.)
7. Carry out all other responsibilities as delegated by the President of the USG.
8. Help project the needs, concerns, and wishes of their respective constituents.

Programming Chairperson – Interviewed Position

In accordance with the Constitution, the Programming Chairperson shall:

2. Be responsible for the planning and implementation of school-wide events, activities and programs.
3. Create a calendar of events to be presented to the USG Executive Board for each semester.
4. Attend and report during meeting of the USG Council and Assembly Oversee a programming committee, if desired.
5. Carry out all other responsibilities as delegated by the President.

