



Western
University
OF HEALTH SCIENCES

Student Government
Association

Acknowledgement of Your Leadership Responsibilities

Class Officers

Time Commitment of an SGA Senator:

- Each position varies by program, so you are encouraged to discuss the time commitment with your upper-class Senators and your student affairs professional/department chair.
- Senate meetings are held the first and third Tuesday starting in October and ending in May. Your class is required to send (and lunch is provided for) the VOTING senators to each meeting. The number of votes are determined by the class size for example: MSPA has 4 votes so 4 senators must attend each meeting and DO has 9 votes so 9 senators must attend each meeting.

Elections Process:

1. Complete this application and have it signed by your Director/ Assistant Dean of Student Affairs/Student Affairs
2. Attend the mandatory candidate meeting and **turn in your signed/completed application.**
3. Give a brief presentation at the open forum, scheduled by your class VP.
4. Voting occurs on online unless the position is unopposed.

By signing below, I acknowledge that:

- I will adhere to all election rules in the **Student Body Bylaws** and **SGA Constitution** or risk disqualification.
- I understand that a grade check will be done for all candidates and that if I am not currently in “good academic standing” as defined by my college catalog, I will not be permitted to run for office.
- If elected, I understand that if I fail to meet the criteria below during my term in office, I will not receive validation from my Dean or any other WesternU entity regarding my leadership role.
- If elected, I will read and adhere to the policies outlined in the **Student Leader Handbook, Student Body Bylaws** and **SGA Constitution**. I will read the Student Leader Handbook and pass the class officer quiz by the deadline.

Printed Name _____ Signature _____ Date _____

Program _____ Graduation Year _____ Position for Which You Wish To Run _____

@ _____ @westernu.edu
WesternU Student ID Number _____ E-Mail _____

List all leadership positions you currently hold and any you are applying for (e.g. club officers, student ambassador, committee members):

Required:

Signature of Director or Assistant Dean of Student Affairs within your college

Date

You are required to meet with and receive a signature from your College’s Director/Assistant Dean of Student Affairs prior to the Mandatory Candidate Meeting. Be sure to give them ample time to review/sign your application. Applications missing this signature will not be accepted.

Duties of Class President

- Be available to listen to the concerns and accolades of classmates and address the class with issues that affect the entire class.
- Serve as the central point of communication for all class officers; conducting class officer meetings and making sure class officers are effectively and efficiently fulfilling their roles.
- Utilize all information and bring forth class sentiment (not personal opinions or agendas) to the attention of the SGA and conversely, inform the students about university and SGA issues and activities.
- Give a weekly report of class activities at the SGA meeting and obtain answers and information when asked for by the SGA Executive Council or any other Senator.
- Report important information to your class or delegate such responsibility to another officer.
- Attend SGA Constitution/Bylaws Committee meetings the last Tuesday of every month (when held).
- COMP Only – Take part in COMP Council of Leaders.
- CVM Only – Coordinate class-specific and cross-program social and recreational activities or delegate such responsibilities to another officer.

Duties of Class Vice President

- Manage elections for your class; second year officers also manage elections for the incoming class
- Assist the class president in any way possible with class duties, mainly listening to classmate's suggestions and funneling the information to the class president and the SGA.
- Assist the class president with the guidelines set forth in the Student Body Bylaws and Constitution; the vice president should understand both documents in their entirety.
 - The vice president may represent the president in his or her absence.
 - The vice president is a member of the SGA Academic Committee.
- Attend Outreach Committee meetings the last Tuesday of every month (when held).
- DPT only - Vice President assumes the responsibilities of the curriculum representative.

Duties of Class Treasurer

- Distribute class funds and keep a running ledger of the class account.
- Post all expenditures in the classroom as a matter of public record.
- Be familiar with the financial aspects of the Student Body Bylaws and Constitution.
- Sign reimbursement forms meeting the requirements for approval of the expenditure.
- Attend Finance Committee meetings the last Tuesday of every month (when held).

Duties of Class Secretary

- Disseminate information to the class and respond to all correspondence directed to the class.
- Take minutes any time the class or the class officers meet and provide this information to all class officers.
- Write thank you cards to all visiting clinicians for their time.
- Attend Newsletter Committee meetings the last Tuesday of every month (when held).

Duties of Class Recreation Leader

- Coordinate class-specific and cross-program social and recreational activities.
- Attend all Student Organization Committee meetings (typically in September, January and February).

Duties of Curriculum Representative

- Serve as a direct link between the students and the faculty.
- Address issues such as test return, handouts, and general concerns about the curriculum.
- Obtain student opinion about the curriculum (problems, solutions, tests, quizzes, and remediation) and attempt to initiate changes in curriculum policy in response to student requests.
- Attend Curriculum meetings - curriculum concerns that are of the general interest to the class will be handled within each respective college between the designated curriculum representative and faculty, and when necessary, by the Academic Dean or his/her designee.
- DPT only - Vice President assumes the responsibilities of the curriculum representative.

Duties of Alumni Representative

- Attend monthly Alumni Committee meetings (when held).
- Assist in establishing alumni contacts or mentors for students.
- Promote the transition of students to active alumni.
- Assists other class officers with their duties and listens to classmates' suggestions.

Duties of Library/Tech Representative

- Serve as the class liaison to the ITDL department by facilitating communication between the two and reporting any problems or concerns related to technology used by the student body (A/V, network, blackboard, printers, clickers, etc.). This includes attending two one-hour meetings per year with ITDL staff.
- Learn how to use the classroom podium touch panel and assist faculty/guests with this technology when needed.
- Complete any required software training and assist when needed.
- Attend Library Committee meetings the 2nd Monday of August, November, January & March.

Duties of Class Representatives (During Clinical Years Only)

- Communicate class concerns to administration.
- Facilitate the reimbursement process for any purchases made through the class account (including graduation dinner dance in your final year - if applicable).

Duties of: CAPA Representative (MSPA Program Only), APTA Representative (DPT Program Only), CDA Representative (DMD Program Only) & AMPSA Representative (DPM Program Only)

- These representatives communicate information concerning seminars, meetings and general activities of the organization to fellow classmates as well as convey concerns and ideas from the students to the professional organization.

Duties of: Wellness Advocate (COMP & COMP-Northwest only)

- Take part in all SGA related activities (including meetings, which occur every other week; some months require weekly meetings).
- Create class surveys on the state of wellness on campus.
- Attend town hall meetings.
- Organize Mental Health Mondays, Wellness Wednesdays, and Fitness Fridays.
- Get clubs and other programs involved to help organize and lead events.
- Moderate the Fire Series Chats for first- and second-year classes
- Make sure events are planned to keep class morale up (e.g. off campus hikes, yoga, retreats, on-campus morale boosters).
- Coordinate with VP to get thank you notes to guest speakers.

Duties of: Diversity Officer (COMP & COMP-Northwest only)

- Advocate on behalf of their respective class on issues related to cultural competency, diversity of all forms, and humanism.
- Attend the regularly scheduled meetings of the Diversity & Humanism Student Advisory Board as needed.
- Collaborate with their respective class SGA team on team projects.
- Collaborate with college-level cultural clubs on hosting joint events.
- Work with faculty, staff, and administration to regularly review the curricula to ensure issues impacting BIPOC are adequately discussed and taught, including but not limited to implicit bias, systemic racism, and its impact on healthcare in the US and abroad.

Duties of: Liaison (COMP & COMP-Northwest only)

- Lead collaborative events and initiatives that foster camaraderie with DO classmates on opposite campus.