

2018 - 2019 Sustainable Student Coalition (SSC) Officer Elections!

Thank you for your interest in being a part of the SSC!

We are currently seeking 8 executive officers or board members for the SSC executive board for the 2018 - 2019 year term. Please see below descriptions before applying.

To be considered for an executive officer role:

Please pick your **top 2 officer position choices**, as described below, then submit a short paragraph (**250 words or less**) explaining why you want the position and why you are qualified. In order to be considered, email your position choices, your written qualifications paragraph to csulb.sustainablestudentco@gmail.com **no later than 11:59 pm on Sunday, May 6th. Email subject line should be as follows: "Your name _ "Desired position(s)." Thank you, in advance, for following this format, as it ensures your submission is recorded in our database.**

Executive Officer Descriptions:

Must be willing to sign with Student Life Development (SLD) as an official organization officer, and must comply with the SLD officer requirements. ([details here](#))

The President & Moderator

shall preside at all meetings of the organization. He/She shall be the official spokesperson of the organization, representing policies, views, and opinions of the organization in its relations with the campus and community at large. He/She shall have such further powers and duties as may be prescribed by the organization.

The Treasurer

(Vice President if President is unable to fulfill position.) shall handle all financial affairs and budgeting of the organization, maintaining all necessary accounting records. Said records shall be maintained in accordance with generally accepted accounting principles. He/She shall maintain bank accounts in the organization's name, requiring signatures of both the Treasurer and Moderator for authorized disbursements. All disbursements in excess of \$250 require the majority approval of the organization.

The Secretary/Historian

shall take minutes at all meetings of the organization, file agenda proposals, and maintain an active calendar, keep records on file and submit required copies to all organization members. He/She shall be responsible for all organization correspondence and shall keep copies thereof on file. He/She shall also act as historian and shall maintain all records of the organization including invitations and proposed action items.

Marketing and Communications Manager

(aka Public Relations Chair) shall maintain updates and promotions on social media such as Snapchat, Twitter, Instagram, Facebook, and Beachsync, send out Invitations to all members for meetings and events, and maintain the web page for all voting members and members. Public Relations Chair shall also maintain and develop new relationships with partners.

SSC Members Manager

shall track, manage, analyze, and promote membership within the organization through the various tiers of membership in addition to the various levels of involvement. This officer will most likely work closely with the marketing manager and as an executive board member if their membership duties are fulfilled.

Executive Board Member(s) (3 Members)

These members weigh in just as strongly as “officers” do; however this member does not have a specific role to fulfill. These members assist with membership management, projects, tasks, and decision-making where needed. This position may be ideal for someone who is looking to be involved in making major decisions, but wants to explore various areas of expertise in an organization. After all, this is a learning experience for us all and we should test the waters!

*In the event of permanent incapacitation, resignation, or removal from office, the line of temporary succession shall be as follows: Moderator, Treasurer, Secretary, and Public Relations Chair.

Officer Announcement Meeting: Monday, May 7th:

On the evening of Monday, May 7th the SSC will have a meeting informing everyone of the new officers and starting to arrange the meetings times for future endeavors.

Thank you again for your interest in furthering the mission of this organization!
If you would like more information about us, please visit csulbssc.org