

2019 - 2020 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 2019 - 2020 year term (Fall '19 and Spring '20). 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 return to the Google Form (_____) and complete the survey to submit your application. The form will require information explaining why you want the position, including any event planning experience and any environmental or sustainability related volunteer, academic or work experience; why you are qualified; and your expected availability and schedule for the 2019-2020 academic year.

In order to be considered, complete the Google Form (_____) **no later than 11:59 pm on Friday, May 3rd.**

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](#)). Officers must attend 80% of all SSC board meetings; date to be determined per the availability of the board.

President

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. He/She shall lead and oversee all event planning and tasks in planning the third annual State of the Environment Conference in Spring of 2020.

Treasurer

(Vice President if President is unable to fulfill position.) shall handle all financial affairs and budgeting of the organization, including grant applications for the 2020 State of the Environment Conference, and 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.

Secretary/Historian

Shall take minutes at all meetings of the organization, file agenda proposals, 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.

Director of Marketing and Communications

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 and community members. 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.

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