



LIFE PACIFIC  
COLLEGE

◀ L I F E P A C I F I C ▶

**ASG**

**STUDENT GOVERNMENT**

**Associated Student Government  
2018-2019 Application Packet**

# Mission and Purpose

Life Pacific College is an institution of biblical higher education existing for the transformational development of students into leaders prepared to serve God in the Church, the workplace, and the world. The Office of Student Development seeks to advance the mission of Life Pacific College through programs and services that promote student success within the context of a transformative faith, living, and learning community.

The mission of the Associated Student Government at Life Pacific College is to represent and advocate for the undergraduate student body, serve the student body with meaningful programming and events, and lead the student body with a Christ-centered vision.

## Why join ASG?

As Christians, we have a responsibility to ensure good governance, and we exercise this responsibility primarily through our right to vote for good leaders. Participation in student governance- not only as elected representatives, but as thoughtful voters- prepares students to exercise their civic responsibilities as graduates and helps to ensure the good governance of our College.

- ✓ **Get involved**
- ✓ **Have fun**
- ✓ **Use your voice**
- ✓ **Leave a legacy**
- ✓ **Build your résumé**

## ASG Structure

### *Executive Council*

The Associated Student Government (ASG) at Life Pacific College is led by the ASG Executive Council. The Council maintains a leadership structure composed of five committee chairs: President, Vice President, Marketing & Communication, Events & Activities, and Diversity\*. Executive Council positions receive an annual stipend of \$5000.00 and work an estimate of 15 hours per week for the academic year.

### *Responsibilities*

The Executive Council meets weekly with the ASG Staff Advisor. Each chair is also required to meet weekly with their respective committee. All members of the ASG, including Executive Council members and representatives, are required to attend the monthly legislative session. At the monthly legislative session, each committee is responsible for providing a brief update on their activities. The ASG will discuss rising matters of importance and vote on any motion items, such as resolutions, funding requests, etc. ASG members are often called upon to represent the College at key events, such as New Student Orientation, Preview Day, Admitted Student Day, and are frequently invited to serve on various faculty and staff committees as a student representative. See individual job descriptions for specific requirements for each position.

# ASG Requirements

All candidates must be returning students in good standing at Life Pacific College to serve on the Associated Student Government, meaning:

- Previous ASB experience as an executive officer or cabinet member is preferred; however, candidates who demonstrate significant, relevant work or leadership experience may apply.
- Students must be enrolled in a minimum of 12 credit hours (full-time), except in their final semester at LPC.
- Students must maintain a 2.5 GPA or higher.
- Must not be on disciplinary or ministry formation probation.
- Students must have either a “zero” balance or an approved payment plan for any outstanding balance through the Office of Student Accounts.
- Students must be eligible for employment in the United States.
- Must be able to attend an orientation event on 8/27/2018.

# Election Procedures

- Students may run for up to two Associated Student Government positions:
- Once students are notified that they are approved to run for a position on the Associated Student Government, they may begin the campaigning process.
- The Office of Student Development will contact approved candidates during the summer to collect biographical and campaign information. In partnership with Enrollment Management, OSD will host a social media campaign during the summer. Candidates are encouraged to garner support through their own social media platforms but may not use the college’s official social media platforms to campaign.
- Online campaigns may begin no earlier than August 17<sup>th</sup> after receiving confirmation that the candidate has been approved.
- If a candidate runs for two positions and “wins” both , they will serve in the position for which they received the most votes. The candidate with the next highest number of votes will be elected to the remaining position.

**COMPLETE APPLICATIONS SHOULD BE RETURNED VIA EMAIL TO SMARTZ@LIFEPACIFIC.EDU NO LATER THAN AUGUST 6<sup>th</sup>, 2018. INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED.**

**LIFE PACIFIC COLLEGE  
ASG EXECUTIVE COUNCIL APPLICATION  
2018-19 ACADEMIC YEAR**

**PART 1 | PERSONAL INFORMATION**

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

ID Number: \_\_\_\_\_ Box Number: \_\_\_\_\_

Mobile Phone Number: \_\_\_\_\_

Current GPA: \_\_\_\_\_ Anticipated completed units at end of current semester: \_\_\_\_\_

**PART 2 | ELECTIONS**

PLEASE FILL IN THE CIRICLE NEXT TO THE ELECTION(S) IN WHICH YOU WISH TO RUN:

- |   |   |
|---|---|
| <input type="radio"/> President                 | <input type="radio"/> Vice President                  |
| <input type="radio"/> Events & Activities Chair | <input type="radio"/> Marketing & Communication Chair |

\*Diversity chair to be appointed by the Multi-Cultural Student Union for the 2018-19 academic year.

**PART 3 | EXECUTIVE COUNCIL POSITIONS**

Please type, print, and attach a résumé that includes the following:

- Employment history
- Student leadership positions (past or current)
- Other co-curricular leadership experience (high school, church, civic/community, etc.)
- Relevant professional skills and abilities

In addition to your résumé, please provide a 250-300 word essay that describes how your previous experiences have prepared you for the role in which you are applying.

**PART 4 | AFFIRMATION OF UNDERSTANDING**

As an applicant for a position on the Associated Student Government for the 2018-19 academic year, I affirm that I have read the requirements described in this application packet in their entirety, understand them, and agree to adhere to all campaigning rules. I also affirm that, if I am elected to a position on the ASG, I will fulfill all the requirements of my office for the full duration of the 2018-19 academic year.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendices Section: Position Descriptions

### *Title: ASG President*

#### Job Description:

The ASG President carries out the leadership and administrative duties that support the mission of the Associated Student Government. Additionally, the President serves as the liaison between college administration and other campus constituencies.

#### General Responsibilities:

- Serve as the primary officer, chair, and official spokesperson for the ASG.
- Meet monthly with the ASG Advisor and VP to review expenditures, evaluate progress on legislative items, organize the calendar and prepare for upcoming events.
- Present monthly to college Administrative Council on the state of the student body
- Serve as the official ASG liaison and representative at the Board of Trustees meetings and special events.
- Attend all ASG & Student Leadership events.
- Coordinate with the ASG Advisor to establish the agenda for upcoming meetings.
- Organize and chair legislative and cabinet meetings.
- Hold officers accountable for their duties
- Work with Dean of Students to amend ASG manual as needed.
- Work with Dean of Students to coordinate election process.
- Appoints another cabinet member to fulfill their duties when unavailable.
- Understands and commits to fulfilling these duties for the entire academic year.

### *Title: ASG Vice President*

#### Job Description:

The ASG Vice President carries out administrative and financial duties that support the mission of the Associated Student Body. The Vice President works closely with the President in providing leadership to the ASG officers.

#### General Responsibilities:

- Meet monthly with the President and ASG advisor to update budget, evaluate progress on legislative items, organize the calendar and prepare for upcoming events.
- In cases where the ASG president is unavailable, fill in and provide leadership to the SG team.
- Collaborate with ASG officers to provide a semester/monthly calendar for executive council.
- Attend all ASG executive team meetings and keep internal team meeting minutes.
- Co-chair the monthly legislative session. Compile and publish minutes.
- Track budget; presenting a monthly budget report to ASG Executive Council.
- Work with Dean of Students to coordinate election process.
- Attend all ASG & Student Leadership events.
- Understands and commits to fulfilling these duties for the entire academic year.

*Title: Marketing & Communications Chair*

**Job Description:**

The Marketing & Communications Chair is responsible for ensuring constant contact with the student body through all ASG communication outlets. The chair is responsible for generating and driving creative content and ensure that ASG annual theme and messaging is clear, compelling, and consistent.

**General Responsibilities:**

- Meet monthly with the ASG President and ASG advisor to evaluate marketing & communications progress and goals.
- Attend all ASG meetings and events.
- Manage all ASG social media accounts (ensuring frequent and consistent communication), including but not limited to: Facebook, Instagram, Twitter, etc.
- Produce marketing material (i.e. posters, brochures, graphics, etc.) for ASG events, programs, and student organizations.
- Produce marketing material and communication pieces at request of ASG Executive Committee or Advisor.
- Capture pictures of major events for promotional purposes.
- Train, supervise, and support cabinet members, meeting weekly to discuss goals and develop the strengths and leadership abilities.
- In cooperation with the ASG President, ensure activities of the executive council are being appropriately communicated to the broader student body.
- Delegate creative projects and other responsibilities when appropriate.
- Adhere to LPC style guide. Seek approval from Admissions/Marketing for exceptions.
- Assist Dean of Students in the administration of the mobile app.
- Understands and commits to fulfilling these duties for the entire academic year.

*Title: Events & Activities Chair*

**Job Description:**

The ASG Events Chair plans all social events, including but not limited to: Fall Social, Mr. & Ms. Life, Senior Celebration, etc. The Events Chair also facilitates community intramural programs designed to assist in the deepening of the colleges cocurricular environment.

**General Responsibilities:**

- Meet monthly with the President and ASG advisor to discuss and plan for upcoming events.
- Plan and attend all ASG meetings and events.
- Collaborate with other offices to promote inter-departmental partnerships; help promote and support events across campus.
- Ensure all events are planned in a timely manner, within budget, and according to student interests.
- Train, supervise, and support committee members, meeting weekly to discuss goals and develop strengths and leadership abilities.
- Understands and commits to fulfilling these duties for the entire academic year.

Title: Diversity Chair

Job Description:

The Diversity chair is a hired position that serves at the executive level of the ASG. The Diversity representative is selected by the MSU after an application and interview process has been completed. The Diversity chair serves to ensure voice is given to all ASG activities, events and further serves by managing all Student Organizations.

General Responsibilities:

- Meet monthly with the ASG President and ASG advisor to discuss student clubs, student needs and MSU concerns
- Serves as part of the MSU leadership team.
- Attend all ASG meetings and events.
- Manage all student organizations (clubs and community action teams); including meeting with club and CAT leaders each month, club promotion, training, and support (ensuring clubs comply with requirements, etc.)
- Actively work to launch new clubs/CATS and support/empower existing student organizations.
- Coordinate with Dean of Students to manage club/CAT content in mobile app.
- Must remain a member in good standing within the MSU
- Will serve on the chapel committee as a student representative.
- Understands and commits to fulfilling these duties for the entire academic year.

## Coming in the Spring of 2019-Class Senators and Reps

Coming the Spring of 2019 LPU will offer even more opportunities to get involved in our student government! These Senators and Representatives will provide a greater voice to our entire student population and assist in driving events and initiatives needed to better serve our student body.

Job Description:

- Attends weekly PAC or committee meeting.
- Helps support events/activity of their respective committee.
- Attends monthly legislative session as a voting member.
- Attends Sojourn events and annual Christmas dinner
- Volunteer position (<5 hours/week avg).

To promote inclusion and perspective from our constituents we will seek representative support from the following areas: Class senators (1 from each class), 1 commuter rep, 1 male and female residential rep, 1 rep from athletics, 1 rep from our campus clubs and 1 rep from each of our on-campus majors. These reps will serve on the PAC (President's Advisory Council) as well as oan ASG Executive member's cabinet. Interested parties will be selected by the ASG executive team through an interview process and recommendation of leadership from area of representation or faculty member.