

Executive Board

Application Packet – 2022/2023



RENTON
TECHNICAL
COLLEGE®

ASSOCIATED STUDENT GOVERNMENT

Applicant Name: _____

OSLP STAFF USE ONLY

Application Complete

Date Received:

All Documents Attached

Received by: _____

Steps to Apply for the AS Executive Board

1	Complete this application Review and fill out all portions of this application completely. If you have any questions about any sections, reach out to the OSLP at: studentleadership@rtc.edu
2	List/Attach Two (2) References or Letters of Recommendation <u>One Reference/Letter must be from a Renton Technical College Staff/Faculty Member (if this is your first quarter at RTC, note that on your references sheet).</u> Second Reference/Letter should be from a current or previous employer, instructor, volunteer leader, or other individual who can attest to your passion for making an impact in your community, skills and work ethic. These should be attached to this application either in print or digitally.
3	Attach a Current Transcript Either an official transcript from Registration or the unofficial transcript provided through CTCLink is acceptable. Ensure that your current GPA is shown.
4	Attach your Resume Make sure it is up to date and highlights any skills and work/volunteer experience you have. If this is the first position you are applying for, provide a short description of the skills you feel make you a good choice for serving in the Associated Students at RTC.
5	Turn in your completed application packet If you're filling this out digitally, please email it to studentleadership@rtc.edu . If completing in print, turn in your application to the Office of Student Leadership and Programs (J-216) during business hours.

Overall Executive Board Responsibilities and Requirements

Responsibilities

- Attend Fall AS Training or, if selected after, make up training scheduled per quarter.
- Uphold the Constitution and Bylaws of the Associated Students of RTC (ASRTC).
- Attend all Executive Board and Senate Assembly meetings; with any unavoidable absences communicated in advance to the Director of Student Leadership and Programs.
- Work a minimum of ten (10) hours fulfilling the responsibilities of the position.
- Maintain a minimum of four (4) Office Hours (either in-office or virtually) per week held open for the student body to voice concerns, provide feedback, or otherwise engage with their student leadership.
- Communicate clearly and consistently with Office of Student Leadership and Programs (OSLP) staff and other departments throughout RTC. This includes keeping your staff Outlook calendar up to date at all times and answering emails promptly.

Requirements

- Have a passion for advocating for students, leading change, and empowering others.
- Be currently enrolled in college-level courses at RTC, with a clear trajectory of earning a certificate or degree.
- Maintain a two point five (2.5) cumulative grade point average at RTC.
- Have no conduct sanctions imposed.

Executive Board Positions

Check all positions that you are interested in applying for below:

President

The President oversees and engages with all aspects of the Associated Students (ASRTC) in order to represent and advocate for the diverse needs of RTC students. They chair Associated Students assembly meetings and represent the students at Board of Trustees and other committee meetings. The President provides collaborative servant leadership for the Executive Team and the operations of the ASRTC.

Vice President

The Vice President assumes the duties of the President in their absence and represents the students at select committees. They coordinate all Associated Students' Hiring Committees, ensuring a transparent and ethical process for all applicants. They lead the coordination and creation of the Associated Students Events and Activities Calendar, in collaboration with the Administrative Coordinator and Events and Engagement Coordinator.

Club Coordinator

The Club Coordinator trains, administrates, and advises all clubs and student organizations. They work to enhance and improve the club system at RTC; inspiring clubs and their leaders to make a greater impact on the college and local community. The Club Coordinator is responsible for leading all events related to clubs and club engagement.

Administrative Coordinator

The Administrative Coordinator communicates with all departments, clubs and organizations who are requesting funding or approval from the Senate. They are responsible for creating the agenda for Senate and Executive Team meetings, taking and distributing meeting minutes and tracking Student Government budgets.

DEI, Student and Legislative Affairs Coordinator

The Diversity, Equity & Inclusion (DEI), Student and Legislative Affairs Coordinator advocates for the diverse needs of students regarding their personal, cultural and social well-being. They use insight from surveying and interviewing students to guide the efforts of Student Government and to design events and activities to further positive change, healthy discourse and community. They engage with state and local legislature to advocate for the needs of RTC students.

Events and Engagement Coordinator

The Events and Engagement Coordinator plans and coordinates the majority of events and activities hosted by the Associated Students. They maintain the relationship between the OSLP and event service departments. This position is responsible for engaging and recruiting students for volunteering opportunities, Senate positions, etc. They lead the planning and execution of the yearly Unity Festival.

Media and Promotion Coordinator

The Media and Promotion Coordinator manages all social media, print advertising and promotional materials for the OSLP. They create attractive and engaging marketing materials to promote OSLP activities, events and services to the RTC community. This position supervises the posting of promotional materials on Associated Students posting boards and table tents throughout campus.

Application

Name: _____ Student ID: _____

Email: _____ Phone: _____

When do you expect to graduate/transfer from RTC? _____

Please answer the following questions (if more space is needed, use back):

1. What is an issue, problem, topic, or situation that affects students that you think should be addressed by the Associated Student Government?

2. To you, what qualities and behavior make a good leader?

3. What experiences, skills, and ideas would you bring to the Associated Student Government if selected to be on the Executive Board?

References/Letters of Recommendation

I have attached my references and/or letters of recommendation to this application.

If so, ignore the rest of this section.

Reference #1: _____ **Phone #:** _____

Email: _____

Reference #2: _____ **Phone #:** _____

Email: _____

Are there any details you would want the selection committee to know about you that hasn't already been included in this application?

By submitting this application, I authorize the staff of the Office of Student Leadership and Programs to review my college records for verification.

I also certify that the information provided in this application is true & accurate.

Signature: _____ **Date:** _____