

UPDATED 8/2022

2022-2023
Brightpoint Community College
Student Government Association
Officer Application



Please submit your completed application to the Office of Student Activities
(or email application to sga@brightpoint.edu)

Chester Campus: 13101 Jefferson Davis Highway, Chester, VA, 23831, Nicholas Center—N122
Midlothian Campus: 800 Charter Parkway, Midlothian, VA, 23114, Hamel Hall—H103

Brightpoint Community College
Student Government Association
Election Timeline
2022-2023

August 30th – Office of Student Activities will begin accepting SGA Candidate Applications

September 22nd – Application Submission Deadline

September 23rd – Notification of candidacy approval

Candidates will receive an email from the Office of Student Activities with approval.

September 26th – October 11th – Candidates are allowed to campaign

There are many options when it comes to campaigning. Candidates can campaign via SGA's social media outlets, in-person tabling at both campuses, creating flyers promoting your candidacy, speaking with students individually, etc.

October 12th – Election Day!

October 13th – Winners announced to the student body!

Winners will be announced via Brightpoint social media channels and in an email to faculty, staff, and students.

October 21st – First Student Government Association Senate Meeting

Brightpoint Community College
Student Government Association
Campaign Guidelines
2022-2023

- Campaigning may begin after approval and approval of SGA Candidate Application
- A candidate running for the Brightpoint Student Government Association Office shall conduct themselves in a professional manner at all times
- Violation of campaign regulations will be grounds for disqualification as determined by the Office of Student Activities
- Reminder the Student Government Association will represent the entire student body including the Midlothian Campus, the Chester Campus, and the Nursing Education Center

I have read and understand the Campaign Guidelines and agree to abide by these rules.

Candidate Printed Name: _____

Candidate Signature: _____

Brightpoint Community College

Student Government Association Election

I, _____, request to be considered as a candidate for one of the offices below in the Student Government Association for the 2022-2023 academic year.

President Vice President Secretary Treasurer Communications Coordinator

I have enclosed the items below:

_____ Completed Application

_____ Faculty Member Recommendation

Personal Information

Name: _____ Student ID Number: _____

VCCS Email: _____ Program: _____

Phone Number: _____ GPA: _____

Polo Size: _____ Shirt Size: _____

Signature: _____

IMPORTANT: You must *turn in* a completed application, and letter of recommendation from a Brightpoint faculty or staff member to Student Activities (or email application to sga@brightpoint.edu).

Faculty Recommendation for Student Government Association Officer

I, _____ endorse _____
to be nominated as a candidate for a Brightpoint Student Government Association Officer
Position.

Comments: _____

Faculty Name (Print): _____

Faculty Title: _____

Faculty Signature: _____

Student Government Association Executive Board Job Descriptions

In accordance to Article III-Section 1 of the Brightpoint Community College Student Government Association Constitution, the following are job descriptions for each position:

President — the SGA President shall have the following duties:

- To call and preside over all meetings of the Student Senate
- To uphold and execute the constitution and by laws
- To serve as a liaison to the college and the student body as official representative of the SGA.
- Liaison to the Student Activities Coordinator
- To vote when a tiebreaking vote is required

Vice President — the SGA Vice President shall have the following duties:

- To execute the duties of the President in their absence
- To fill in for the Secretary in their absence
- To work with the President and Treasurer to prepare the calendar and budget
- Assists the Secretary with preparing the meeting agenda
- Has a voting right when not fulfilling the duties of the President

Secretary — the SGA Secretary shall have the following duties:

- Record and publish the minutes from all Senate meetings
- Record minutes of all Executive Committee meetings
- Take attendance at all SGA meetings
- Assist with maintaining all SGA and student club files and documents
- Maintain accurate contact information on SGA members, faculty advisors, and student clubs
- Maintain club contact page and online forms
- Has a voting right in the Senate

Treasurer — the SGA Treasurer shall have the following duties:

- Oversees SGA expenses and revenues in conjunction with the Student Activities Coordinator
- Maintains an accurate and detailed financial record of all SGA and club expenses
- Prepares the financial proposals for the budget meetings
- Collects club monies, give receipts, and deposits into proper accounts with the Business Office
- Works with the President and Vice president to create the budget
- Has a voting right in the Senate

Communications Coordinator — the SGA Communications Coordinator shall have the following duties:

- Keep the student body informed of events, fundraisers, and service projects
- Assist with managing and maintaining the Student Government website
- Manage and monitor social media pages for SGA and student clubs
- Works with the Student Activities Coordinator to proof and edit student club flyers and media
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