



2017 Spring SCERC Appointments -- Application for Student Council of Eleanor Roosevelt College (SCERC)

An electronic copy of this application can be found at: <http://scerc.ucsd.edu>

Thank you for your interest in getting involved in student leadership opportunities here at UC San Diego! The Student Council of Eleanor Roosevelt College (SCERC) provides a variety of different leadership positions meant to empower students to make a positive difference in their community, develop valuable teamwork skills, and discover the unmatched power of the student voice. You will have the chance to make ERC a better place for its students alongside a group of highly motivated, intelligent, and friendly people who are just as eager as you to make the most out of their college experience.

A position on SCERC is a serious time commitment and, depending on your position, will require a time commitment of several hours each week. SCERC meetings are 5:30 pm to 7:30 pm (sometimes ending earlier or later) on Thursdays in the ERC Conference Room located in the ERC Administration Building. In addition to these meetings, members must also commit additional time to Council events, projects, and committee meetings as necessary. If selected, the first **mandatory** meeting for new appointees is **Thursday, May 11th**. Mandatory weekend SCERC Retreats will occur Sunday, May 21st for Spring Quarter 2017, and after week six Fall Quarter 2017. Please plan on setting aside these times when you turn in your application. Additionally, please note that SCERC meetings are open to the public, and you are welcome to come to a meeting or two before your interview in order to gain a better understanding of Student Council of ERC.

Applications are due by **4:00 pm on Thursday, May 4th, 2016** at the ERC Student Affairs Office. Interviews will take place Friday May 5th, Saturday May 6th, and Sunday May 7th. Each interview will last approximately 20 minutes. Please sign up for your interview time when you turn in your application (see Nicole Bednorz at the Student Affairs Front Desk). The interviews will be held in one of the I-House Lounges (look for the SCERC banner) and will be conducted by several members of the Council.

I highly encourage you learn more about SCERC and find additional information by visiting our Facebook page: Student Council of ERC (SCERC). Please contact me with any questions or concerns you may have regarding the application process or SCERC itself. I would love to hear from you!

Sincerely,
Crystal Michelle Ryan
Vice-President Internal Affairs - Elect
Student Council of Eleanor Roosevelt College
cmryan@ucsd.edu

2017 Spring SCERC Appointments Application

(Only turn in this page and attach a resume. Please keep cover page and position description for your own information.)

ATTENTION: All four sections of this application must be completed to be considered.

1. Personal Information:

Name: _____

Phone Number: _____

E-Mail: _____

Class Year: _____

2. Position Information:

Student Council Position Desired (List three in order of preference):

1. _____

2. _____

3. _____

Are you open to being appointed to other positions on SCERC? Yes ____ No ____

3. Short Answers:

Please briefly answer the following questions on an attached sheet of paper.

·How did you hear about SCERC and what made you interested in applying for a position?

·What are your projected time commitments for the upcoming year? How do you manage your time effectively?

·Give an example of a time you acted as a leader. Be sure to explain how this example demonstrates specific skills you have that are relevant to the position(s) for which you are applying.

4. Additional Information:

Please attach a resume with relevant past leadership experience.

Available Council Positions for Spring 2017*

- Sophomore Representative
- Diversity Advocate
- At-Large Representative
- Secretary
- Director of Finance
- Director of Publicity (2)
- Director of Special Events (2)
- Director of Technology
- Director of Student Organization
- Director of Enterprises
- Director of Spirit
- Chair of Rules
- Chair of Judicial Board
- Members of the Judicial Board
- Student Fee Advisory Committee (SFAC) Representative
- Sports Facilities Advisory Board (SFAB) Representative

***Position descriptions and full applications are available online at SCERC.UCSD.EDU**

Additional Information and Definitions

Internal Member: An internal member is a member that serves a specific function within council (such as Secretary, Director of Finance, Directors of Publicity, Directors of Special Events, Director of Technology, Director of Student Organization, Director of Enterprises, Director of Spirit, Chair of Rules) or represents a specific constituency within Eleanor Roosevelt College (such as the Senior Representative, Commuter Representative, Transfer Representative). Internal Members are required to put on quarterly or annual events, depending on the position.

Internal members are required to attend *Internal Committees*

External Member: An external member is a member of council who represents Eleanor Roosevelt College on a committee outside of Student Council and reports back to Student Council with new and relevant information from the committee (Student Fee Advisory Committee (SFAC) Representative).

External members are required to attend their respective *External Committees*

Special Events and Finance Meeting: A weekly meeting headed by the Directors of Special Events and the Director of Finance. All council members and outside organizations must attend this meeting to present budgets and request money from the Council. In addition, Council members are required to come to this meeting when they are planning an event in order to get valuable feedback from the Council. Certain members of the Council are required to attend this meeting every week.

Considered an *Internal Committee*

Rules Meeting: A weekly meeting headed by the Chair of Rules in which they discuss changes to constitutional and supporting language of the Council. Any member of the Council can attend these meetings to provide their input on important changes. Certain members of the Council are required to attend this meeting every week.

Considered an *Internal Committee*

Position Descriptions (From SCERC Constitution and Supporting Documents)

101.07.00 Sophomore Representative

101.07.01 The Sophomore Representative shall represent the interests of the Sophomore class at Eleanor Roosevelt College to the Council.

101.07.02 The Sophomore Representative shall be responsible for sitting on an internal committee.

101.07.03 The Sophomore Representative shall help organize at least two projects per term that incorporate the Sophomore class members of the Student Body of Eleanor Roosevelt College.

101.07.04 The Sophomore Representative shall perform other duties applicable to the office as prescribed by the Council

101.13.00 Diversity Advocate

101.13.01 The Diversity Advocate shall represent the needs and interests of underrepresented members of the Student Body.

101.13.02 The Diversity Advocate shall serve as the official representative for the Student Body and the Council to the Student Affirmative Action Committee (SAAC).

101.13.03 The Diversity Advocate shall be a general body member of at least one Student Affirmative Action Committee organization as defined by that organization.

101.13.04 The Diversity Advocate shall attend all Board Meetings of the Student Affirmative Action Committee.

101.13.05 The Diversity Advocate shall present a report on all Student Affirmative Action Committee Board Meetings at all Council meetings and report to the Student Affirmative Action Committee Board Meetings on all Council meetings and Student Body concerns.

101.13.06 The Diversity Advocate shall coordinate at least one special presentation of the Student Affirmative Action Committee per term.

101.13.07 The Diversity Advocate shall perform other duties applicable to the office as prescribed by the Council with the consent of the Student Affirmative Action Committee.

101.14.00 At-Large Representative

101.14.01 The At-Large Representative shall represent the interests of the Student Body as a whole.

101.14.02 The At-Large Representative shall serve as an official liaison between the members of the student body who reside in overflow housing and the council.

101.14.03 One At-Large Representative shall serve on the Council's Special Events Committee.

101.14.04 One At-Large Representative shall serve on AS Concerts and Events

101.14.05-The At-Large Representative shall help organize at least one project per term that incorporates the Student Body of Eleanor Roosevelt College as a whole.

101.14.06 The At Large Representative shall perform other duties applicable to the office as prescribed by the Council.

102.01.00 Secretary

102.01.01 The Secretary shall prepare the minutes of all Council meetings and see that a copy is accessible to all members of the Council.

102.01.02 The Secretary shall determine whether quorum is present during Council meetings.

102.01.03 The Secretary shall be responsible for all non-financial Council correspondence.

102.01.04 The Secretary shall maintain files and records for Council events and positions.

102.01.05 The Secretary shall submit a scrapbook at the end of the year highlighting all the Council events of the past year.

102.01.06 The Secretary shall monitor Council meeting attendance in conjunction with the President.

102.01.07 The Secretary shall perform other duties applicable to the office as prescribed by the Council.

102.02.00 Director of Finance

102.02.01 The Director of Finance shall oversee the implementation of the Council's Finance Rules in conjunction with the President.

102.02.02 The Director of Finance shall present a written or oral financial statement on all budget transactions at all Council meetings.

102.02.03 The Director of Finance shall present a written annual and bi-quarterly budget, including organization allocations and an operating budget for the Council.

102.02.04 The Director of Finance shall chair the Council's Finance Committee.

102.02.05 The Director of Finance shall perform other duties applicable to the office as prescribed by the Council.

102.03.00 Director of Publicity (2)

102.03.01 The Director of Publicity shall be responsible for informing the Student Body of all actions and activities of the Council.

102.03.02 The Director of Publicity shall coordinate publicity for Council events.

102.03.03 The Director of Publicity shall be responsible for all official Council press releases which include a monthly newsletter that will be distributed through the Office of Residential Life.

102.03.04 The Director of Publicity shall coordinate with the Director of Technology to utilize media outlets to outreach to the student body. 102.03.065 The Director of Publicity shall perform other duties applicable to the office as prescribed by the Council.

102.04.00 Director of Special Events (2)

102.04.01 The Director of Special Events shall chair the Council's Special Event Committee.

102.04.02 The Director of Special Events shall organize Welcome Week, Spirit Week, Spirit Night, and MMW Blowout.

102.14.03 The Director of Special Events shall work with the Director of Spirit to organize Spirit Week and Spirit Night.

102.14.04 The Director of Special Events shall support all members of the Council in the planning and execution of Council events.

102.04.05 The Director of Special Events shall present a report on all of the Council's organized events.

102.04.06 The Director of Special Events shall perform other duties applicable to the office as prescribed by the Council.

102.05.00 Director of Technology

102.05.01 The Director of Technology shall maintain and update the Council's website and the Council's Listserv.

102.05.02 The Director of Technology shall coordinate with the Director of Publicity to utilize media outlets to outreach to the student body.

102.05.03 The Director of Technology shall perform other duties applicable to the office as prescribed by the Council.

102.06.00 Director of Student Organizations

102.06.01 The Director of Student Organizations shall chair the Council of Organizations (COO).

102.06.02 The Director of Student Organizations shall not be a principal member of any Student Organizations at Eleanor Roosevelt College.

102.06.023 The Director of Student Organizations shall provide a weekly report to the Council on the activities of the Council of Organizations.

102.06.034 The Director of Student Organizations shall act as a liaison between the Council of Organizations and the Council.

.06.045 The Director of Student Organizations shall sit on the Council's Special Events Committee.

102.06.056 The Director of Student Organizations shall maintain a list of all current Student Organizations at Eleanor Roosevelt College and their respective leadership.

102.06.067 The Director of Student Organizations shall sit as a member on the Finance Committee.

102.06.078 The Director of Student Organizations shall perform other duties applicable to the office as prescribed by the Council.

102.08.00 Director of Enterprises

102.08.01 The Director of Enterprises shall be responsible for maintaining, promoting, and developing ERC merchandise (mERCh).

102.08.02 The Director of Enterprises shall be responsible for gauging the needs of the Student Body and further developing the enterprises.

102.08.03 The Director of Enterprises shall work with the Director of Finance to ensure that accurate records of expenses and income are kept for ERC merchandise (mERCh) and other Council enterprises.

102.08.04 The Director of Enterprises shall organize, in conjunction with the Coordinator of Student Activities, the inventory and distribution of supplies in the Student Workroom.
102.08.045 The Director of Enterprises shall sit on the Council's Finance Committee.
102.08.056 The Director of Enterprises shall perform other duties applicable to the office as prescribed by the Council.

102.14.00 Director of Spirit

102.14.01 The Director of Spirit shall lead in promoting UCSD spirit in Eleanor Roosevelt College for all university athletics events through college-wide programming.
102.14.02 The Director of Spirit may choose to organize a committee to advance UCSD spirit at Eleanor Roosevelt College.
102.14.03 The Director of Spirit shall also represent SCERC at spirit-related external meetings, including but not limited to Triton Tide, and shall appoint a proxy when unable to attend.
102.14.04 The Director of Spirit shall work with the Director(s) of Special Events to organize Spirit Week and Spirit Night.
102.14.05 The Director of Spirit shall plan and execute at least two projects per term related to UCSD spirit, in addition to Spirit Week and Spirit Night.
102.14.06 The Director of Spirit shall perform other duties applicable to the office as prescribed by Council.

102.07.00 Chair of the Rules Committee

1102.07.0 The Chair of the Rules Committee shall chair the Council's Rules Committee.
102.07.02 The Chair of the Rules Committee shall maintain current copies of all of the Council legislation, bills, resolutions and policies.
102.07.03 The Chair of the Rules Committee shall be the Parliamentarian for all of the Council meetings and shall maintain the Council's copy of Robert's Rules of Order Newly Revised.
102.07.04 The Chair of the Rules Committee shall perform other duties applicable to the office as prescribed by the Council.

102.09.00 Chair of the Judicial Board

102.09.01 The Chair of the Judicial Board shall preside over the Eleanor Roosevelt College Judicial Board.
102.09.02 The Chair of Judicial Board shall schedule and chair Judicial Board Meetings.
102.09.03 The Chair of the Judicial Board shall coordinate with the Eleanor Roosevelt Dean of Student Affairs Office for the purpose of educational outreach efforts to the Student Body on their rights and responsibilities as students.
102.09.04 The Chair of the Judicial Board shall sit on the Elections Appeals Board as called upon by AS.
102.09.05 The Chair of the Judicial Board shall sit on the All Campus Judicial Board.
102.09.06 The Chair of the Judicial Board shall perform other duties applicable to the office as prescribed by the Council.

102.10.00 Judicial Board Members

102.10.01 Judicial Board Members shall attend Judicial Board Meetings.

102.10.02 Judicial Board Members shall conduct formal hearings regarding non-academic violations of the Student Code of Conduct

102.10.03 Judicial Board Members shall conduct formal hearings regarding violations or questions of interpretation of the Constitution of the Eleanor Roosevelt College Student Body and the Supporting Documents

102.10.04 Judicial Board Members shall conduct formal hearings regarding violations of the Eleanor Roosevelt College Election rules

102.10.05 Judicial Board Members shall conduct formal hearings regarding conflicts amongst Eleanor Roosevelt College Student Organizations

102.10.06 Judicial Board Members shall conduct formal hearings regarding appeals of impeachment for members of the Council

102.10.07 Judicial Board Members shall conduct formal hearings regarding appeals of impeachment for members of the Eleanor Roosevelt College Judicial Board.

102.10.08 Judicial Board Members shall perform other duties applicable to the office as prescribed the Council.

Sports Facilities Advisory Board (SFAB) Representative

The SFAB representative will represent ERC and the Council on the Sports Facilities Advisory Board which is the principal advisory committee on sports facilities and related policies at the University of California, San Diego.

Student Fee Advisory Committee (SFAC) Representative

The Student Fee Advisory Committee (SFAC) Representative serves as a liaison between the Council and SFAC. Responsibilities for this position include attending weekly SFAC meetings in order to advocate the student interests of both the (representative body) and the larger UCSD student body in the allocation of the Student Services Fee. The SFAC Representative is encouraged strongly to serve more than one consecutive term.