

APPLICATION FOR SGA RECORDING SECRETARY

K.Crawford

Thank you for expressing your interest in making our school better by becoming personally involved in the SGA. Please read everything completely and carefully. **Fill out the application and return it tot he SGA Advisor by _____.** The SGA Executive Committee will make its recommendation and appointment as soon as possible.



The office of Recording Secretary is an intricate part of the Student Government Association. As an executive committee member, you would be expected to attend all executive meetings and general assembly meetings. This time alone requires a commitment on your part, yet it only touches the surface of the real job. Below you will find a detailed description of what the job entails. If you are appointed to this position and you accept that appointment, you will inherit a year round, full time job. Please look over the job description carefully. If you have questions or concerns about the

job itself or the time commitment involved in this position, please see the SGA Advisor as soon as possible. In applying for this office, remember that you are making it a major priority for the school year. One of the hardest lessons to learn is the ability to recognize when you are over extended. Some students who become actively involved in the SGA are also interested in becoming involved in other activities. Please consider the time and responsibility that you are willing and able to accept.

- √ Attend General Assembly
- √ Attend Executive Committee Meetings
- √ Type all minutes the day after the meetings
- √ Distribute minutes to Executive Committee
- √ File SGA Materials

PLEASE LIST ALL OF THE SKILLS YOU HAVE THAT MAKE YOU THE BEST PERSON FOR THIS OFFICE:

NAME _____ GRADE ____ TEAM _____