

NDMU Student Leader Election Information Packet

What is a Student Leader?

A student leader is an outstanding member of the NDMU community who is responsible for encouraging student success, a safe living and learning environment, and community engagement of all campus members. Student leaders are highly influential in introducing others to the NDMU community and contributing to a vibrant campus life at NDMU.

Nomination Petition Requirements:

- **Full-time Student Status**
An applicant for any of the student leader positions must have attended Notre Dame of Maryland University for at least one semester by the application due date and should retain full-time student status (as defined by the University's Registrar's Office) while serving in any of the student leader positions.
- **Judicial & Academic Standing**
Applicants must be in good judicial and academic standing at NDMU. This means that applicants cannot be on behavioral probation, academic probation or have pending judicial cases. Selected candidates must remain in good judicial and academic standing to continue in the position.
- **Required Reference Form**
Applicants must also have one recommendation letter from a professional reference that speaks to your potential success in this position. Please see Appendix I. at the end of this document for the Elected Student Leader Reference Form. This form can be submitted via e-mail at studentengagement@ndm.edu by the posted due date at www.ndm.edu/studentleaderelections.

Only complete applications will be considered. Incomplete applications will be removed from the process.

Nomination Petition Process:

1. Read the Student Leader Selection Information Packet thoroughly.
2. Compose a personal statement.
3. Provide one professional reference with a Student Leader Recommendation Form, asking that the reference follow the guidelines noted above.
4. Complete and submit the online nomination form by set due date.
5. After review of application materials, academic records, and judicial standing, candidates will receive notification of the next steps in the election process based on those results.

Elected Student Leader Organizations/Positions

Board of Trustees Committees Student Representatives:

Student Representative Requirements:

- Applicants must have at least a 3.00 cumulative grade point average (GPA) in order to apply for the position. Selected candidates must earn and maintain at least a 3.00 GPA cumulatively and every semester they serve as a student leader.
- Must be an enrolled NDMU undergraduate or graduate student while serving in this position
- Must meet the eligibility requirements outlined for elected student leader positions
- Attend Student Government Association Senate meetings

Board of Trustees Committee Descriptions:

- **Academic Affairs & Student Life Committee**

This committee considers and makes recommendations to the Board of Trustees regarding all matters of an academic and co-curricular nature.

The committee ensures that:

- academic programs offered are consistent with institutional mission and strategies
- the academic affairs and student life budgets reflects the institution's priorities
- ensure student concerns, viewpoints, and needs in academic and non-academic areas are considered by the Board of Trustees and officers of the institution
- ensure a vibrant and engaged campus life for all students
- that the institution's academic and student life programs are appropriate to its students
- that the institution assesses the effectiveness of its academic and student life activities.

- **Enrollment Management Committee**

This committee reviews and makes recommendations to the Board of Trustees regarding enrollment statistics, recruitment and marketing plans, budget, programs, and materials.

The committee also

- advises and recommends on strategies for attracting new students and retaining present students
- monitors local, regional, and national enrollment management trends and their impact on NDMU
- The committee serves the entire University including the Women's College, College of Adult Undergraduate Studies, College of Graduate & Professional Studies (including the School of Pharmacy and Ph.D. programs).

- **Finance Committee**

This committee oversees and makes recommendations to the Board of Trustees regarding the financial management of the institution.

These responsibilities include

- oversight of the University's annual fiscal year operating and capital budgeting (including tuition and fees)
- annual audit in conjunction with external auditors, University's endowment investments
- best practices for accounting, debt management, and risk management.

- **Institutional Advancement Committee**

This committee considers and makes recommendation to the Board of Trustees regarding identifying, cultivating, and soliciting contributions from major gift prospects on an ongoing basis

while also seeking supporting corporate, foundation, and government grants. The committee is also responsible for reviewing and affirming a list of institutional fundraising priorities on an annual basis including specific plans for building endowment, capital, and operating funds. Further, the committee reviews communications strategies, including branding, for the University.

- **Plant Committee**

This committee reviews and makes recommendation to the Board of Trustees regarding campus facilities. The committee examines the condition of campus facilities and grounds, oversees and monitors the University's campus master plan including a plan for continuous renewal, reviews the use of campus facilities, and makes recommendations regarding facilities and grounds.

Campus Activities Board (CAB):

The Campus Activities Board (CAB) is a student-run organization that strives to enhance the NDMU student experience through quality entertainment, creative programming, and community involvement. Our goal is to strengthen the missions of the Office of Student Engagement & Community Programs, Division of Student Life and NDMU by providing a variety of social, recreational, cultural, and educational programs.

CAB Candidates

- May **not** be an executive board member of any other elected student-led organizations within the election process during the same time period they will act as a CAB board member (does not pertain to honor societies, sororities, and SGA-sponsored student organizations).
- Applicants must have at least a 2.50 cumulative grade point average (GPA) in order to be eligible for a CAB position. Selected candidates must earn and maintain a 2.50 GPA cumulatively and every semester they serve as a student leader.
- Must be an enrolled full-time NDMU student as defined by the university

Available CAB Positions

- **President:**
 - Must have achieved junior or senior class standing in the undergraduate program by the semester they assume office
 - Must have held a leadership position, such as an executive board or captain, for an on-campus student-led organization, honor society, sorority, and/or athletic team.
 - Must meet the eligibility requirements outlined for elected student leader positions
 - Position Roles & Responsibilities
 - Presides over and facilitates the executive meetings
 - Represents the club at all appropriate meetings, including Senate, University Leadership Council, and other appropriate committees as designated
 - Serves as the representative voice for the CAB organization and its members
 - Reserves the right to call and schedule CAB executive board, general, and sub-committee meetings within 48 hours' notice to attending members
 - Reserves the right to delegate responsibility for certain projects or topics to any CAB executive board member and/or CAB subcommittees

- **Vice-President:**
 - Must have achieved sophomore, junior or senior class standing in the undergraduate program by the semester they assume office.
 - Must have held a leadership position, such as an executive board or captain, for an on-campus student-led organization, honor society, sorority, and/or athletic team.
 - Must meet the eligibility requirements outlined for elected student leader positions
 - Position Roles & Responsibilities
 - Presides over and facilitates general CAB meetings
 - Reserves the role of CAB President in lieu of approved absence
 - Submits online event/programming summary reports via the Office of Student Engagement & Community Programs

- **Financial Coordinator:**
 - Must have achieved sophomore, junior, or senior class standing in the undergraduate program by the semester they assume office.
 - Must have strong organizational skills and some experience with budget management
 - Must meet the eligibility requirements outlined for elected student leader positions
 - Position Roles & Responsibilities
 - Handles the CAB financial accounts in collaboration with the Office of Student Engagement & Community Programs
 - Keeps a permanent record of all transactions and reconciles accounts appropriately with the University's Business Office
 - Responsible for implementation of fund collection from any CAB-sponsored events
 - Provide financial reports to the Office of Student Engagement & Community Programs

- **Secretary:**
 - Must have achieved sophomore, junior, or senior class standing in the undergraduate program by the semester they assume office.
 - Must have strong organizational skills and some experience with written communications management
 - Must meet the eligibility requirements outlined for elected student leader positions
 - Position Roles & Responsibilities
 - Maintains official records of both executive, general, and subcommittee CAB meetings, posting them to appropriate designated folders and/or drives
 - Responsible for keeping inventory of and maintaining CAB meeting agendas and minutes as well as noting future ideas, collaborations, programs, and/or events and any corresponding research
 - Keeps record of attendance at all CAB executive, general, or subcommittee meetings

- **Public Relations Coordinator:**
 - Must have achieved sophomore, junior, or senior class standing in the undergraduate program by the semester they assume office.
 - Must have strong organizational skills and some experience with social media, marketing, and creative design.

- Must meet the eligibility requirements outlined for elected student leader positions
 - Position Roles & Responsibilities:
 - Charged with publicizing the CAB events/programs/activities in accordance with University protocols and procedures
 - Regularly maintaining all social media accounts in accordance with University protocols and procedures
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Women’s College Class Council:

Class Council Boards serve the student body with the purpose of fostering school spirit and involvement while improving student success and the quality of life for the undergraduate students of NDMU. The Class Council Boards serve as the overarching link between the students and their designated graduation year and create tradition for their class.

Women’s College Class Council Candidates

- Applicants must have at least a 2.50 cumulative grade point average (GPA) in order to apply for the position. Selected candidates must earn and maintain a 2.50 GPA cumulatively and every semester they serve as a student leader.
- Must be an full-time, enrolled NDMU Women’s College student

Available Class Council Positions

- **President**

- Must have achieved first-year, sophomore, junior or senior class standing in the undergraduate program by the semester they assume office and in the graduating class in which they qualify
- Must meet the eligibility requirements outlined for elected student leader positions
- Position Roles & Responsibilities
 - Presides over the executive meetings
 - Represents the Class Council and voice of designated Class at all appropriate meetings
 - Is the representative voice for the respective Class Council
 - Reserves the right to call and schedule meetings within 48 hours notice
 - Reserves the right to delegate responsibility for certain projects or topics to any member of the Class Council

- **Vice-President**

- Must have achieved first-year, sophomore, junior or senior class standing in the undergraduate program by the semester they assume office and in the graduating class in which they qualify
- Must meet the eligibility requirements outlined for elected student leader positions
- Position Roles & Responsibilities
 - Presides over general Class Council meetings
 - Reserves the role of President in case of an excused absence of the President
 - Submits online event/programming summary reports via the Office of Student Engagement & Community Programs and designated Student Government Association (SGA) by-laws, procedures, and policies

- **Finance Administrator**
 - Must have achieved first-year, sophomore, junior or senior class standing in the undergraduate program by the semester they assume office and in the graduating class in which they qualify
 - Must meet the eligibility requirements outlined for elected student leader positions
 - Position Roles & Responsibilities
 - Handles the financial accounts
 - Maintains permanent records of all transactions
 - In charge of fundraising events
 - Will report monthly to the Office of Student Engagement & Community Programs and their appointed advisor on the financial status of the council

- **Secretary**
 - Must have achieved first-year, sophomore, junior or senior class standing in the undergraduate program by the semester they assume office and in the graduating class in which they qualify
 - Must meet the eligibility requirements outlined for elected student leader positions
 - Position Roles & Responsibilities
 - Maintains an official record of both executive and general meetings
 - Is responsible for keeping inventory of and maintaining organization agendas and minutes
 - Keeps record of attendance at all meetings

Honor Board:

Educates the community about the Honor Pledge and attends hearings at which alleged violations of academic and behavioral standards of conduct are reviewed.

Honor Board Candidates:

- Applicants must have at least a 2.50 cumulative grade point average (GPA) in order to apply for the position. Selected candidates must earn and maintain a 2.50 GPA cumulatively and every semester they serve as a student leader.
- Must be an enrolled NDMU undergraduate or graduate student

Available Honor Board Positions:

- **Chair**
 - Must have achieved junior or senior class standing (or equivalent) by the semester they assume office.
 - Must meet the eligibility requirements outlined for elected student leader positions

- **Vice Chair**
 - Must have achieved junior or senior class standing (or equivalent) by the semester they assume office
 - Must meet the eligibility requirements outlined for elected student leader positions

- **Secretary**

- Must have achieved sophomore, junior, or senior class standing (or equivalent) by the semester they assume office
 - Must meet the eligibility requirements outlined for elected student leader positions
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Institutional Diversity and Inclusion Committee (Council)

This committee facilitates and makes recommendations concerning diversity to build an exemplary educational community that is an intellectual environment that is both challenging and nurturing. Encouragement and support for curriculum and pedagogy is dedicated to diversity issues; a commitment to social justice and equality; a respect for human diversity; and a genuine appreciation of how the many commonalities and differences among us enriches our institutional mission.

The committee is responsible for:

- clearly defining and publicizing our commitment to diversity;
 - creating and sustaining a campus climate that appreciates diversity;
 - achieving greater recognition and representation of ability, cultural, ethnic, gender, racial, sexual identity and social class diversity among all aspects of the campus- executive, administrative, managerial, faculty, staff and students;
 - engaging students and being responsive to students needs and concerns;
 - increasing and supporting sustained opportunities for academic research, scholarship and student learning from a diversity, equity or multicultural perspective;
 - ensuring accountability and use of data for achieving diversity objectives; and engaging all constituents of the Notre Dame Community in the promotion and modeling of collaboration that is necessary in creating a campus environment that values diversity, inclusion and equity.
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Maryland Higher Education Commission (MHEC) Student Advisory Council

The Maryland Higher Education Commission (MHEC) Student Advisory Council, one of several advisory councils, advises the Commission on the concerns, perspectives, and experiences of students attending Maryland institutions. The nominated student should be an individual who has an awareness of and an interest in student and campus affairs. The student should also be able to contribute to discussions and offer recommendations on matters of statewide importance that affect their constituents. The nominated student must be available to serve the full academic term and attend monthly Council meetings throughout the year, typically held on Saturdays at different campuses throughout the State.

Nominations for this position will be reviewed by Notre Dame of Maryland University administration and appointed as representative for the university. Additional information will be provided to the nominee at time of notification regarding next steps in the appointment process.

Student Government Association

The Student Government Association (SGA) serves as the unified voice of the undergraduate student body to encourage and facilitate campus wide communication and student engagement. In recognition of its

responsibility to the students at Notre Dame of Maryland University, SGA strives to improve the quality of the student experience with a holistic approach regarding all aspects of student needs, addressing student concerns, and providing fiscal support to student organizations for programming and encouraging leadership development beyond the classroom.

SGA Candidates

- May **not** be an executive board member of any other elected student-led organizations within the election process during the same time period they will act as a SGA executive board member (does not pertain to honor societies and sororities).
- Applicants must have at least a 2.50 cumulative grade point average (GPA) in order to apply for the position. Selected candidates must earn and maintain a 2.50 GPA cumulatively and every semester they serve as a student leader.
- Must be an enrolled NDMU undergraduate student

Available SGA Positions

- **President**
 - Must have achieved junior or senior class standing in the undergraduate program by the semester they assume office
 - Must have served as a voting member of the Senate for at least one year prior to the semester they assume office
 - Must have held a leadership position, such as an executive board or captain, for an on-campus student-led organization, honor society, sorority, and/or athletic team.
 - Must meet the eligibility requirements outlined for elected student leader positions
 - Position Roles & Responsibilities
 - Presides over and facilitates the executive meetings
 - Represents SGA and its sponsored organizations at all appropriate meetings, including University Leadership Council, and other appropriate committees as designated
 - Serves as the representative voice for the SGA organization and its members along with student-led organizations
 - Serves as Student Marshall for traditional academic events, such as Honors Convocation and Commencement
 - Reserves the right to call and schedule SGA executive board, general, and sub-committee meetings within 48 hours notice to attending members
 - Reserves the right to delegate responsibility for certain projects or topics to any SGA executive board member and/or SGA subcommittees
- **Vice-President**
 - Must have served as a voting member of the Senate for at least one year prior to the semester they assume office.
 - Must have held a leadership position, such as an executive board or captain, for an on-campus student-led organization, honor society, sorority, and/or athletic team.
 - Must meet the eligibility requirements outlined for elected student leader positions
 - Position Roles & Responsibilities
 - Presides over and facilitates general Senate meetings
 - Reserves the role of President in lieu of approved absence

- Submits online event/programming summary reports via the Office of Student Engagement & Community Programs
 - Serves on the university's the Alumnae and Alumni Council as student representative along with any other appointed positions via Student Engagement & Community Programs
- **Chief Financial Office**
 - Must have strong organizational skills and some experience with budget management
 - Must meet the eligibility requirements outlined for elected student leader positions
 - Position Roles & Responsibilities
 - Handles the SGA financial accounts in collaboration with the Office of Student Engagement & Community Programs
 - Keeps a permanent record of all transactions and reconciles accounts appropriately with the University's Business Office
 - Oversees and leads the SGA Finance Committee that is responsible for implementation of fund collection from any SGA-sponsored events, working collaboratively with other SGA-sponsored student-led organizations to implement student programming
 - Provide monthly financial reports to the Office of Student Engagement & Community Programs
- **Secretary**
 - Must have strong organizational skills and some experience with written communications management
 - Must meet the eligibility requirements outlined for elected student leader positions
 - Position Roles & Responsibilities
 - Maintains official records of both executive, general, and subcommittee SGA meetings, posting them to appropriate designated folders and/or drives
 - Responsible for keeping inventory of and maintaining SGA meeting agendas and minutes as well as noting future ideas, collaborations, programs, and/or events and any corresponding research
 - Keeps record of attendance at all SGA executive, general, or subcommittee meetings
 - Maintains official membership records, meeting minutes, social media platforms, and email correspondence of all student-led organizations
 - Responsible for recording, enforcement, and communication of strikes, fines, etc., for all student-led organizations
- **Director of Public Relations & Marketing:**
 - Must have strong organizational skills and some experience with social media, marketing, and creative design.

- Must meet the eligibility requirements outlined for elected student leader positions
- Position Roles & Responsibilities:
 - Charged with publicizing the SGA and SGA-sponsored organization events/programs/activities in accordance with University protocols and procedures
 - Regularly maintaining all social media accounts in accordance with University protocols and procedures
 - Creating, distributing, and revising marketing materials, including the SGA website

Student Government Association Senators

The Student Government Association Senators will represent the needs, concerns and ideas of the student body. actively serve as a liaison for the Undergraduate student body advocating for progress towards achieving our common goals. Through leadership, commitment, and service, the NDMU Student Government Association aims to promote a positive campus community and to always exemplify what it means to be a true Notre Dame Woman

- Attend each meeting of the Student Senate as determined at the beginning of the year
- Serve as the directly elected representative and advocate for your community members
- Work in conjunction with the Executive Board to provide a voice for the student body
- Work within the standing committees and the Executive Board to guide policy based on student opinion
- Bring new initiatives and students needs to the Student Senate for consideration and approval
- To report to the Student Senate on committee updates and/or proposed student legislation and initiatives
- To consult with the Director of Student Engagement and Community Programs for issues or concerns that require additional assistance

Election Process Timeline

Spring 2021 Election Process for 2021-22:

Start Date	End Date	Action
Monday February 1	Friday February 28	Nomination petitions open to all students
Monday March 1	Friday March 5	Election Petition Review, Determination of Eligibility, Notification of Eligibility & Campaigning Details
Monday March 8	Friday March 12	Election Campaigning Period – March 10 Candidate Meet & Greet via Zoom
Monday March 15	Friday March 26	Voting Period
Friday March 26	Tuesday March 30	Review of Election Results & Notification to Newly Elected Student Leaders

Wednesday March 31		Election Results Announced
Starting in April, the Office of Student Engagement and Community Programs will begin working with the outgoing students, their advisors, and the newly elected students to make sure there is a smooth transition and to prepare/plan for the fall semester.		

Contact: For any questions regarding the student leader positions, contact the Office of Engagement and Community Programs at studentengagement@ndm.edu.