

PRE-CERTIFICATION FORM

Note: Please complete this form in its entirety in order to be considered for an executive position within the Center for Student Involvement & Leadership. This form is to be emailed to the club's cohort leader 48 hours before the election date.

GPA & Credit Requirements

- Student executives must possess a minimum 2.5 GPA and 12 completed credit hours (undergraduate) or a minimum 3.0 GPA and 6 completed credit hours (graduate).

General Information

Name: _____
John Jay E-mail: _____
Cell Phone: _____

EMPLID: _____
Cumulative GPA: _____
Credit Hours Completed: _____

Student Organization: _____

President Vice President Secretary Treasurer

Duties & Responsibilities

President: Presides over all club meetings; calls special clubs meetings, as necessary; serves as spokesperson for the club; serves as a secondary signatory on budget paperwork; coordinates and assists with all executive board transitions; remains fair and impartial during club decision making processes; represents the club at all mandated events; empowers and supports other members with other duties as assigned.

Vice President: Assumes presidential duties in their absence; directs all Constitutional updates and revisions; recruits new club members; coordinates attendance at clubs fairs, orientations, etc; updates John Jay App/Campus Cloud; updates club social media accounts; other duties as assigned, directed by the President.

Secretary: Keep record of all club members and club events; notifies all club members of events and meetings; keeps and distributes minutes of meetings and bi-weekly meetings; maintains attendance at all meetings and events; maintains club office space, if applicable; drafts all agendas for general meetings and bi-weekly meetings; creates all memos as needed for the club; books spaces for club events and meetings; other duties as assigned, directed by the President.

Treasurer: Serves as the primary signatory on budget paperwork; keeps all financial records of the club; prepares the semester budget; prepares necessary paperwork such as: purchase request forms, check requests, oral bids, etc; maintains inventory on all club equipment; other duties as assigned, directed by the President.

I, _____ (full name), have received, reviewed, and understand the duties and responsibilities of the _____ (executive position). I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Signature: _____

Date: _____