Requirements to run for SGA Secretary

1. Shall have been a voting member of the SGA for at least one (1) semester.
2. Shall have a minimum GPA of 2.5.
3. Shall be carrying minimum six (6) academic credits.
4. Shall present a petition of one hundred (100) signatures from the student body, to the SGA excluding SGA members. (see petition attached)
5. Shall submit an essay to the SGA advisors describing why they want to run for SGA secretary

All paperwork shall be submitted to the Director of Student Activities 2 weeks prior to SGA elections for verification. Please contact Karen Blake, Student Activities Director at SecretaryKBlake@nv.edu if you have any questions or call 203-575-8269.

Responsibilities of the SGA Secretary

As stated in the SGA Constitution: Secretary

1. Shall maintain and record all minutes of the SGA meetings.
2. Shall post approved minutes of the SGA meetings on the SGA board in a reasonable time after the meeting and before the next meeting.
3. Shall keep on file all minutes of the officers' meetings.
4. Shall be responsible for maintaining all attendance records.
5. Shall prepare the meeting agenda.
6. May not be an officer of any other organization on campus.
7. Shall distribute copies of approved minutes to all clubs, Director of Student Activities, Dean of Students, and College CEO.
8. Shall distribute all SGA minutes and agendas in club mailboxes at least 24 hours before the next SGA meeting.

Naugatuck Valley Student Government Association

Election Petition – Secretary

Name:_____ **Email Address:**_____

Banner ID:_____ **Phone:** _____

I,_____, resolve to contend for the office of **Secretary** of the Naugatuck Valley Student Government Association. The undersigned petitioners deem that I am competent to satisfactorily fulfill the duties and obligations of the **Secretary** position, as stated in the Student Government Association Constitution.

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CT STATE COMMUNITY COLLEGE NAUGATUCK VALLEY

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