



2009-2010 ASMCC Commission Chair Selection Packet

Applications are due: **Friday, May 8th, 2009**
in the Office of Student Life and Leadership

***Please return this completed selection packet to the front desk of the
Office of Student Life and Leadership by 5pm the day of***

Received by Office of Student Life: _____ Date: _____ Time: _____

Associated Students of Mesa Community College Positions:

This year, Chairs will be appointed to head the Commission of Special Events, Commission of Accountability, Commission of Publicity, Commission of Media Arts, and the Commission of Satellite. The requirements and general descriptions for Commission Chairs can be found in the **ASMCC Bylaws (Title II)**. Please review and become familiar with these sections (a copy of each is attached to this packet).

Application Checklist:

- Complete Selection Packet
- Include two references from former or current supervisors (job, club, etc.)
- Sign Release to Contact Supervisors
- Return application to the front desk of the Office of Student Life and Leadership before 5 p.m. on Friday, May 8th, 2009.

Name: _____

Student Identification number: _____

Email: _____

Phone #: _____

How many college credit hours have you completed? _____

What is your cumulative Grade Point Average? _____

Are you a convicted felon? Yes ___ No ___

Will you be attending MCC for the full 2009-2010 school year? Yes ___ No ___

Have you previously held an ASMCC Officer position? Yes ___ No ___

If yes, which one? _____ Year: _____

Are you available to meet every Tuesday from 2-3:30pm? Yes ___ No ___

Please describe your involvement with programs or events on the MCC or other school's campus (ie., activities, clubs, Senate, etc.)

Why are you interested in serving ASMCC in the 2009-2010 school year?

Please describe a time when you were able to recruit students and/or volunteers to support an event or function.

In your opinion, what makes a good leader? How would you apply this in the ASMCC position?

Are you available for a summer retreat in the month of June or July? Yes___ No___
Are you available to meet once a week in the mornings throughout the summer? Yes___ No___

The following positions are open for selection (please indicate which positions you are interested in):

- Chair of Special Events Commission
- Chair of Accountability Commission
- Chair of Publicity Commission
- Chair of Media Arts Commission

Please list the position(s) you are interested in being considered for: _____

Are you interested in other appointments within ASMCC, if you are not selected for the desired Commission Chair position(s)? ___yes ___no

Please sign below to acknowledge that you have read and understand the **Commissions** section of the ASMCC Bylaws (Title II). Your signature also indicates that you are prepared to fill the current and future duties of the office, should you be selected.

Date: _____

SIGNATURE

Term of office for Commission Chairs begins May 16th, 2009 and continues to commencement day in 2010 stipulated in the ASMCC Constitution (Article IV, Section 1, D). The structure of the ASMCC organization is currently under review and it is understood that some aspects pertaining to responsibilities and compensation may be modified.

Release to Contact Recommenders

○ Recommender 1: _____
Contact Information: _____

Phone: _____

○ Recommender 2: _____
Contact Information: _____

Phone: _____

Your signature below indicates that you authorize a staff member of the Office of Student Life and Leadership to contact the recommender(s) you have listed above. Thank you.

Signature

Please Print your Name

Date: _____

TITLE II COMMISSIONS

ARTICLE 1 COMMISSIONS

SECTION 1

The Executive Board Commissions of ASMCC shall be:

- A. Accountability Commission
- B. Publicity Commission
- C. Satellite Commission
- D. Special Events Commission
- E. Media Arts Commission

ARTICLE 2 DUTIES OF EACH COMMISSION

SECTION 1 ACCOUNTABILITY COMMISSION

The Accountability Commission shall:

- A. Act as General Counsel on behalf of ASMCC in all adversary actions before the Student Court.
- B. Know the Bylaws and Constitution of the ASMCC for all legal matters.
- C. Maintain communication between the Cabinet and Student Court.
- D. In times of election, act in the capacity of the election committee, inheriting the following responsibilities:
 - a. Establish all rules, regulations and guidelines for elections, in cooperation with the Director or Student Life and Leadership.
 - b. In case of election violations, shall file petitions with the Student Court.
- E. Encourage student participation in campus activities by designing and executing campus and community service events and projects.
- F. Work to encourage and support high standards of academic achievement of students.
- G. Act as an ASMCC liaison to campus recognized honor societies and academic groups.
- H. Act as an ASMCC liaison to Mesa Community College Departments on issues pertaining to students and faculty.
- I. Act as an ASMCC liaison to the Mesa Community College Financial Aid and off campus institutions that offer financial assistance to students.
- J. Assess the academic needs of students at Mesa Community College.
- K. Ensure that all clubs comply with ASMCC policies and procedures.
- L. Ensure that violations of ASMCC policies will be brought to the attention of the Accountability Commission for review.
- M. Assist the Executive Vice President with preparing Senate materials.
- N. Report to the Executive Vice President about the plans and activities of the Accountability Commission.

SECTION 2 PUBLICITY COMMISSION

The Publicity Commission shall:

- A. Be responsible for informing students of all ASMCC events through various media.
- B. Assist the Vice President of Communications in the timely maintenance of Student Government Bylaws, records and archives.
- C. Work to maintain contact information of ASMCC alumni.
- D. Report to the Vice President of Communications about the plans and activities of the Publicity Commission.

SECTION 3 SATELLITE COMMISSION

The Satellite Commission shall:

- A. Encourage student participation in campus activities at all Satellite Campuses by designing and promoting such activities.
- B. Promote, design and assist in developing necessary services to all Satellite Campuses.
- C. Assist in promoting ASMCC events and activities to the Satellite Campuses.
- D. Act in the capacity of ASMCC liaison to Satellite Campuses.
- E. Report to the President of ASMCC about the plans and activities of the Satellite Commission.

SECTION 4 SPECIAL EVENTS COMMISSION

The Special Events Commission shall:

- A. Plan, organize and execute events that ASMCC has decided to sponsor after the approval of the event, plan and budget for the event by the Executive Board.
- B. Be informed about club activities and ready to assist clubs in their events if needed.
- C. Plan, organize and execute all Homecoming activities and decorations.
- D. Act as the liaison between the ASMCC and the Athletics Department.
- E. Provide regular reports and inform ASMCC members of Athletic Departments activities.
- F. Act in the capacity of ASMCC liaison to recognized special interest groups.
- G. Plan, organize and execute events that facilitate the relationship and communication between students and faculty.
- H. Report to the Vice President of Fiscal Affairs about the plans and activities of the Special Events Commission.

SECTION 5 MEDIA ARTS COMMISSION

The Media Arts Commission shall:

- A. Attend all ASMCC sponsored events.
- B. Capture memories of ASMCC events using still photography and “videography.”
- C. Make promotional videos for ASMCC.
- D. Perform technical assistance to allow for the efficient use of the ASMCC web pages and other ASMCC Internet Services.
- E. Work with Student Activities to produce special flyers, posters and other promotional media.
- F. Collect, compile and document general material related to ASMCC for historical records.
- G. Preserve the institutional memory of the ASMCC.
- H. Report to the President of ASMCC about the plans and activities of the Media Arts Commission.

ARTICLE 3 COMMISSION CHAIR RESPONSIBILITIES

SECTION 1

All Commission Chairs shall:

- A. Keep minutes of all meetings and submit copies of minutes to the designated Executive Board Officer within four (4) business days of the meetings.
- B. Attend and give regular committee reports to the Cabinet.
- C. Attend and give reports to the Student Senate as needed.
- D. Recruit volunteers for their commission.

ARTICLE 4 QUALIFICATIONS FOR APPOINTMENT TO COMMISSION CHAIR

SECTION 1

To be considered for the appointment of Commission Chair, candidates shall meet the following qualifications:

- A. Candidates must be enrolled in at least six (6) credit hours at Mesa Community College.
- B. Have a cumulative GPA of at least 2.0 at Mesa Community College, or if it is a student's first semester at Mesa Community College, must have a GPA of 2.0 or higher at a previously attended institution.

SECTION 2 APPOINTMENT OF COMMISSION CHAIRS

The President of the ASMCC must submit legislation to the Student Senate requesting the confirmation of Commission Chairs. Commission Chair confirmations require a simple majority (50%+1 vote) vote in the affirmative of the Student Senate.