

# BOARD OF ELECTIONS ASSOCIATE CHAIR APPLICATION

(please type or print legibly)

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

CSU ID #: \_\_\_\_\_ Major: \_\_\_\_\_

How long have you attended CSU? \_\_\_\_\_

Please list any student/campus organizations of which you are currently a member:

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Describe what interests you about this position:

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Describe special skills you would bring to this position (e.g. computer, typing, etc):

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*Please attach an additional sheet if you need more room to answer these questions*

**– PLEASE ATTACH A RESUME –**

**Include the name, title, phone, and email for three professional references**

**RETURN COMPLETED APPLICATION TO**  
**DEPARTMENT OF STUDENT LIFE – MC 106**

**PLEASE PROVIDE YOUR SCHEDULE ON THE FOLLOWING SHEET  
(CLASSES & OTHER COMMITMENTS)**

**SCHEDULE -- Please list all class and other commitments below**

<b>TIME</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:00am					
8:30am					
9:00am					
9:30am					
10:00am					
10:30am					
11:00am					
11:30am					
12:00pm					
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7:30pm					
8:00pm					



## DEPARTMENT OF STUDENT LIFE

### General Fee Organization/Student Leader Stipend Position Description

Organization Name	Board of Elections (BOE)
Position Title	BOE ASSOCIATE CHAIR
Supervisor	BOE Chair & SGA Advisor
Scholarship Level	<b>\$500 – Fall</b> <b>\$1000 – Spring</b>
Hours / Week	5

#### Qualifications and University Requirements

1. Enrolled in at least 12 credit hours (8 for Grad/Law Students) each semester during tenure.
2. Minimum cumulative GPA of 3.0 (on 4.0 scale).
3. Maintain good academic standing during tenure of leadership position.
4. Comply with all rules, regulations, policies, and procedures of the Department of Student Life and Cleveland State University, as they relate to the position and to the operation of the organization.

#### Basic Duties

1. Attend Department of Student Life sponsored training and orientation sessions for BOE.
2. Represent CSU student needs and issues in a positive, professional, and ethical manner.
3. Limit extra/co-curricular activities such that duties of office may be performed effectively and efficiently.
4. Be thoroughly familiar with and uphold/follow General Election Regulations and BOE Constitution.
5. Spend a minimum of 5 hours per week on BOE duties; schedule, post, keep weekly office hours as assigned.
6. Keep BOE Chair and SGA Advisor informed; this includes meeting with BOE Chair and SGA Advisor on a regular basis.
7. Attend BOE Meetings as appropriate.

#### Specific Duties

1. Assist in coordinating all activities of Board of Elections in collaboration with BOE Chair.
2. Assist with publicizing to entire campus application procedures/deadlines and candidate debates/forums plus voting dates/times/locations.
3. Assist with monitoring candidate campaign activity and upholding all BOE election policies/procedures as approved by the BOE and SGA Constitutions.
4. Assist with coordinating all aspects of election-day activity, including voting booth set-up and staffing polls.
5. Assist with ballot counting process in conjunction with CSU Testing Center.
6. Assist in recording complaints/appeals filed in association with SGA Election, and direct these to BOE Chair in a timely manner.
7. Assist in drafting written recommendation/summary document for submission to SGA Senate after General Election concludes.
8. Associate Chairs will be required to Chair one committee for the BOE
9. **Other duties not specified in this description may need to be fulfilled as per the organization's constitution or to successfully uphold the mission and goals of the organization.**