



## 2020-2021 ASWCC Executive Board Application

**Application Due Date: Thursday, July 16 at 4PM**

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The Associated Students of Whatcom Community College (ASWCC) Executive Board is a team that operates out of the Office of Student Life and Development. This leadership development program provides opportunities for students to develop effective leadership, communication, and interpersonal skills. ASWCC Executive Board members serve as representatives of the student body and are dedicated to advocating for student needs, representing student interests to college administration, and providing services and programming to enhance the WCC student experience. All students are encouraged to apply. Students who have not yet been involved with programs within the Office of Student Life & Development are given priority consideration.

**Period of Employment: September 1, 2020 – June 18, 2021**

Interviews will occur on July 17, 2020 via Zoom. We will contact you to schedule interviews.

### Qualifications:

- Enrolled in a minimum of 8 credits at WCC for the full 2020-21 academic year (Fall, Winter, and Spring)
- Minimum 2.5 GPA (to be maintained quarterly during the 2020-21 academic year)
- Maintain a constituency of 25 Whatcom Community College students\*

### Benefits:

- ASWCC Executive Board members earn a monthly stipend of \$891/month
- Build a competitive resume
- Develop transferrable skills: leadership, critical thinking, public speaking, project management, budget management, working with diverse populations, etc.
- On-campus employment
- Create a network of professional references
- Make friendships that will last a lifetime!

### Responsibilities of Executive Board members include:

- Actively advocate for student needs and represent students in college decision making
- Enthusiastically participate in ASWCC leadership development opportunities
- 10 – 15 hours per week (scheduled around your classes)
- Attend weekly staff meetings & trainings (Fridays 2-4pm, PST)
- Executive Team attends Senate meetings (Mondays 3-5pm, PST)
- Each position holds unique and specific responsibilities (see next page)

### Considerations for employment include:

- Must be available to work between 8AM – 5PM PST
- Must have a valid social security number for payment of wages
- Must have a bank account in the United States of America for direct deposit

Your application will be reviewed for completeness, neatness, thorough and thoughtful answers to questions, and fulfillment of qualifications listed above regarding plan to be enrolled, and GPA. Please print or type your responses.

**\*Note:** ASWCC Executive Board members are required to maintain a constituency of 25 current WCC students to keep in contact with and represent in ASWCC decision making. A completed constituent list is typically required as part of this application, but due to the College's transition to remote services this application is considered complete without a constituent list at this time. Successful applicants will complete a constituent list when students return to campus.

Direct questions and completed applications to:

**Heidi Farani**

Director for Student Life and Development

Syre Student Center 208

HFarani@Whatcom.edu

360.383.3003

*The Office of Student Life & Development respects individual differences and provides equal access and opportunity for all qualified candidates regardless of race, color, religion, sex, sexual orientation, gender identity, gender presentation, national origin, ancestry, age, disability, ethnicity, family status, immigration status, socioeconomic status, or veteran status.*

### ASWCC Executive Board Positions:

<p><b><u>ASWCC President:</u></b></p> <p>Public Relations; Liaison w/College Administration</p> <p>Chair for S&amp;A Budget Committee</p> <p>Provide leadership and support to Executive Board, ASWCC Senate, and Programming and Diversity Board</p>	<p><b><u>ASWCC Executive Vice President:</u></b> *WACTCSA Representative</p> <p>Chair for ASWCC Senate</p> <p>Provide leadership and support to Student Senators</p> <p>Coordinate Campus Voter Registration Initiatives</p> <p>Organize ASWCC participation in legislative activities</p>
<p><b><u>ASWCC VP for Social &amp; Educational Programming:</u></b></p> <p>Chair for Programming &amp; Diversity Board (PDB)</p> <p>Provide leadership for large, all-campus events</p> <p>Coordinate monthly calendar, budget, and regular reports of PDB activity</p>	<p><b><u>ASWCC VP for Operations:</u></b></p> <p>Chair for Orca Volunteer Committee</p> <p>Coordinate monthly calendar and report of ASWCC activity</p> <p>Coordinate meeting minutes: Senate/Executive Board</p> <p>Manage ASWCC assets, supplies, and inventory</p>
<p><b><u>ASWCC VP for Campus Advocacy:</u></b></p> <p>Co-Chair for Student Health &amp; Wellness Committee</p> <p>Oversees Food Pantry Operations</p> <p>Co-Chair for Student-led Social Justice conference</p> <p>Coordinate quarterly Finals Relief and tabling</p>	<p><b><u>ASWCC VP for Student Clubs:</u></b></p> <p>Chair for Interclub Council</p> <p>Oversee club chartering process &amp; trainings</p> <p>Oversee process for ongoing club meetings and events</p>
<p>For more detailed position descriptions, please see the ASWCC Constitution and Bylaws at:  <a href="http://whatcom.edu/campus-life/office-of-student-life/student-government">whatcom.edu/campus-life/office-of-student-life/student-government</a></p>	<p>*WACTCSA: <i>Washington State Community &amp; Technical College Student Association</i></p>

For more detailed position descriptions, please see the ASWCC Constitution and Bylaws at [whatcom.edu/campus-life/office-of-student-life/student-government](http://whatcom.edu/campus-life/office-of-student-life/student-government)

**Required Program Commitments:**

- Yearlong (Fall 2020 – Spring 2021)

- Weekly ASWCC Executive Board team meetings
- Bi-weekly ASWCC Senate meetings (Mondays, 3pm-5pm, PST)
- Bi-weekly OSLD All-Staff meetings (Fridays, 2pm-4pm, PST)
- Summer Quarter 2020:
  - Summer training: Monday - Friday 12pm-5pm (Sep 1 - Sept 21)
- Fall Quarter 2020:
  - Catch The Next Wave – Saturday Student Leadership Conference (Oct 2020)
- Winter Quarter 2021:
  - Winter Welcome Back (Jan 2021)
  - WACTCSA / Student Advocacy Day– Olympia, WA (Jan 2021)
  - MLK Jr. Human Rights Conference – Bellingham, WA (Jan 2021)
  - Find Your Pod – Saturday Student Leadership Conference (Feb 2021)
- Spring Quarter 2021:
  - Spring Welcome Back (Apr 2021)
  - Student Voice Academy – TBD (May 2021)
  - Students Leading Change – Saturday Student Leadership Conference (May 2021)
  - Orca Day – WCC (June 9, 2021)

*Please Note: Student leaders attend required commitments as part of their development. Expenses for travel to conferences and professional development opportunities (hotel, meals, registration, and transportation) are coordinated and paid by Student Life & Development. Students are not paid an hourly wage to attend conferences, retreats, extracurricular activities, etc.*

## 2020-2021 ASWCC Executive Board Application

Completed applications include:

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|---|---|
| <input type="checkbox"/> Application (all 6 sections)         | <input type="checkbox"/> Constituency Form  |
| <input type="checkbox"/> Cover Letter                         | <input type="checkbox"/> Copy of Degree Plan showing quarter of graduation (MyWCC/Starfish) |
| <input type="checkbox"/> ASWCC Executive Board Reference Form | <input type="checkbox"/> Unofficial Transcript  |

### Section 1: Applicant Information

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Cumulative GPA: \_\_\_\_\_ How many college credits do you have: \_\_\_\_\_  
Expected Month/Year of WCC Graduation: \_\_\_\_\_  
What is your academic degree plan? \_\_\_\_\_

### Section 2: Prior Work or Volunteer Experience (Please begin with your most recent experience)

**Employer or Organization:** \_\_\_\_\_  
Supervisor or Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_  
Position: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

**Employer or Organization:** \_\_\_\_\_  
Supervisor or Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_  
Position: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

### Section 3: Short-Answer questions (Please print, or attach typed responses)

**Do you have any commitments (off- or on-campus work, student athletics, student clubs, etc.) during the academic year? If so, please list:**

\_\_\_\_\_  
\_\_\_\_\_

**How do you intend to balance class, other on- and off-campus involvements, jobs, etc with being on the Executive Board?**

\_\_\_\_\_  
\_\_\_\_\_

Completed applications include:

**What do you hope to gain from the experience of being an Executive Board member and what would you contribute to it?**

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**Section 4:** Please rank your interest in the Executive Board positions from 1-6, with 1 meaning you are the most interested in that position:

\_\_\_\_\_ **ASWCC President**

\_\_\_\_\_ **ASWCC Executive Vice President**

\_\_\_\_\_ **ASWCC VP for Social & Educational Programming**

\_\_\_\_\_ **ASWCC VP of Operations**

\_\_\_\_\_ **ASWCC VP for Campus Advocacy**

\_\_\_\_\_ **ASWCC VP for Student Clubs**

**Section 5: Essay Question** (Please attach your typed essay to your application packet)

What does diversity mean to you? How does it relate to leadership and your role as a student leader?

**Section 6: Signature**

I certify that all information provided on this application is accurate. By signing this application, I also give permission for Whatcom Community College to access my academic information to verify qualifications and to utilize any photographs, video, testimonials, and/or audio recordings of me in which I may be featured.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**If under 18, please have a parent or guardian print and sign in the area below:**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Print Name

# Whatcom Community College

## ASWCC Executive Board

### Reference Form

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**NAME OF APPLICANT:** \_\_\_\_\_

The Associated Students of Whatcom Community College (ASWCC) leadership development program provides opportunities for students to develop effective leadership, communication, and interpersonal skills. ASWCC Executive Board members serve as representatives of the student body and are dedicated to advocating for student needs, representing student interests to College Administration, and providing services and programming to enhance the WCC student experience.

**Part One: Please attach a statement regarding why you feel this applicant would be an excellent candidate for the ASWCC Executive Board.**

**Part Two: Please rate the applicant on the factors listed below. Check the appropriate box.**

FACTOR	OUTSTANDING	EXCELLENT	GOOD	AVERAGE	FAIR	NOT OBSERVED
Attitude						
Communication Skills						
Confidence						
Dependability						
Friendliness / Outgoing						
Leadership Qualities						
Self-Motivation						
Team Oriented						

Indicate how you know the applicant and complete the contact information below.

Employer    Instructor/Advisor    High School    Other: \_\_\_\_\_

\_\_\_\_\_  
Position Title

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Name (print clearly)

\_\_\_\_\_  
Signature