

Due: 4/03/2015, TSC 315 or emailed to rpjune@yahoo.com

Nontraditional Student Association (NTSA)  
Executive Council Application  
2015-2016

Date: \_\_\_\_\_ A#: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #1:  Home  Cell  Work \_\_\_\_\_ Phone #2:  Home  Cell  Work \_\_\_\_\_

Preferred Email: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

GPA (Executive Council members are required to have a minimum 2.5 overall GPA): \_\_\_\_\_

Number of credits for which you will be enrolled during the listed semesters (Council members must carry a minimum of 6 credit hours per semester):

Fall 2015: \_\_\_\_\_ Spring 2016: \_\_\_\_\_

Position for which you are applying (please select a 1<sup>st</sup> and 2<sup>nd</sup> choice):  President  Vice-President  
 Treasurer  Media Specialist  Activities Coordinator

\*Positions are for the 2015-2016 school year.

**Personal Information:**

- Please **attach a brief bio** (1-2 paragraphs) telling the association about yourself.
- Please **attach your personal statement** (1-2 paragraphs) explaining why you want to serve on the NTSA Executive Council and why you are a good candidate for the position you are applying.

**If elected as a 2015-2016 NTSA Executive Council Officer, you agree to obtain a 2.75 semester GPA and fulfill a minimum of 5 hours of service per month in meeting the following responsibilities.** Please initial each item indicating you understand and accept these responsibilities.

- \_\_\_\_ Attend Executive Council meetings; maintain regular email contact with the council
- \_\_\_\_ Assist in carrying out NTSA club activities (at least one per month) during Fall and Spring semesters
- \_\_\_\_ Provide feedback/input on Access & Diversity Center Nontraditional Student Programs
- \_\_\_\_ If ever unable to fulfill your term of office, you agree to immediately contact the USU Access & Diversity Center Nontraditional Student Program Coordinator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**President** - In charge of communications, coordinates meeting times, prepares official paperwork and keeps deadlines, mediates meetings and keeps group focused and on track, works with group to create goals and plan activities for the coming year.

**Vice President** – Assumes the duties of President in his or her absence, assists president, in charge of club membership, works with President and Treasurer on yearly organization budget, and responsible for making sure event summaries are filled out after each event.

**Secretary** - Takes meeting minutes, in charge of updates to listserv, assists in poster design and generation for events, responsible for printing out fliers, creates correspondence (thank you letters, etc.), makes sure fliers are posted appropriately and makes sure all of the rules are being followed for the organization to maintain funding.

**Treasurer** – Responsible for presenting NTSA budget at necessary meetings, tracks organization spending.

**Media Specialist** – In charge of social media and advertising, works to inform the campus community about non-traditional students, the Non-Traditional Student Association and the services we provide. In charge of taking pictures at activities and events.

**Activities Coordinator** – Encourages members to attend or join an activity or event, fix situations or adjust activities or events as needed, assist Media Specialist with advertising, make necessary arrangements or facilities reservations for activities or events.

**Mission Statement:**

Our mission is to provide support, friendship and guidance to nontraditional students at USU and work to enhance their college experience.