

Hofstra University Student Government Association

PROGRAMMING BOARD FALL 2013 APPLICATION

**This application is due Friday, October 4th 2013 by 5:00 p.m.
in the Office of Student Leadership and Activities,
260 Student Center (second floor of the Student Center).**

The Programming Board is an extension of the Student Government Association. It works closely with different University departments to execute a series of campus-wide events throughout the academic year. The board is comprised of undergraduate students only, run by an elected member of the Student Government Association, and advised by the Office of Student Leadership and Activities. This body is open to all undergraduate students interested in enhancing the student life experience at Hofstra. The Programming Board will meet weekly to maximize the planning of each event however, additional time commitments may be required of each member.

All members of the Programming Board are subject to the following requirements:

1. GPA of 2.5 or higher
2. Attend weekly meetings on Monday's **from 6:00 p.m. – 7:45 p.m.** at a given location.
3. Available to do **1 office hour** each full week of classes in the Student Government Office located on the second floor of the Student Center, room 207.
4. Attend the SGA Retreat from **October 12th – October 13th**

Name: _____

700#: _____

Class Standing: _____

GPA: _____

Email: _____

Phone Number: _____

We are looking for students to serve in the following ways:

- ❖ **Athletic Coordinators** create events centered around athletics, fitness, and health. There will be some events where Athletic Coordinators will be working closely with Hofstra's Athletics Department to ensure cohesiveness with other athletic events.
- ❖ **Class Coordinators** encourage unity among classes while also promoting the individuality of classes through various programs. **Class Coordinators must be able to attend Hofstra's Class Programming meetings as well. A data and time for those meetings will be negotiable.**
- ❖ **Novelty Coordinators** put on entertainment styled campus wide events that do not target any individual audience, but events that can be enjoyable for all students.
- ❖ **Multicultural Coordinators** create programs pertaining to diversity, education, and the celebration of different cultures on campus.

- ❖ **Speaker Coordinators** shall host an array of speakers and/or performers with inspirational, educational, or entertaining messages that they feel the Hofstra community should hear.
- ❖ **Promotions Coordinators** assist in the marketing and advertising of every event that is put on by the Programming Board. Their responsibilities include creating flyers, poster boards and blurbs for each event, managing all social media accounts, and taking pictures at each event. **Proficiency in graphic design is strongly encouraged.**
- ❖ **Treasurer** manages the Programming Board's budget, reimbursements, purchase orders, etc. and will work closely with the Programming Board Chair and the SGA Comptroller to ensure that the budget is up to date and that each committee has a sufficient budget to put on at least two events per semester.

Please rate your top 3 preferences (1 being your most desired position):

- | | |
|--|--|
| <input type="checkbox"/> Athletic Coordinator | <input type="checkbox"/> Multicultural Coordinator |
| <input type="checkbox"/> Class Coordinator | <input type="checkbox"/> Promotions Coordinator * |
| <input type="checkbox"/> Novelty Event Coordinator | <input type="checkbox"/> Speakers Coordinator |
| <input type="checkbox"/> Treasurer | |

***If you are interested in applying for the Promotions Coordinator position, please submit an original graphic design sample with your application.**

Please attach your resume (recommended to be reviewed by the Career Center), and a typed 100 word minimum response to each of the following questions to your application:

1. The Programming Board will be comprised of up to 26 undergraduate students. What experience do you have working in a group or on a team? How would you handle someone on your committee/team that may have a hard time communicating or cooperating with?
2. What 3 words best describe your character? Explain why?
3. What's a new and innovative program idea that you'd like to implement if you were selected to the board
4. Create a campus-wide event using 4 out of the 20 items below:



Please contact the Programming Board Chair at sga_programming@pride.hofstra.edu if you have any questions.