

# Student Officer Guidelines

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## Why Have Student Officers?

- Increases awareness of BGS on campus
- Allows for more student to student interaction encouraging more students to become members
- Increases student involvement with BGS on campus
- Helps with organizing the tapping, recognition ceremony, and other campus programs each year

## Benefits of Student Officers

- Allows students to take a leadership role in their chapter on campus.
- Redistributes the workload associated with the chapter and its activities, putting less pressure on chapter advisors and admins.

## Selection/Election of Officers

- It is strongly recommended that Student Officer elections be held in the spring semester to elect officers for the following academic year.
- Any inducted BGS student member who still has at least one (1) full academic year of classes left at the institution is eligible to apply for an office.
- Both graduate and undergraduate student members are eligible to serve as student officers.
- Students interested in serving as an officer should complete a nomination form (example form following guidelines) and submit it to the chapter advisor. This form does not need to be submitted to the Global Headquarters.
- From the nomination forms received, the chapter advisor and other chapter officers will prepare a slate of officers to be approved by a vote of the student members.
- Student members can vote at an in person meeting or by email to approve the slate as presented. A simple majority is needed to approve the slate.

## Terms & Succession Planning

- Students need to be available to serve as an officer for one full academic year.
- Students may serve multiple terms as long as they are still enrolled as a student at the institution for the full academic year of their term.
- By electing student officers during the spring semester prior to the start of their term in the fall, transition meetings can occur with the incoming and outgoing officers.

## Limitations

- Students cannot be a part of membership selection process.
- Students may not have access to the Chapter Management System (CMS).
- Students may not sign membership certificates.

## Global Headquarters Requirements

- Student Officer names and position titles must be submitted to your chapter manager to earn Collegiate Chapter Honor Roll Points.
- Student Officers must either participate in a live onboarding webinar or watch the recording.
- Student Officers must complete the annual Student Officer survey by the specified deadline.



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## Student Officer Position Descriptions

- **Student President** – This student will assist the Chapter Advisor in a variety of tasks. S/He will act as a liaison and provide guidance to the chapter's executive student leadership team. S/He will work closely with the Student Vice Presidents to ensure that the chapter is engaging its members and providing visibility to the chapter and Society.
- **Student Vice President of Programming** – This student will be responsible for the arrangement all programming on campus. This includes but is not limited to speaker series, networking events, service projects, and career development programs. This student would seek out opportunities to partner with other campus organizations and events as well as create programming unique to BGS.
- **Student Vice President of Membership/PR** – This student will work with the Chapter Advisor and Student President to promote BGS on campus and encourage membership. This student would organize information tables at events with prospective members in attendance such as academic recognition ceremonies. He or she would also seek out opportunities to speak to prospective members about the benefits of BGS at events such as freshman orientations, Business 101, or survey classes. He or she would also coordinate information sessions and create BGS displays around campus as appropriate.
- **Student Vice President of Alumni Relations** – This student's primary role would be to establish and maintain a relationship with the neighboring alumni chapters. This student would facilitate communication with the alumni chapter officers and coordinate joint activities.
- **Student Vice President of Finance** – This student would work closely with the Chapter Advisor, Administrative staff, and Student President to help track membership acceptance and dues payments. He or she will help remind students to respond to their membership invitation and pay their dues in a timely fashion. This student would also be responsible for collecting and tracking funds for other chapter programs and events including recognition ceremonies.

Everything listed above, with the exception of the limitations and requirements, are merely our suggestions. Chapters can customize the Student Officer roles, the selection/election process, and succession planning as needed.



# BETA GAMMA SIGMA

## Student Officer Nomination Form

(To be completed by applicant and returned to BGS chapter advisor for local selection.)

Please read instructions carefully before completing this form. [TYPE OR PRINT FIRMLY AND LEGIBLY IN INK.](#)

### Personal Information

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

#### Current (School)

Mailing Address: \_\_\_\_\_ City, State/Province, Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Permanent email: \_\_\_\_\_

#### Permanent

Mailing Address: \_\_\_\_\_ City, State/Province, Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_

### Student Officer Position of Interest

Please rank in order of preference. (1 being highest, 5 being lowest)

\_\_\_ Student President      \_\_\_ Student VP of Programming      \_\_\_ Student VP of Membership/PR  
\_\_\_ Student VP of Alumni Relations      \_\_\_ Student VP of Finance      \_\_\_ Other (please specify \_\_\_\_\_)

### Educational Information

Current Beta Gamma Sigma member     Will be inducted as a member of Beta Gamma Sigma during Fall 2016/Spring 2017

Institution attending: \_\_\_\_\_

Institution where inducted into BGS (if different from above): \_\_\_\_\_

Inducted/will be inducted as:       Undergraduate       Graduate      Induction date: \_\_\_\_\_

Presently enrolled in       Baccalaureate Degree Program       Masters Degree Program

Major field of study: \_\_\_\_\_

Current cumulative grade point average: \_\_\_\_\_ Rank in Class: \_\_\_\_\_

Current classification: \_\_\_\_\_

Educational plans for 2016-2017: \_\_\_\_\_

Type of Degree Program: \_\_\_\_\_

Expected/actual date of graduation: \_\_\_\_\_

Currently, I am:       a full-time student       a part-time student

### Significant Work Experience

List current or most recent first. (Attach additional sheets if necessary)

Employer	Period (month and year) From – To	Nature of Work	F/T or P/T
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

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## Honors and Activities

Please list relevant honors, awards, scholarships, other special recognitions received, leadership roles held in organizations and other community service activities. (Attach additional sheets if necessary.)

Date/Honor	Granting Organization	In Recognition of (Basis)
1.		
2.		
3.		
4.		
5.		

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## Community Service Activities

Please list community service activities in which you have been involved. (Attach additional sheets if necessary.)

Date(s)	Community/Collegiate Organization	Type of Involvement
1.		
2.		
3.		

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## Reason for Application

Please include a narrative outlining why you would like to serve as a student officer and what would make you most qualified for this position. (Attach additional sheets if necessary.)

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I, \_\_\_\_\_, verify that all information listed above is accurate. If elected as a student officer of the  
*Name*  
\_\_\_\_\_ Beta Gamma Sigma Chapter, I agree to actively serve as an officer and to abide by all rules and principles  
*School*  
of Beta Gamma Sigma and my university.

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Signature (*not typed*)

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Date