Agricultural Executive Council

 2015-2016 Officer Application

The mission of the Agricultural Executive Council (Ag Exec) is to promote club activities within the College of Agricultural Sciences (CAS). Ag Exec also acts in cooperation with the administration of the CAS to further public relations and improvements to the college. Such activities create an environment to foster student exploration in the world of Agricultural Sciences, and to engage them in a meaningful college experience at Oregon State University.

As a team chosen by peers, Ag Exec officers serve students of the College of Agricultural Sciences in a professional manner striving at all times to be positive leaders. They lead by example and work as a team to be inventive, resourceful, and organized to assist all students in the College of Agricultural Sciences towards reaching their potential. The Council's leadership is built upon a positive image of the College of Agricultural Sciences, which we promote throughout the college. Officers are always approachable and an available resource for club membership which they serve.

Ag Exec Officers can take 3 credits of AG 406 during their term of service. The term of service is the last meeting of spring term to the last meeting of the next year’s spring term. Grading will follow a standard A, B, C, D, F grade scale. Students will be graded based upon meeting attendance and successful completion of officer duties, tasks, and team assignments.

Anyone interested in running should complete the following application and email it to weltersd@onid.oregonstate.edu , along with a current resume. Your application and resume will be made available to the Ag Exec representatives so that they can learn about the candidates. Any personal information (email, telephone, address, etc.) will be removed.

*Applications and resumes are due at the Ag Exec Meeting on* ***Tuesday, May 12th by 3:00pm*** *to* weltersd@onid.oregonstate.edu or BEXELL 330. Elections will be conducted during the Wednesday, May 27th Agricultural Executive Council Meeting. If you need supplemental space please attach the extra paper with the question(s) clearly identified.

All officers are responsible for following the general team duties as well as their respective specific officer duties:

Section 2. The officers of AG EXEC shall follow the general team and specific officer duty guidelines. (Absences or expectations at discretion of officer team)

1. General Team Duties
	1. The officers shall positively promote and represent the College of Agricultural Sciences at OSU and industry events throughout the year.
	2. The officers shall attend officer meetings at the discretion of the President.
	3. The officers shall attend all council meetings.
	4. The officers shall actively participate in and help plan all College of Agricultural Sciences sponsored functions – Officer Retreat, Fall Kickoff Event, Industry Tour, Ag Days,CAS Dance, Etiquette Dinner, Battle of the Aggies, and other activities.
	5. The officers are responsible for familiarizing themselves with the Agricultural Executive Council Constitution.
	6. The officers are responsible for maintaining and approving the Battle of the Aggies Rubric and competition on a annual basis
	7. Serve on the committee made up of current AG EXEC Officers to annually revise the AG EXEC Constitution.
	8. Maintain a minimum cumulative GPA 2.50 and have not been on probation for the most recently completed term prior to the term of election.
	9. A graduate student must pay student fees and meet the same requirements as an undergraduate student with the exception that full time status shall be a minimum of 6 hours with a minimum cumulative GPA of 3.00.
	10. The officers must be enrolled in a minimum of 12 undergraduate credits or 9 graduate credits during Fall, Winter, and Spring Terms effective June 1st, 2015.
2. Specific Officer Duties
	1. The President’s responsibilities include the following, but are not limited to:
		1. Planning and organizing all officer and council meetings.
		2. Presiding over all officer and council meetings.
		3. Chairing or delegating the chairmanship of the Constitution Revision, Distinguished Professor, Outstanding New Professor of the Year and Club of the Year committees.
		4. Serving on E. R. Jackman Board of Directors.
		5. Preparing agendas for all meetings.
		6. Overseeing committees, initial planning and organizing of all events and activities.
		7. Ensuring all AG EXEC officers fulfill their General Team and Specific Officer Duties.
		8. Coordinate annual Etiquette Dinner.
		9. Coordinate Ethics Panel.
		10. Must ensure transition to newly elected President.
	2. The Vice-President’s responsibilities include the following, but are not limited to:
		1. Organizing and planning of the annual Industry Tour, which includes:
			1. Planning 3 day tour.
			2. Preparing a budget of appropriations for Industry Tour.
		2. Presiding over meetings in absence of president.
		3. Succeeding position of the president if the office becomes vacant.
		4. Assist President in Etiquette Dinner coordination.
		5. Must ensure transition to newly elected Vice President.
	3. The Director of Correspondence’s responsibilities include the following, but are not limited to:
		1. Recording and typing minutes of every meeting. Reading the previous meeting’s minutes at each meeting as needed.
		2. Taking attendance at each meeting and checking for quorum.
		3. Gathering a list of all club representatives, advisors and club president’s phone numbers and e-mail addresses.
		4. E-mailing club representatives and other CAS students about meetings and upcoming events.
		5. Corresponding with other clubs and organizations as needed. Contacting clubs in event of absenteeism at meetings. (see Article 5, sec 3.)
		6. Must ensure transition to newly elected Director of Correspondence.
	4. The Director of Finance’s responsibilities include the following, but are not limited to:
		1. Meeting with the previous year’s director to sign over authorization of the AG EXEC account with the Memorial Union Accounting office.
		2. Completing the application for funding from the E.R. Jackman Foundation. This must be completed to ensure adequate funding for New Fields, Ag Days, Industry Tour and other AG EXEC activities.
		3. Creating a budget to be approved by the officer team in the fall.
		4. Making all necessary transactions for the AG EXEC Council, including deposits, invoice payment, and purchase authorizations.
		5. Recording all transactions in a ledger, and verify accuracy with MU statements.
		6. Keeping track of all invoices, payment request forms, and receipts regarding the AG EXEC account.
		7. Making finance reports at Council meetings.
		8. Distributing funds from the Agricultural Research Foundation to clubs, which includes:
			* 1. Setting dates and deadlines in regards to the funding process.
				2. Providing forms and applications to clubs.
				3. Conducting a review of applications.
				4. Conducting a professional interview with all clubs.
				5. Determining amounts to be distributed per club.
				6. Collecting thank you letters to the Agricultural Research Foundation.
				7. Working with office personnel to ensure transfer of funds to club accounts.
		9. Must ensure transition to newly elected Director of Finance
	5. The Director of Public Relations’ responsibilities include the following, but are not limited to:
		1. Advertising upcoming meetings and events through social media, as well as posters for Ag Days and CAS Dinner and Dance
		2. Chairing the Relations/Activities Committee, which includes:
			1. Forming a committee at the beginning of the year for the CAS Dance.
		3. Preparing a budget for all Public Relations activities, setting up and maintaining informational boards throughout campus about Ag Exec.
		4. Running and maintaining council website.
		5. Must ensure transition to newly elected Director of Public Relations.
	6. The Director of Ag Days responsibilities include the following, but are not limited to:
		1. Planning Ag Days, which includes:
			1. Selecting and chairing the Ag Days committee.
			2. Reserving Quad area.
			3. Keeping the council informed about Ag Days: progress/issues/concerns, etc.
			4. Preparing a budget of appropriations for Ag Days.
			5. Overseeing Ag Days activities/clean-up/follow-up.
			6. Maintaining a professional, working relationship with all campus and community organizations.
			7. Ensuring all AG EXEC clubs participate.
		2. Must ensure transition to newly elected Director of Ag Days.
	7. The Director of New Fields responsibilities include the following, but are not limited to:
		1. Designing and publishing the New Fields, which includes:
			1. Contact previous year’s New Fields editor.
			2. Managing the New Fields Blog.
			3. The following articles are mandatory: Dean’s page, E.R. Jackman article, Fall Kick-off social article, Ag Days article, Industry Tour article, AG EXEC article, Ambassador article, faculty spotlight article, and compile and edit club spotlight article.
		2. Must ensure transition to newly elected Director of New Fields.

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

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

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

Major(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class Standing:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please select which position(s) you are interested in; with a maximum of three positions.

*You will automatically be nominated for the positions that are selected.*

[ ]  President

[ ]  Vice President

[ ]  Director of Correspondence

[ ]  Director of Finance

[ ]  Director of Public Relations

[ ]  Director of Ag Day

[ ]  Director of New Fields

Why do you want to hold an Ag Exec office?

What makes you a qualified candidate?

How many Ag Exec meetings have you attended this year?

What Ag Exec functions and/or events have you attended?

Please list any obligations or responsibilities that may limit your ability to attend Ag Exec activities and/or events.

Please list past and current leadership positions.

Please list past and current work experience.

Please list past and current community service experience.

Please attach a resume.

*An electronic copy of this application and your resume will be made available for Ag Exec representatives. All personal information will be removed.*