UASB Cabinet Application

Union of Associated Student Bodies (UASB) aims to improve communication between the associated student bodies of this district, the Board of Trustees, and the community, and to improve the quality of the student self-government, in this district.

Each of the 6 comprehensive high schools in the SMUHSD will nominate one student to serve on the UASB Executive Cabinet. Aspiring cabinet members run against other students in their school for the nomination. Once all six schools have nominated board members, the six nominees will convene to determine amongst themselves who assumes which role.

To be eligible to serve and represent your school on the Cabinet, students must:

- Have a 2.0+ GPA
- Have been in Leadership for at least 2 semesters by the start of their term
- Fulfill district extracurricular requirements
- Not hold office as their school’s UASB President

Cabinet Positions (refer to UASB Constitution for full description of responsibilities):

**President**
- Lead and Call to order Executive Cabinet, ASB President, and General Assembly Meetings
- Maintain communication and notify the UASB advisor of any decisions made.
- Coordinate and maintain frequent communication between all Leadership classes in the district

**Vice President**
- Serve as the SMUHSD Student Board Representative
- Assist the President with their duties
- Assume the Duties and Responsibilities of the President in the case that they are unable to perform duties.

**Secretary**
- Take notes at meetings
- Create presentation for UASB General Assembly Meetings
- Oversee and Ensure proper completion of Minutes forms
- Attend UASB Presidential Council Meetings

**Treasurer**
- Oversee the UASB financials and bank account, as well as any financial procedures
- Collaborate with the appropriate Accounting Technician to ensure any necessary financial transactions are carried out

**Public Relations**
- Oversee UASB communication networks (ie: website, Remind, email, social media, etc.)
- Oversee publicity for all UASB events
- Ensure proper and clear communication between UASB and all Leadership classes
- To notify and remind respective members of meeting dates and times amply in advance

**Community Relations**
- Oversee logistics to plan UASB events (ie: equipment, permission, timing, etc.)
- Act as point of communication between UASB and members of the community (ie: call restaurants for fundraisers, contact local governments, create reservations.)
- Assume the role of SMUHSD Student Board Representative in the event that the UASB Vice President is unable to do so.
First/Last Name: ___________________  Grade (Next Year): ________________

Email: ___________________  Phone: ___________________  GPA: _______

School: ________________  Advisor Approval: _____________________

Rank positions:  President __  VP __  Treasurer __  Secretary __  PR __  CR __

1. Describe yourself as a person (ie. how well do you work with others, personality types, etc).

2. What is your current and future role in your Leadership class? Describe your responsibilities and how your experience may be applied toward UASB.

3. Describe what other activities you are involved in both inside and outside of school (excluding Leadership). How could these impact your time commitment or enhance your contributions to UASB?
4. What do you hope to gain from a term on UASB?

5. Why do you want to represent your school?

6. Please explain the reasoning for the way you ranked the positions (why do you want a specific position, keeping in mind that you are applying to be on cabinet and may not get that specific role).

7. Speak to your commitment to the being part of UASB.

I acknowledge that UASB is a yearlong position with many responsibilities. I know that I am applying for a position on the UASB cabinet and may not receive the specific role that I requested. To the best of my ability I will attend all meetings, be responsible, and respect all rules/regulations of the district.

___________________________  __________
Parent/Guardian Signature       Date

___________________________  __________
Student Signature              Date