



Associated Students of Lane Community College
Application for ASLCC Corporate Secretary

Dear Applicant,

Thank you for your interest in applying to be the Corporate Secretary for the Associated Students of Lane Community College. We have a lot of victories to win this academic year, and we're looking to build a dedicated team in order to accomplish the tasks that lay ahead. Please read through this application carefully and think critically about the position's description before you complete this application. While we appreciate and encourage everyone to apply, we will not necessarily interview every applicant.

Student government is time consuming and requires a significant amount of effort, attention, and dedication. So we encourage everyone to evaluate the time constraints you will have throughout the year before applying.

With that being said, the Corporate Secretary (CS) will take minutes according to Oregon Public Meeting Laws at every Senate meeting, Student Finance Board meeting and Council of Clubs. The CS will be paid per meeting unlike other Executive Staff positions. The CS will keep a binder in the office with minutes from previous meetings and all other relevant paperwork that is handed out during meetings. In addition, the CS will be responsible for finding a minute taker if the CS is unavailable to attend a meeting.

In Student Solidarity,
Your Student Government, ASLCC

Please Print or type:

Date: _____

Major: _____

Name: _____

L#: _____

(Please list the same address that is on myLane)

Address: _____

City: _____ **State:** _____ **Zip:** _____

Preferred Telephone: _____ **Preferred Email:** _____

Are you currently enrolled at Lane Community College? Yes No

Do you have work study? (Note: work study is not available for stipend positions) Yes No

Do you have a valid driver's license?

Yes No

Do you meet the GPA and Credit requirements?

Yes No

Qualifications for Corporate Secretary Position

(As stated in the ASLCC Bylaws)

Section 5.0

All Senate members shall complete a minimum of six (6) graded credits each term, only two (2) of which may be co-op ed: political science for student government, with a **minimum GPA of 2.0 per term.**

Credits taken as "audit", or recorded as "No pass" do not count as completed credits.

Supplemental Questions

(Please type and attach your answers to this application)

1. Please describe what type of experience you have related to taking minutes.
2. In your opinion what is the purpose of Student Government?

Signature:

Date:

Please return completed applications to:

ASLCC Executive Staff

Building 1 Room 210A

Or by email to AslccCommunicationsDirector@gmail.com

If you have any questions or concerns please contact ASLCC Communications Director at the email address listed above or at (541) 463-3171
(e-mail is preferred)