

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.



SAN MATEO UNION HIGH SCHOOL DISTRICT
UNION OF ASSOCIATED STUDENT BODIES
Cabinet Application

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

