

PPGA Spring EBoard Election Guide

March 4	7:30-8:30pm	EBoard Info Session 1
March 18	8:30-9:00pm	EBoard Info Session 2
March 22	11:59pm	Candidate Applications Due
March 25	7:30-8:30pm	Election Night

All candidates must complete the [Candidate Application Form](#) in order to be listed on the ballot. This is to confirm eligibility, collect names for the ballot, and responses will be compiled into a long-form Election Packet that will be emailed out to our voting-eligible membership on March 20.

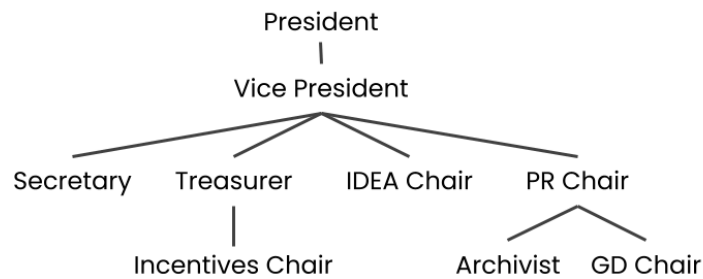
The [Candidate Application Form](#) will be launched on March 4 after the first Info Session. Responses must be submitted by March 20.

Candidates for Secretary, Public Relations Chair, Graphic Design Chair, Archivist, IDEA Chair, and Incentives Chair must have been Active Members for the full semester. Candidates for President, Vice President, and Treasurer must have been Active Members for the full academic year.

All candidate applications will require the candidate to answer the following:

1. Why are you interested in running for a PPGA EBoard position?
2. Why are you applying for this position, specifically?
3. What experiences and/or skills do you have that equip you to fill this position?

All candidates are welcome to make an up to 3-minute address at our meeting on election night prior to voting. They may also submit a 1-3 slide presentation to accompany this address. If doing so, slides MUST be submitted by March 24.



The officers shall consist of a President, Vice President, Secretary, Treasurer, Incentives Chair, Public Relations Chair, Archivist, Graphic Design Chair, and an Inclusion, Diversity, Equity, and Accessibility (IDEA) Chair. The officers shall be responsible for all administrative duties of Planned Parenthood Generation Action.

1. The President shall:

- a. Establish and maintain operative procedures of Planned Parenthood Generation Action.
- b. Call general and Executive Board meetings.
- c. Maintain Planned Parenthood Generation Action's profile on the SUConnect platform.
- d. Maintain communication with liaison from parent organization, Planned Parenthood.
- e. Oversee other Executive Board positions.
- f. Be the second moderator of any conflicts within Planned Parenthood Generation Action when necessary.
- g. Attend all Planned Parenthood Generation Action meetings and events, barring extenuating circumstances or advance notice given to the Executive Board.

2. The Vice President shall:

- a. Assist the President with all administrative duties and assume those duties in the absence of the President.
- b. Be the first moderator of any conflicts within Planned Parenthood Generation Action.
- c. Manage all external Planned Parenthood Generation Action correspondence, including:

- i. Collaboration requests to and from other Suffolk clubs.
 - ii. Collaboration or service requests to community members, organizations, or businesses.
- d. Manage campus-related event logistics, including, but not limited to, space reservations, maintenance requests, IT requests, and the contracting process.
- e. With the Executive Board, plan and execute at least two club-wide public service initiatives per semester.
- f. Attend all Planned Parenthood Generation Action meetings and events, barring extenuating circumstances or advance notice given to the Executive Board.

3. The Secretary shall:

- a. Keep accurate and detailed records of all Executive Board Meetings.
- b. Manage all internal Planned Parenthood Generation Action correspondence, including:
 - i. Maintaining an active Mailing List.
 - ii. A weekly communication to the Mailing List.
 - iii. Any communications to Active Members or the Mailing List as deemed necessary by the Executive Board.
- c. Maintain and update the Planned Parenthood Generation Action calendar.
- d. Keep record of members' excused and unexcused absences; determine Active Membership eligibility, including confirming voting and Executive Board eligibility.
- e. Attend all Planned Parenthood Generation Action meetings and events, barring extenuating circumstances or advance notice given to the Executive Board.

4. The Treasurer shall:

- a. Receive and distribute Planned Parenthood Generation Action funds in accordance with the financial rules and regulations of the finance committee and Suffolk University.

- b. If the student organization receives a budget, the Treasurer is responsible for communicating with and adhering to all SGA Finance Committee policies and timelines.
 - c. Curate Initiatives Presentations and present to SGA Financial Committee when deemed necessary by the Executive Board.
 - d. Send purchase requests to Program Advisor.
 - e. Make financial reports at Executive Board Meetings.
 - f. Maintain a detailed and accurate record of all purchases made by Planned Parenthood Generation Action.
 - g. Provide budget guidance to the Initiatives Chair to purchase incentives for Planned Parenthood Generation Action meetings and events.
 - h. Propose, monitor, manage fundraising efforts by Planned Parenthood Generation Action.
 - i. Plan with the Executive Board at least one major fundraising effort/event per academic year.
 - j. Attend all Planned Parenthood Generation Action meetings and events, barring extenuating circumstances or advance notice given to the Executive Board.
5. The Incentives Chair shall:
- a. Maintain an accurate inventory report on club materials, especially those kept in the Student Leadership & Involvement Office's Club Closet.
 - b. Ensure that shipped items are picked up and stored in the Club Closet in a timely manner.
 - c. Conduct research on requested incentives for Planned Parenthood Generation Action meetings or events, as requested by the Executive Board. This includes, but is not limited to, food and drink, sex toys, raffle prizes, and general freebies.
 - d. Report to the Treasurer all requested expenditures and refer to the Treasurer for a specific budget.
 - e. Be responsible for transporting general goodies (e.g. condoms, craft materials) to and from all club meetings as well as organizing transport of special goodies (e.g. food, sex toys) when necessary.

- f. Report on inventory changes, communications with external organizations and companies, and purchased incentives at Executive Board Meetings.
 - g. Attend all Planned Parenthood Generation Action meetings and events, barring extenuating circumstances or advance notice given to the Executive Board.
- 6. The Public Relations (PR) Chair shall:
 - a. Act as the Captain of the Public Relations Team, including the Public Relations Chair, the Archivist, and the Graphic Design Chair.
 - b. Manage and operate all Planned Parenthood Generation Action social media accounts, including, but not limited to, Instagram and TikTok.
 - c. Create a posting schedule for the Graphic Design Chair to follow for graphic creation.
 - d. Proofread all of the content that Planned Parenthood Generation Action releases.
 - e. Generate unique, relevant, and accurate captions for all social media posts.
 - f. Monitor messages sent on social media platforms and relay them to the Executive Board in a timely fashion.
 - g. Report on social media interactions and insights at Executive Board Meetings.
 - h. Attend all Planned Parenthood Generation Action meetings and events, barring extenuating circumstances or advance notice given to the Executive Board.
- 7. The Archivist shall:
 - a. Be responsible for taking pictures and videos at all Planned Parenthood Generation Action meetings and events.
 - i. Media must be shared with the Executive Board in a timely fashion via a method or platform agreed upon by the Board for club use.
 - ii. Select, attractive media must also be shared on the SUConnect platform.

- b. Maintain a comprehensive record of activities, speakers, and other notable aspects of meetings or events in which Planned Parenthood Generation Action engages or hosts.
- c. Publish (at least monthly) blog-style reports on Planned Parenthood Generation Action's activities using the "News" feature on SUConnect.
- d. Attend all Planned Parenthood Generation Action meetings and events, barring extenuating circumstances or advance notice given to the Executive Board.

8. The Graphic Design Chair shall:

- a. Be responsible for creating cohesive, attractive, and effective social media posts, paper flyers, digital flyers, and other visual aids required by the club. These requests are communicated by the Public Relations Chair via a mutually agreed-upon method.
- b. Be responsible for creating cohesive, attractive, and informative social media posts regarding holidays that align with Planned Parenthood Generation Action's priorities. These requests and the necessary holiday information are communicated by the IDEA Chair via a mutually agreed-upon method.
- c. Attend all Planned Parenthood Generation Action meetings and events, barring extenuating circumstances or advance notice given to the Executive Board.

9. The Inclusivity, Diversity, Equity, and Accessibility (IDEA) Chair shall:

- a. Maintain equality and inclusion standards for all outgoing information & events by:
 - i. Collaborating with the Secretary on a weekly basis to ensure information about IDEA-related holidays or news is included in the newsletter and is accurate.
 - ii. Communicating with the Public Relations Team to ensure all publicly released materials by the organization are accurate and up to the standard of the organization's dedication to IDEA.

- b. Provide accurate and relevant information on IDEA-related holidays that the organization is acknowledging on social media to the Public Relations Team and Graphic Design Chair.
- c. Act as a confidant for anyone feeling uncomfortable or excluded in Planned Parenthood Generation Action.
- d. Monitor and manage member retention and recruitment efforts.
- e. Maintain updated resource Docs.
- f. Plan with the Executive Board at least one Inclusivity, Diversity, Equity, and Inclusion-related event for Planned Parenthood Generation Action members each academic year.
- g. Report on any IDEA-related initiatives at Executive Board Meetings and lead a reflection and goal-setting session in Executive Board meetings at least once per month.
- h. Attend all Planned Parenthood Generation Action meetings and events, barring extenuating circumstances or advance notice given to the Executive Board.