



**Student Sustainability Fund Committee Application  
2018-2019 Academic Year**

*The Student Sustainability Fund is a resource for the advancement of sustainable practices, education, and infrastructure within the Clark community.*

Thank you for your interest in joining the Student Sustainability Fund (SSF) Committee. By applying for an SSF Committee position, you agree to serve a one-year term that ends a year after the day you are appointed to your position. This Committee will serve Fall and Spring semesters 2018-2019.

1. Please read the specific committee member descriptions and the general expectations of all committee members, and consider which position you would most like to hold.
2. Then complete the application form below.
3. Submit completed applications along with a resume by May 11, 2018 via email to [SSF@ClarkU.edu](mailto:SSF@ClarkU.edu) or hard copy drop off to Jenny Isler, Sustainable Clark, Gates House, 24 Charlotte St.

The Vice-President of the undergraduate Student Council (CUSC) and the Sustainability Director will review all applications and choose the most qualified candidates to become SSF Committee members for the academic year. Interviews will be conducted as needed. You will be notified as soon as a decision is made.

If you have any questions, please contact the Student Sustainability Fund, [ssf@clarku.edu](mailto:ssf@clarku.edu). Thank you for your commitment to advancing student-led sustainability at Clark University.

## PART I: INTRODUCTION & SSF COMMITTEE POSITION DESCRIPTIONS

- The **Policy and Practice Coordinator** maintains a thorough understanding of Clark's sustainable philosophy and related documents such as the Climate Action Plan, sets meeting agendas and oversees meetings of the Committee, delegates responsibilities to the other committee members, and acts as the Chair of the SSF Committee.
- The **Project Monitoring Coordinator** is responsible for following up with projects after finances have been disbursed, will hold fund recipients accountable to their goals, process and approve quantitative project milestones and will ensure that post-project reports and educational elements are realized. In addition, this person will set up meetings with project applicants throughout the semester, is in charge of advertising and publicity for all SSF meetings, deadlines, and events, and is responsible for documenting meetings and taking notes.
- The **Administrative Liaison** works closely with the Advisory Board and Committee Advisor, is responsible for maintaining contact with project coordinators and ensuring the receipt of all documentation regarding the progress of and the realization of all projects awarded funding. This person is also responsible for working with project applicants and coordinators on spending and budgeting their awarded money.
- The **Outreach and Communications** position serves to communicate the deliberations, decisions and functions of the SSF Committee to the Clark community, and maintains the SSF Committee's internal records. This person is also responsible to manage all outreach and publicity for the SSF, including but not limited to soliciting project applications; advertising events; scheduling Committee-applicant meetings and subsequent communications.

As a member of the SSF Committee, you will work with the Committee's Treasurer, the CUSC Vice-President, who is responsible for managing the fund's budget, acts as a liaison with the committee's accountant, and ensures loan repayments are received as scheduled. The CUSC VP is also responsible for updating Clark University Student Council (CUSC) members on decisions made by SSF. All Committee members will work closely with Clark's Sustainability Coordinator, who is the Committee's Advisor. The Sustainability Coordinator is a non-voting member who will actively provide feedback throughout the application process.

For further information about the terms of agreement for Committee members, please refer to the SSF Charter, on the Sustainable Clark website at [www.clarku.edu/sustainability](http://www.clarku.edu/sustainability) .

## PART II: APPLICATION

Please fill out all sections to the best of your ability and stick to the word limit specified. Take time to consider your responses, and be fair and honest.

### Information

1.) First Name: \_\_\_\_\_ 2.) Last Name: \_\_\_\_\_

3.) Telephone: (\_\_\_\_) \_\_\_\_\_ 4.) E-mail: \_\_\_\_\_@clarku.edu

5.) Campus Box: \_\_\_\_\_ 6.) Class Year: \_\_\_\_\_

Are you in good academic standing? (circle one) YES NO

Are you a full-time student? (circle one) YES NO

Are you planning on studying abroad this year? (circle one) YES NO

### Short Response Questions

Please briefly list all student organizations and Clark affiliated groups that you are currently and have been involved with, including any position(s) held and years affiliated. You may also wish to quickly explain how your service on one of the committees would co-exist with your existing obligations. (100 words)

Please describe an instance in which you used the skills that will help you fulfill your duties in the Committee position you have chosen. (250 words)

Please briefly discuss why you are uniquely qualified to fulfill the mission of the Student Sustainability Fund as a member of the Committee: “The Student Sustainability Fund is a resource for the advancement of sustainable practices, education, and infrastructure within the

Clark community.” (250 words)

**References**

Please include two faculty/staff/administrator references:

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

Email address: \_\_\_\_\_ Position held (if any): \_\_\_\_\_

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

Email address: \_\_\_\_\_ Position held (if any): \_\_\_\_\_

**PART III: AGREEMENT**

I, \_\_\_\_\_ TO THE BEST OF MY KNOWLEDGE HAVE BEEN TRUTHFUL IN ANSWERING ALL QUESTIONS ON THIS APPLICATION. I GIVE THE CLARK UNDERGRADUATE STUDENT COUNCIL PERMISSION TO CHECK MY ACADEMIC AND SOCIAL STANDING, AND TO CONTACT MY REFERENCES REGARDING THIS APPLICATION. I ALSO HEREBY CERTIFY THAT IF RECOMMENDED BY THE CUSC VICE-PRESIDENT AND THE SUSTAINABILITY DIRECTOR AND APPROVED BY THE CLARK UNDERGRADUATE STUDENT COUNCIL, I WILL SERVE MY POST IN GOOD FAITH AND USING MY BEST JUDGMENT.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_ (MM/DD/YYYY)

**Thank you for your application. The CUSC Vice-President and the Sustainability Coordinator will be in contact with you shortly.**