

January 2018

Student Government Association- Secretary Letter of Intent

Dearest Classmates,

I'm Akanksha Patel, and I would like to put my name in consideration for the position of SGA Secretary. I believe that my experiences and skills have me well equipped to wholeheartedly carry out the responsibilities of SGA's Secretary.

In the past, I have had experience with Student Government as a former SGA President in High School, as well as a Delegate, and committee member of the Appropriations committee of SGA in undergrad at VCU. I understand how SGA works and the time commitment required, and I would love to commit my time to giving back to TouroCOM-Middletown.

I have had the opportunity to serve as a secretary for the Indian Student's Association (ISA) as well as the Health Occupations Students of America (HOSA). In both positions, some of my responsibilities included taking meeting minutes, sending out emails/updates to the members of the organization. I also sent emails out to the E-board with the action items of the week, as well as followed up with the E-board to make sure the action items would be completed.

One thing that I started within the ISA was a more efficient way to access meeting minutes through the google drive – and overall organization and set up of our google drive so that it would have templates for years beyond, not just for meeting minutes but all events. These templates included a synopsis of the event and pros/cons for the future. I would love to help make these types of templates for SGA here at TouroCOM for years in the future to utilize and look in the past to see what we can improve upon.

From my first day at TouroCOM, I loved seeing how the upperclassmen were so close knit and always so willing to go above and beyond to help those in need. I look forward to being part of the organization that continues to make TouroCOM an exceptional medical school with each passing year.

Regards,
Akanksha Patel