



SGA Officer Duties

President

- Preside over all regular and special meetings of the SGA and its Executive Board.
- Lead Executive Board in the development of annual goals and provide leadership to attain those goals.
- Call special meetings when necessary.
- Monitor the implementation of the current fiscal budget, working with Executive Board to develop upcoming fiscal year budget are due to the Advisor by April 30th each year.
- Represent the SGA or designate a representative at all college functions, committees and councils, and at the appropriate community, state and federal functions.
- Prepare a final report at the end of his/her term of office that summarizes the activities of the SGA.
- Working with Executive Board, develop and implement a minimum of 2 fundraisers per year for ongoing SGA sustainability.
- All other duties as outlined in the Officer Agreement for the term committed.
- Serve as a voting member of the Executive Board.
- Attend at least 2/3 of all General Assembly and Executive Board meetings.

Vice President

- Assume all powers and responsibilities of the President in his/her absence.
- Assume the office of President in the event that he or she resigns or is removed from office.
- Represent the SGA at college functions and at the appropriate community, state and federal functions, as delegated by President.
- All other duties as outlined in the Officer Agreement for the term committed.
- Serve as a voting member of the Executive Board.
- Attend at least 2/3 of all General Assembly and Executive Board meetings.

Treasurer

- Maintain the financial records the SGA.
- Maintain event contract files along with the Advisor in the SGA (Student Life) Office.
- At each regular meeting, report the previous balance, expenditures, income, and current balance.
- Assist the President in developing a budget for the next fiscal year.
- Represent the SGA at college functions and at the appropriate community, state and federal functions, as delegated by President.
- Work in coordination with the Executive Board to implement 2 fundraiser per semester for ongoing SGA sustainability.
- All other duties as outlined in the Officer Agreement for the term committed.



- Serve as a voting member of the Executive Board.
- Attend at least 2/3 of all General Assembly and Executive Board meetings.

Secretary

- Record, transcribe and maintain the official minutes of each meeting and distribute prior meeting minutes to members at least one week prior to each meeting.
- Maintain all correspondence and keep accurate attendance records of all meetings of the SGA.
- Represent the SGA at college functions and at the appropriate community, state and federal functions, as delegated by President.
- Maintain current and accurate records of prior motions, minutes, attendance, and amendments, to the constitution and committee minutes and make records accessible to all SGA members via email.
- Send a reminder notice to each recognized Student Organization Advisor and President at least 7 days before each SGA meetings.
- Serve as a voting member of the Executive Board.
- Attend at least 2/3 of all General Assembly and Executive Board meetings.

Parliamentarian

- Establish and maintain parliamentary order at the all meetings.
- Oversee membership enrollment and attendance rosters.
- To act as advisor to the Executive Board in the interpretation of the SGA Constitution and Bylaws.
- To serve as chairperson of the Executive Board when hearing charges of censure, expulsion, or impeachment.
- To oversee the election process of the Executive Board members.
- Serve as a voting member of the Executive Board.
- Attend at least 2/3 of all General Assembly and Executive Board meetings

Social Media Officer

- Create and post notice of meetings and other information to publicize special events.
- Work closely with the office of Communications in securing social media coverage of events when appropriate.
- To post notices of SGA meetings no less than five (5) calendar days in advance of the meeting.
- To maintain appropriate information and documentation on all SGA activities (flyers, minutes, programs).
- Serve as a voting member of the Executive Board.
- Attend at least 2/3 of all General Assembly and Executive Board meetings.