

# **Student Government Association Officer Responsibilities**

## **President**

- Execute the provisions of the SGA Constitution.
- Call and preside over meetings of the Student Senate.
- Submit to the Student Senate budgets for the upcoming year.
- Appoint members of all committees of the Student Senate.
- Veto acts of the Student Senate if deemed necessary.
- Review documents kept by the Secretary and Treasurer.

## **Vice President**

- Execute the duties and powers of the President in his/her absence.
- Have a voting right in the Student Senate when not fulfilling duties of the President.
- Perform such duties as the President of the SGA may assign to him/her subject to Senate approval.

## **Secretary**

- Serve both as recording and corresponding Secretary of the Student Senate with a voting right in the Student Senate.
- Keep and make available to the Student Senate a permanent record of the Constitution of the Student Government Association and all actions of the Student Senate.
- Publish all pertinent acts and decisions of the Student Senate in the official student newspaper in the issue or SGA Newsletter following approval of advisor.
- Perform such duties as the President of the SGA may assign to him/her subject to Senate approval.

## **Treasurer**

- Serve both as recording and corresponding Treasurer of the Student Senate with a voting right in the Student Senate.
- Establish and maintain audit system for the SGA.
- Collect and maintain records of monies collected at SGA events.
- Provide Treasurer's reports at the request of the SGA President or Student Senate

## **Curriculum Area Senators**

*Arts and Sciences Senator, Applied Sciences Senator, Business Sciences Senator*  
(2 positions for each academic department)

- Assist members of the Executive Board as assigned subject to Student Senate approval.
- Serve as a representative to the students in your curriculum area.
- Assist in publicizing SGA activities and events in your curriculum area.

## **Senators – at – Large**

*Appointed by the Advisor.*

(2 positions for each academic department)

- Assist members of the Executive Board and Curriculum Area Senators as assigned subject to Student Senate approval.

### **Other Duties of Student Government Members**

- **Abide by the Isothermal Community College Student Code of Conduct and other College policies. In the case of misconduct, SGA members may be dismissed from their positions. Furthermore, SGA members unable to fulfill the responsibilities of their elected role may be dismissed from their position.**
- **Attend all meetings and activities as scheduled (More than three unexcused absences warrants dismissal from your Student Senate position)**
- **Serve as student helpers during New Student Orientation**
- **Plan and Participate in the following activities:**
  - Welcome Back Social – September**
  - Grub Day – October**
  - Bloodmobiles – November, February**
  - Christmas Social – December**
  - Cultural Events – January, February**
  - Health Check - March**
  - Alcohol Awareness – April**
  - Sports Day – April**
  - Graduation – May**
  - Information Desk – After One-Stop Testing/Registration Sessions for New Students**
- **SGA Conferences – October, April (Students eligible to attend SGA Conferences will be determined by the SGA Advisor)**
- **Any other new activities or campus committees as assigned.**