

Duties and Responsibilities of College of the Mainland Student Government Officers

By running for this office you ***must*** be prepared to fulfill the responsibilities!

President

1. Preside over all Student Government Association (S.G.A.) General and Executive Board meetings.
2. Represent the S.G.A. in all dealings with the administration, Faculty, or Board of Trustees.
3. **Attend President's Leadership Council (P.L.C.) meetings (Mandatory).**
 - A. Report student issues to P.L.C.
 - B. Report college issues back to the Executive Board.
 - C. If the President is unable to attend the P.L.C. meeting the President must notify the S.G.A. Advisor within two hours prior to the P.L.C. meeting.
4. Oversee and coordinate all activities of the S.G.A.
5. Call special meetings of the General Student Association or of the Executive Board as necessary.
6. Fill vacancies in office by appointment as specified by this constitution.
7. Enforce all provisions of this constitution, parliamentary authority and any other by-laws or standing rules this organization chooses to adopt.
8. Serve as a non-voting member of all committees.
9. Vote in accordance with parliamentary procedure (*only in the case of a tie vote*).

Vice President

1. Make arrangements for workshops and forums on issues affecting Student Government, appointing individuals to facilitate each group.
2. Organize and schedule speakers, programs, and entertainment.
3. **Attend any meetings that the President cannot attend, especially the P.L.C. meeting.**
4. Oversee all Executive Committees as specified in S.G.A. by-laws.
5. Execute the duties of the President in the event of his/her absence.

Treasurer

1. Pay all appropriate dues and fees arising throughout the year.
2. Maintain accounts of all receipts and disbursements for the S.G.A.
3. Maintain financial records and prepare regular financial reports as directed by the S.G.A.
4. **Attend all meetings of the Executive Board.**
5. Pay all debts upon approval of the Executive Board.

6. Deposit funds within two business days of receipt.
7. Prepare a budget for the coming year, to be submitted at the first Executive Board meeting.
8. Maintain a dual set of records for the association.
 - A. One set should be turned over to the Advisor(s).
 - B. One set should be completed and sent to the newly elected Treasurer prior to the end of the fiscal year of the association.
9. Provide a monthly report to be delivered at the General meeting.

Secretary (Corresponding & Reporting)

1. Accurately record minutes of the S.G.A. Executive and General meetings.
2. Keep accurate record of attendance at all S.G.A. Executive and General Meetings.
3. See to the timely dissemination of minutes to Student Government members and other interested persons.
4. Be responsible for communication all announcements to the S.G.A.
5. Maintain a dual set of records for the association.
 - A. One set should be turned over to the Advisor(s).
 - B. One set should be completed and sent to the newly elected Secretary prior to the end of the fiscal year of the association.
6. Develop and distribute agenda in a timely fashion.
7. Maintain accurate contact list of all General and Executive Board members.
8. Serve as exclusive custodian of the records of the S.G.A.

Parliamentarian

1. Enforce Parliamentary procedures and Robert's Rules of Order.
2. Respond to all questions of Parliamentary procedures.
3. **Attend all General meetings of the S.G.A. and Executive Board.**
4. Have in possession at all meetings a copy of this constitution, organizational by-laws and any other standing rules the S.G.A. chooses to adopt.
5. Serve as Chair of the S.G.A. Ethics Committee.
6. Distribute to all members a copy of this constitution.
7. Be familiar with Robert's Rules of Order and proper procedures during meeting.

College Senators (4)

1. Serve as a liaison between S.G.A., the student body and the College Senate.
 - A. Report student issues to the College Senate.
 - B. Report college issues back to the S.G.A. Executive and the General meeting.

2. **Regularly attend Senate meetings.**
 - A. At least three Senators must attend each Senate meeting.
 - B. Each Senator must attend a minimum of three Senate meetings each per semester.
 - C. If a Senator is unable to attend a Senate meeting, the Senator must notify the S.G.A. Advisor and President within two hours prior to the Senate meeting.
3. **Attend all General meetings of the S.G.A. and Executive Board.**
4. Apprise students of current and proposed policies and procedures.
5. Prepare a monthly report, to be delivered at the General meeting, updating any new progress on issues that have occurred since the last General meeting.

Historian

1. **Attend all General meetings of the S.G.A. and Executive Board.**
2. Collect and store S.G.A. memorabilia.
 - A. Flyers
 - B. Awards
 - C. Publications
 - D. Pictures...etc.
3. Attend all events sponsored, co-sponsored or assisted by S.G.A.
4. Have the up-to-date scrapbook at every General meeting for viewing.
5. Responsible for taking S.G.A. pictures at all events related to S.G.A.

Night School Representative

1. **Attend all General meetings of the S.G.A. and Executive Board.**
2. Bring concerns of evening students to the attention of the S.G.A.
3. Report to evening students efforts undertaken on their behalf.
4. Make regular appearances on campus in the evening.
Attend all S.A.B. (Student Activities Board) Student Appreciation Snack Night and report back to the S.G.A. Executive Committee.