

Officer Positions and Responsibilities

Student Government Association | Executive Board Position and Responsibilities

President

1. Shall attend all Student Government Association meetings.
2. Shall attend all Executive Board meetings.
3. Shall attend and represent SGA to the District Board of Directors at monthly meetings.
4. Shall meet monthly with the Vice-President of Student and Community Development.
5. Shall meet once a semester with the Vice-President of Operations.
6. Shall make any appointments deemed necessary.
7. Shall remain objective and neutral at all times.
8. Shall vote only to break a deadlock.
9. Shall be responsible for the proper functioning of the Student Government Association.
10. Shall apply Robert's Rule of Order as necessary for the productive operation of meetings.
11. Shall aid in promoting the effectiveness of committees.
12. Shall preside over impeachment proceedings made against the Parliamentarian.

Vice President

1. Shall attend all Student Government Association meetings.
2. Shall attend all Executive Board meetings.
3. Shall preside over meetings in the President's absence.
4. Shall carry out the President's responsibilities in their absence.
5. Shall act as a liaison with the faculty and community.
6. Serve as the student representative for all academic processes.
7. Shall maintain the Student Government Association web page.
8. Shall serve as the Wisconsin Student Government Association Governor.
9. Shall meet monthly with the Chief Academic Officer of the college.

Secretary

1. Shall attend all Student Government Association meetings.
2. Shall attend all Executive Board Meetings.
3. Shall prepare and distribute minutes and agendas of all meetings.
4. Shall prepare correspondence from the Student Government Association.
5. Shall take minutes at the annual Student Government Association budget meeting for segregated fees.
6. Shall keep records of all correspondence, minutes, and agendas.
7. Shall ensure meeting minutes are posted on the website 1 week following a meeting.
8. Shall ensure meeting agenda is posted on the website 48 hours prior to the meeting.
9. Shall serve as a key contact for Counseling Services.

Treasurer

1. Shall attend all Student Government Association meetings.
2. Shall attend all Executive Board Meetings.
3. Shall submit a Treasurer's Report at all meetings.
4. Shall keep attendance at all Student Government Association meetings.
5. Shall review and keep track of all income and expenses of Student Government Association.
6. Shall deposit allocations to clubs for meeting attendance on a quarterly basis.
7. Shall serve as a key contact for Information Technology.

Parliamentarian

1. Shall attend all Student Government Association meetings.
2. Shall attend all Executive Board Meetings.
3. Shall be familiar with the Student Government Association constitution and shall see that all policies therein are followed.
4. Shall be consulted on all matters arising from the floor concerning parliamentary procedure.
5. Shall present accusing and rebuttal arguments one meeting prior to impeachment actions and conduct impeachment proceedings in compliance with Roberts Rule of Orders Impeachment Procedure.
6. Shall be knowledgeable and enforce Robert's Rule of Order as necessary for the productive operation of meetings.
7. Shall serve as a key contact for Security Services and Facilities Services.

Member-at-Large Clubs

1. Shall attend all Student Government Association meetings.
2. Shall attend all Executive Board Meetings.
3. Shall attend one meeting of each recognized club per year.
4. Shall act as liaison between Student Government Association and all active clubs.

Member-at-Large General

1. Shall attend all Student Government Association meetings.
2. Shall attend all Executive Board Meetings.
3. Shall serve as a key contact for the following areas:
 - a. Health Services
 - b. Veterans Services
 - c. Minority Services
 - d. Financial Aid/Enrollment Services
 - e. Food Services
 - f. Student Employment Services