

Student Government Position Outlines

President

The duties and responsibilities of the President of the Student Government Association are the following:

- Serve as the main representative of SGA – this may include making speeches, attending meetings or serving on committees
- Maintain a working knowledge of the Constitution
- Chair and call to order the Senate meetings
- Chair and call to order the Executive Board meetings
- Create meeting agendas for Senate and Executive Board meetings
- Be knowledgeable of the agenda items before the meeting
- Meet at least once a semester with the President, Vice President and Deans in order to update them on SGA projects, activities, etc.
- Meet with CCAA at least once a semester
- Meet with the chairs of the committees at least once a month
- Be a liaison between students and administration
- Maintain cohesion and flow during the Senate and Executive Board meetings
- Speak at several events throughout the year
- Meet weekly with the Advisor(s) to discuss SGA issues and agendas
- Hold Senate and Executive Board members accountable for accuracy when reporting
- Other duties as assigned

Executive Vice President

The duties and responsibilities of the President of the Student Government Association are the following:

- Taking attendance at all meetings (including exec meetings)
- Following up on attendance issues and being the go-to for members with absences
- Being knowledgeable of the agenda items before the meeting
- Attend weekly Senate meetings
- Attend weekly Executive meetings
- Be familiar with the SGA Constitution
- Communicating election results/appointment results
- Planning a service project each semester
- Filling out the necessary documents for attendance and service projects
- Filling in for the President when needed
- Fulfilling responsibilities as assigned by the President and/or Advisor

Vice President of Communication

The duties and responsibilities of the Vice President Communication of the Student Government Association are the following:

- Keep all SGA bulletin boards up to date
- Maintain Facebook and Twitter pages
- Increase overall awareness of SGA through these forms of communication
- Be knowledgeable of the agenda items before the meeting
- Design flyers, posters, invitations, etc. for all SGA related events, announcements, news, etc.
- Set up and attend meetings with appropriate faculty and administration regarding website design and other various forms of communication
- Must gather and keep track of suggestions from the online and bulletin board suggestion boxes
- Forward suggestions to the appropriate committees
- Respond to suggestions in a timely manner
- Head the election process (advertising, recruiting, making the ballot, distributing to the student body, etc.)
- Attend weekly Senate meetings
- Attend weekly Executive meetings
- Find new and creative ways to communicate with students, faculty and staff.
- Fulfilling responsibilities as assigned by the President and/or Advisor

Vice President of Administration

The duties and responsibilities of the Vice President Communication of the Student Government Association are the following:

- Responsible for taking notes during senate meetings and executive meetings
- Notes must be well written, descriptive and organized
- Notes should be posted no later than three days after the meeting
- Responsible for taking care of all fund requests, either from other organizations on campus or senate members
- Must keep the budget up to date
- Attend all Senate meetings
- Attend all Executive meetings
- Fulfilling responsibilities as assigned by the President and/or Advisor

Freshman Representatives

2 Elected Positions Available

The duties and responsibilities of the Freshman Representative of the Student Government Association are the following:

Position Responsibilities

- Know and understand the procedures of SGA
- Be familiar with the SGA constitution
- Connect with Columbia College freshman
- Listen to and understand the concerns and desires of our peers
- Act upon the concerns of the freshmen
- Inform others of SGA and its accomplishments
-

Personal Responsibilities

- Maintain good academic standings
- Be a person of moral ethics and strong character.
- Have a good academic standing: over a 2.75 GPA.
- Friendly towards everyone
- Meet new people and hear their concerns
- Advertise clubs and organizations
- Involvement in on-campus activities and events
- High expectations for self

Sophomore Representatives

2 Elected Positions Available

The duties and responsibilities of the Junior Representative for Columbia College are the following:

Personal Responsibilities:

- Be a person of moral ethics and strong character.
- Have a good academic standing: over a 2.75 GPA.
- Reach out to students of Sophomore ranking and let them know you are their representative.
- Work with other Student Government representatives in a respectful and cohesive way.

Officer Responsibilities:

- Attend and be an active member of Student Government Association.
- Attend bi-weekly committee meetings as well as meetings set with faculty or staff that your committee has planned.
- Keep Student Government Association informed on activities, concerns, or needs of the Sophomore class.
- Communicate changes or accomplishments of Student Government Association with the Sophomore class.

Junior Representatives

2 Elected Positions Available

The duties and responsibilities of the Junior Representative for Columbia College are the following:

Personal Responsibilities:

- Be a person of moral ethics and strong character.
- Have a good academic standing: over a 2.75 GPA.
- Reach out to students of Junior ranking and let them know you are their representative.
- Work with other Student Government representatives in a respectful and cohesive way.
-

Officer Responsibilities:

- Attend and be an active member of Student Government Association.
- Attend bi-weekly committee meetings as well as meetings set with faculty or staff that your committee has planned.
- Keep Student Government Association informed on activities, concerns, or needs of the Junior class.
- Communicate changes or accomplishments of Student Government Association with the Junior class.

Note: Students eligible to serve as class representatives are classified by the number of completed hours (52-83.9 hours = junior).

Senior Representatives

2 Elected Positions Available

The duties and responsibilities of the Senior representative of the Student Government Association are the following:

Personal Responsibilities:

- Be a person of moral ethics and strong character
- Commitment to excellence
- Excellent communication skills to ensure concerns are communicated effectively
- Have good academic standing
- Willingness to assert oneself and approach others
- Be flexible and willing to listen to others' opinions and ideas
- Be responsible (prepare accordingly, communicate, always have a back-up)
- Maintain a minimum of 2.75 GPA

Officer Responsibilities:

- Represent concerns of Senior students at Columbia College
- Be knowledgeable about the purpose, mission, and procedures of SGA
- Be an active member of SGA by attending meetings, events, and any other related programs
- Be knowledgeable about the graduation process
- Be active in the Columbia College community to enable Seniors to have awareness of the position and how it can be a benefit to them
- Communicate and assert needs of the Seniors to the student body
- Be a bridge between Seniors and the SGA

At-Large Representatives

2 Elected Positions Available

The duties and responsibilities of an At-Large Representative of Columbia College are as follows:

Personal Responsibilities:

- Be a person of moral ethics and strong character
- Maintain good academic standing: over a 2.75 GPA.
- Participate in Columbia College events
- Commitment to excellence and high standards
- Strong organizational, problem-solving, and analytical skills
- Ability to manage priorities and workflow
- Demonstrate ability to plan and organize projects
- Ability to work independently and as a member of various teams and committees
- Ability to handle multiple projects and meet deadlines
- Creative, flexible, and innovative team player
- Ability to work on complex projects with general direction and minimal guidance

Officer Responsibilities:

- Attend weekly meetings and be an active member of Student Government Association.
- Actively seek the wants/ needs of constituents
- Be a line of communication from students to the SGA board
- Focus on the needs of the student body as a whole for the betterment of Columbia College
- Communicate changes and accomplishments with students
- Shall act for and on behalf of SGA in promoting and supporting student activities on the campus and in the community
- Be knowledgeable about various campus events
- Promoting and participating in campus events
- Receiving feedback from students about how to improve campus events (what they would like to see, what they did not like, etc.)

Commuter Representatives

2 Elected Positions Available

The duties and responsibilities of the Commuter representative of the Student Government Association are the following:

Personal Responsibilities

- Be a person of moral ethics and strong character
- Commitment to excellence
- Get to know Commuter students in order to know who to contact for surveys, events, and any concerns they might have
- Excellent communication skills to ensure concerns are communicated effectively
- Have a good academic standing
- Focus on students as a whole, but with special attention to Commuter students
- Willingness to assert oneself and approach others
- Willingness to continue to learn new leadership and communication skills

Officer Responsibilities

- Represent concerns of other Commuter students at Columbia College
- Be knowledgeable about the constitution, mission, purpose and procedures of SGA
- Be an active member of SGA by attending meetings, events, and any other related programs
- Be knowledgeable about the graduation process
- Be active in the Columbia College community to enable Commuters to have awareness of the position and how it can be a benefit to them
- Communicate and assert needs of the Commuter student body
- Be a bridge between Commuters and the Student Government Association

Transfer Representatives

2 Appointed Positions Available

The duties and responsibilities of a Transfer Representative of Columbia College are as follows:

Officer Responsibilities

- Must have been previously enrolled as a full time student in another school, have transferred to Columbia College, and have credits that are recognized as transferable by Columbia College.
- The representative must have completed one semester at Columbia College, have a qualifying grade point average, and be in good academic standing with Columbia College.
- There are two transfer representative positions:
 - One representative should be an off campus student and one representative should be an on campus student.
 - If there is not an off campus and on campus student running, the two transfer representative positions may be open to all off campus and/or on campus students.
- The Transfer Representative will be responsible for all other duties designated by the Senate, Executive Board or Advisor.
- The representative will have an active role in the Enrollment Management Committee so they are working closely with the Faculty member in charge of transfer students.

Personal Responsibilities:

- Be a person of moral ethics and strong character
- Maintain good academic standing: over a 2.75 GPA.
- Participate in Columbia College events
- Commitment to excellence and high standards
- Strong organizational, problem-solving, and analytical skills
- Ability to manage priorities and workflow
- Demonstrate ability to plan and organize projects
- Ability to work independently and as a member of various teams and committees
- Ability to handle multiple projects and meet deadlines
- Creative, flexible, and innovative team player
- Ability to work on complex projects with general direction and minimal guidance