

**WEST VIRGINIA STATE UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION
JOB DESCRIPTIONS
(CONSTITUTION AND BYLAWS: ARTICLE VI)**

I. The President shall:

- A. Serve as the head of the Executive Branch.
- B. Preside at all Executive Cabinet and SGA meetings.
- C. Serve as an ex-officio member to all SGA Committees, except the Elections Committee, with voting privileges.
- D. Delegate work to the Executive Cabinet and other members of SGA as necessary.
- E. Appoint Chief of Staff, Treasurer, and Social Activities Director.
- F. Appoint Chief Hearing Examiner with approval of Student Senate.
- G. Monitor Chief Hearing Examiner to ensure they fulfill their duty.
- H. Act as a liaison between students, faculty/academic staff, and administration.
- I. Host at least one State of The Union each semester in order to address the state of the SGA.
- J. Be responsible for the training of new SGA officers.
- K. Be responsible for appointing someone to fill a vacant seat within SGA in the event that there is a resignation or impeachment of an executive officer.
- L. Give the Board of Governors Student Representative a bi-weekly briefing to ensure that they are aware of the current status of SGA.
- M. Supervise the Student Appointees on the various campus-wide non-SGA committees and councils.
- N. Post and keep weekly office hours.

II. The Vice President shall:

- A. Serve as the head of the Legislative branch of SGA.
- B. Attend all Executive Cabinet and SGA meetings.
- C. Preside at all Senate meetings.
- D. Collaborate with the SGA President to appoint a Chief of Staff, Treasurer, Chief Hearing Examiner and Social Activities Director.
- E. With the assistance of the Chief of Staff, be responsible for assisting cabinet members with duties that they cannot complete alone.
- F. Preside in the absence of the SGA President.
- G. Advise the President on matters concerning SGA and the student body, and assist the President on these matters as needed.
- H. Be an ex-officio member of all SGA Committees, monitoring their work.

- I. Keep the SGA Advisor informed of all SGA operations.
- J. Post and keep weekly office hours.

III. The Chief of Staff shall:

- A. Attend all Executive Cabinet and SGA meetings.
- B. Provide SGA officers with an agenda.
- C. Keep records for SGA.
- D. Keep an updated address list on current Executive Cabinet officers and Senate members.
- E. Type materials from rough draft to final form, taking responsibility for format.
- F. Assist in planning and scheduling conferences and meetings including preparing agenda, securing facilities, and making travel arrangements.
- G. Assist cabinet members when needed.
- H. Monitor the progress of the Treasurer, Social Activities Director, and Chief Hearing Examiner.
- I. Proofread and send-out emails.
- J. Post and keep weekly office hours.

IV. The Treasurer shall:

- A. Attend all Executive Cabinet and SGA meetings.
- B. Supervise funded organizations spending.
- C. Prepare and present a proposed SGA budget each school year for approval by the Student Senate and keep adequate records of SGA expenditures.
- D. Inventory office supplies and prepare requisition for ordering.
- E. Be responsible for handling any and all purchases made by SGA.
- F. Post and keep weekly office hours.

V. The Chief Hearing Examiner shall:

- A. Attend all Executive Cabinet, Senate and SGA meetings.
- B. Serve as head of the Judicial branch of SGA.
- C. Interpret the SGA Constitution.
- D. Advise the Executive Branch on constitutional matters.
- E. Preside over the Student Hearing Council, making and interpreting decisions rendered by the Student Hearing Examiners.
- F. Preside in the absence of both the President and Vice President.
- G. Chair the Elections Committee, unless he/she is a candidate for another office; then an Associate Hearing Examiner shall chair the Elections Committee.
- H. Oversee cases of academic misconduct.
- I. Investigate issues pertaining to SGA members.

- J. Determine whether Senators absences from meetings are excused or unexcused.
- K. Have the power to initiate impeachment of proceedings.
- L. Maintain an official copy of all SGA policies and procedures.
- M. Take and distribute minutes for the Executive Cabinet and Senate meetings.
- N. Post and keep weekly office hours.

VI. The Social Activities Director shall:

- A. Attend all Executive Cabinet and SGA meetings.
- B. Seek, obtain, and arrange speakers, concerts, cultural events and activities that SGA may sponsor.
- C. Keep a file of all recognized student organizations and other related records.
- D. Work in conjunction with Student Life and Engagement in planning activities for the student body.
- E. Chair the Event Coordination and Execution Committee.
- F. Establish additional committees' subsidiary to them that they deem necessary to aid in the performance of their duties.
- G. Monitor the progress of the Royal Court.
- H. Post and keep weekly office hours.

VII. The College Ambassadors shall:

- A. Attend all Executive Cabinet meetings.
- B. Advocate for the interests of the students of their respective college.
- C. Serve on the Student Interests Committee and the Events Coordination and Execution Committee.
- D. Facilitate proper communication between the Student Interests Committee and members of their college.

VIII. Student Representative to the Board of Governors shall:

- A. Attend a minimum of four (4) Executive Cabinet meetings per semester.
- B. Provide a report to the SGA President each semester detailing what the Board of Governors has accomplished so far and outlining future goals.
- C. Serve on the Student Interest Committee.
- D. Act as a liaison between the Executive Branch and the Board of Governors.
- E. Consult with the Board of Governors to protect and advance student interests.
- F. Seek out student opinion, concerns, and questions and express these appropriately to the Board of Governors at Board meetings and to the University administration.