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.