

# YC Student Government Association Position Descriptions



## **President**

Serves as the head spokesperson and represents the YCSGA in a professional, respectable manner at various functions. Reviews the documentation as submitted by the treasurer and secretary. The president is also responsible for conducting weekly meetings/special meetings.

1. The President shall serve as the spokesperson and represents the YCSGA in a professional, respectable manner at various functions. Reviews the documentation as submitted by the Treasurer and Secretary. The President is also responsible for conducting weekly meetings/special meetings.
2. The President must always represent Yavapai College (YC) in an honorable, respectable, fashion, always promoting our school and our students in a positive light.
3. Service to the Student Government Association performed weekly as defined in the Bylaws.
4. Serve as ex-officio member on assigned Yavapai College and SGA committees as defined in the Bylaws.
5. Conduct all YCSGA Executive Board meetings.
6. Communicate and disseminate Student Government information to the campus community and meet with groups or individuals to discuss their needs.
7. Help coordinate and organize events.
8. Participate in planned events.

## **Vice-President**

Supports the president in their responsibilities. As the liaison between the board of senators and the executive board, the vice president chairs all Senate Meetings. Assumes the position of president in their absence.

1. Supports the President in their responsibilities. As the liaison between the Student Senate and the Executive Board, the vice President chairs all Senate meetings. Assumes the position of President Pro-Tem in their absence.
2. Service to the Student Government Association performed weekly as defined in the Bylaws.
3. Participates in committees as deemed necessary by the Executive Board.
4. Keep YCSGA Student Government notebook up to date.
5. Keep all Student Government boards and cases updated with current Student Government projects, events office hours, and meeting times. The Vice-President serves as public relations manager.
6. Actively participate in Student Government meetings.
7. Communicate and disseminate Student Government information to the campus community.
8. Covering committees for the President in their absence.
9. Filling in at meetings in the absence of the President.
10. Participate in planned events.

## **Secretary**

Records the official business of the executive board. Submits meeting minutes to an online archive. Prepares the meeting agendas and oversees communication and promotional outlets.

1. Records the official business of the Executive Board. Submits meeting minutes to an online archive. Prepares the meeting agendas and oversees communication and promotional outlets.
2. Service to the Student Government Association performed weekly as defined in the Bylaws.
3. Responsible for record keeping of all official business of the Student Executive Board and Student Senate.
4. Responsible for assisting the Vice-President in the organization of the Student Senate.
5. Responsible for preparing meeting agendas with the President and Vice President for the Student Executive Board and/or the Student Senate.
6. Participate in planned events.
7. Actively participate in Student Government meetings.
8. Communicate and disseminate Student Government information to the campus community.

## **Treasurer**

Keeps account of the YCSGA budget and expenses. Maintains an up-to-date budget and prepares funding proposals as needed. Granted access to the YCSGA's FOAP. Assumes the position of president in the absence of the president and vice-president.

1. Maintains an up-to-date budget and expense report and prepare funding proposals. Granted access to the YCSGA's FOAP.
2. Service to the Student Government Association performed weekly as defined in the Bylaws.
3. Chair Financial Oversight Committee.
4. Shall supervise expenditures made by Student Government.
5. Responsible for assisting the Vice-President with the financial oversight of the Student Senate.
6. Serve as spending authority for Student Government as defined in the Bylaws.
7. Reports are generated by the Treasurer from talking to students, Student Engagement Director, committee meetings, and his/her community service, as well as the up-to-date budget information.
8. Participate in planned events.
9. Actively participate in Student Government meetings.
10. Communicate and disseminate Student Government information to the campus community.

