



St. Bonaventure University SGA Retreat 2022

Officer Roles, Responsibilities, and Transitions

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Officer Responsibilities

President

- A. Runs the _____ in an orderly fashion.
- B. Follow up with _____ and committee _____ on their responsibilities
- C. Ensures that all activities are _____ with school policies, philosophies, and procedures
- D. Set a _____ tone for the organization
- E. Be the _____ and _____ for the group

Vice-President

- A. Run meetings in the _____ of the president
- B. Serve as an ex-officio member of all standing _____
- C. Oversee membership _____ and _____
- D. Help the _____ shape the vision for the organization

Secretary

- A. Record _____ and _____ at meetings
- B. Distribute copies of weekly meeting _____ to all members & Advisor after the meeting concludes [*Minutes Template available at <https://bit.ly/2XQZo68>*]
- C. Report on the organization's _____ to campus, _____, and national leaders

- D. Keep the membership _____, including _____ information up-to-date

Treasurer

- A. Receive all _____, collect dues and issue receipts, as applicable
- B. Promptly pay all _____ obligations, as applicable
- C. Maintain up-to-date _____ records of the organization, give a financial report at each regular meeting, and provide an _____ report at the close of their term
- D. Oversee _____ efforts

Advisor

- A. Attend meetings and events but _____ run them
- B. Give ideas and _____ about programs, projects, and the direction of the organization
- C. Allow the students to _____
- D. Manage the _____ Board
 1. Ensures that all activities are _____ with school policies, philosophies, and procedures
 2. Be a _____!
 3. Encourage all _____ to be involved and engaged.

Committee Chairs

- A. _____ members for the committee
- B. _____ committee meetings
- C. _____ on committee activities

Committee Chairs | Sample Positions

- Alumni Relations
- Community Outreach
- Community Service
- Concerts
- Events
- Finance and Budget
- Homecoming
- Recruitment & Retention
- Operations
- Public Relations
- Welcome Week

Officer Responsibilities

Review the _____ documents of your organization (Constitution, By-laws, Standing Rules, etc.) to provide further insight on officer, advisor, committee chair, and member responsibilities.

For more ideas: Student Government <https://bit.ly/2M6u8fd>, Greek Life: <https://bit.ly/36fgAF8>, Programming Board: <https://bit.ly/2KQE4cf>

St. Bonaventure SGA Roles and Responsibilities**Common Responsibilities:**

- A. Any other _____ as assigned by President and/or Executive Board
- B. Have any other power or duty provided for in the _____
- C. Instruct _____ on all matters pertaining to your office before leaving that office

President – Specific Responsibilities

- A. Be the chief _____ officer of the SGA
- B. Present a _____ of the Campus message to the student body each academic year
- C. Represent SGA as a voting member of the _____ Senate
- D. Make _____ including cabinet members, executive offices and committees, students to university committees, and staff assistants
- E. Sign or veto all Senate bills within _____ class days
- F. Ensure all _____ of the Constitution and Bylaws are faithfully executed

Keys to Delegation

- A. Delegation is the process of getting things done through _____.
- B. This requires leaders to have skills in _____ people. These skills include:
 - 1. The ability to _____.
 - 2. A need to _____. Means to step back and let people do the _____.
 - 3. The provision of continuous _____.
 - 4. Effective _____ techniques and tactics.
 - 5. A clear and defined _____.

Vice President – Specific Responsibilities

- A. _____ the office of the president if the office becomes vacant for any reason, or if requested to serve in the absence of the president
- B. _____ over the senate and attend all meetings of the senate

Secretary – Specific Responsibilities

- A. Maintain _____ records of all executive business and meetings
- B. Make all records of executive board meetings available to students within _____ class days of meetings
- C. Act as SGA _____, recording all events and maintaining the permanent record of the SGA Constitution, Bylaws, and committee structure
- D. _____ and make available the State of the Campus Address by the SGA President

Treasurer – Specific Responsibilities

- A. Oversee all financial affairs of the SGA and any _____ funded wholly or in part by the SGA
- B. Act as chair of the SGA _____ Committee as set forth in the By-Laws

- C. Provide _____ reports to the Senate as well as to the SGA Budget Officer, the SGA Administrative Advisor, and the SGA Executive Board
- D. Act as the final _____ of expenditures derived from student funds collected through student activity fees

The Executive Board

- A. The Executive Board shall consist of the SGA President, Vice President, Secretary, and Treasurer, with the SGA President serving as chairperson, and shall be the _____ body of the SGA
- B. When the Senate is not in session, the Executive Board may make _____ relating to the operation, conduct, and procedures of the SGA which are consistent with the actions of the Senate. Any senator or officer may _____ the decision of the Executive Board to the Senate at the next regularly scheduled Senate meeting. Upon appeal, the Senate may ratify or reject any action so appealed
- C. The Executive Board shall assist the SGA President in _____ the SGA
- D. The Executive Board shall serve in an _____ role to the Senate
- E. The Executive Board shall _____ members to represent the SGA on Board of Trustees Committees, University Committees, Standing Committees, ad-hoc committees, which is subject to _____ by a majority vote of the senate
- F. Sit on Board of Trustees _____ as assigned

Class Officer Responsibilities

- A. **Class President:** The class president shall act as the chief executive officer of the class and take the lead in determining class meetings and _____. The president works with all class officers to ensure that they collaborate effectively on behalf of their classmates and maintain contact with the Executive Board and the entire Student Government Senate on behalf of the class.

- B. **Class Vice President:** The class vice president shall work with the class president and other officers in _____, organizing, and implementing class programs, events, and fundraising. In the absence of the president, the vice president exercises the powers and duties of the president.
- C. **Class Secretary:** The class secretary shall keep _____ of all class meetings, the _____ and activities of classmates, and actively solicit and communicate news about class members. The secretary shall assist their other class officers in their duties and help plan class events.
- D. **Class Treasurer:** The class treasurer shall accurately maintain _____ records of the class. The treasurer shall work alongside the other class officers for planning and hosting class events and fundraisers.

Student Senate

- A. All SGA _____ powers shall be vested in the SGA Senate.
- B. Each senator is to serve as a representative for their particular _____, thus allowing more collaboration among these entities and providing for a more efficient and knowledgeable SGA Senate.
- C. The power to act as _____ for the undergraduate student body
- D. The identification and research of _____ affecting the student body in order to elicit a response beneficial to the student body and St. Bonaventure University
- E. The enacting of all _____ necessary and proper for the general welfare of the student body in accordance with this Constitution
- F. The power to _____ the veto of the SGA President by a two-thirds (2/3) majority vote of the membership present.
- G. The power to _____ by majority vote the President of the SGA's cabinet and standing committee nominations
- H. The power to submit by a two-thirds (2/3) vote to the student body, a _____ or bill that changes the Student Activity Fee or amend the SGA's Constitution.
- I. The power to _____ SGA executive officers as specified in Article XII

- J. The power to petition, by a two-thirds (2/3) vote of the Senate, the President of the SGA or the President of the Senate to call a _____ meeting
- K. The power to charter and provide for the _____ of student clubs and organizations
- L. Shall have the authority to create all Senate standing _____ necessary to represent the student body

Judicial Branch

- A. The establishment, by a two-thirds (2/3) majority vote of the judicial branch, of such rules and procedures as are necessary for the proper _____ of their duties under this Constitution
- B. The Chief Justice or their designee shall _____ at the swearing in of all SGA officers who require SGA approval
- C. _____ of the SGA Constitution, By-Laws, and senate legislation
- D. In the event of a vacancy in the office of president, the _____ Justice is responsible for notifying the officer next in the line of succession
- E. The responsibility of the Chief Justice to answer questions and provide clarifications _____ senate meetings, and to ensure the governing documents of the SGA are followed correctly, including the resolution of any constitutional conflicts within SGA
- F. The power to hear and pass judgment on all _____ involving violations of the rules and regulations of the SGA and its constitution
- G. The Judicial Branch shall consist of a Chief Justice and five (5) associate justices. The Chief Justice shall be a _____ member, with the exception of a tie

Effective Officer Transitions

- 1. Writing effective _____ is of value to every organization. They should include:
 - a. Time the meeting began and ended.
 - b. Summary of events during the meeting.

- c. Exact detail of actions taken, including motions.
 - d. Who was in attendance at the meeting.
 - e. Future plans, programs, and activities.
2. Create a _____, using tabbed dividers.
 - a. _____.
 - b. Sample _____.
 - c. Sample _____.
 - d. _____ of the year's activities.
 - e. Who to _____.
 3. Meet with your _____. Give them the ins and outs, the good and the bad, goals accomplished and what is still left to do. And get their _____ info! [Email, phone, social media, etc.]
 4. Give a copy of all materials to the _____. When I was Circle K District Administrator, we found that 20-25% of the new officers elected in the spring either didn't _____ in the fall or just fell of the _____. Those resources and materials may be lost in those cases.
 5. Be focused and _____ with your transition and you will ensure the continued _____ of your club or organization. ***This is your legacy!***

Planning Your Own Transition Leadership Retreat

- A. Determine if you are going to do it _____ or _____.
If in-person, where are you going to hold it?
- B. Review the roles and responsibilities of each _____.
- C. Do a _____ session for the organization, the executive board, and each position.
- D. Have _____ to allow people to interact and get to know each other. Gently nudge them from their comfort zone.
- E. Pass on _____, _____, _____, _____, etc.
- F. Have strong _____ but make the learning _____!