
Sample Roles and Responsibilities for Student Government Associations

President

1. Act as the chief executive officer and be the liaison which represents the Student Government Association and the student body with the Administration.
2. Has authority to temporarily perform duties of and act as Treasurer, Vice President, and Secretary of the Student Government Association should such action become necessary to maintain normal operations in absence of the executive officer.
3. Preside over the General Assembly.
4. Represent the Student Government Association in meetings with any individual, group of individuals, or corporations wherein agreements are discussed with advisor or designee present.
5. Have authority to call a special meeting of the Executive Board and/or Senate provided that notice of such meeting is provided to all Senate members at least forty-eight (48) hours in advance.
6. Have the authority to create committees and appoint a chairperson to each.
7. Initiate and oversee financial reconciliations and ensure that an audit of the treasury and all other Student Government Association books are completed prior to the term of office expiration date and that copies of such audit are presented to members of the Senate.
8. Present to the General Assembly any information available on the state of the Student Government Association whenever possible and may make recommendations to the General Assembly on matters judged to be necessary and expedient.
9. Have authority to make a pro-tempore appointment not to exceed thirty days or fill any vacancy position with approval of a simple majority of voting (50% + 1) General Assembly members at a Senate meeting.
10. In absence of the Treasurer, be authorized to co-sign Student Government Association requisitions and budgetary requests respectively with the college administration representative.
11. Be an Ex-Officio chair of all Student Government Association committees of the General Assembly without a vote.
12. Be the Student Government Association officer responsible for daily business operations.
13. Consult with executive board before any appointments are made.

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14. Assist the Treasurer in fulfillment of audit request and requirements.
15. Serve as the Student Government Association representative and/or appoint a student representative on the college's Discipline Review Board (Student Conduct and Community Standards).
16. Appoint a Parliamentarian and/or Sergeant-of-Arms.
17. Appoint a Chief Justice, with approval of a simple majority vote (50% + 1) of the Senate.
18. Meet at least once a semester with the Vice President for Student Affairs and meet monthly with the Dean of Student Services to voice student concerns and issues.
19. Have the authority to call an open forum twice per semester to inform the students of current campus related issues and to receive student input and questions.
20. Have the authority to request a report from any member of the SGA. The request must be made at least one (1) week in advance. The report is to be typed and signed.
21. Serve as a member of the Student Activity and Service Fee Budget Council.
22. Present a President's report at least once a month at the General Assembly meeting.

Vice President

1. Perform the duties of and act as the President should such action becomes necessary to maintain the normal operations of the Student Government Association.
2. Monitor each of the Standing Committees and other SGA committees through regular contact with the chair of each committee.
3. Ensure that chair of each committee is informed of the internal operations of the SGA and is aware of the actions of other committees internal and external to the SGA.
4. Be an Ex-Officio member of all committees of the Senate without a vote via appointment by the SGA President.
5. Serve as a member of the Student Activity and Service Fee Budget Council.
6. Coordinate at least one (1) major community service project per academic year with the support of the Senate.
7. Facilitate the annual Voter Registration Drive Campaign.
8. Administer the Oath of Office to Senator-Elects at the beginning of their term.

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9. Maintain office hours as required

Secretary

1. Be the officer charged with responsibility to maintain records and proceedings and be the chief correspondent for the Student Government Association.
2. Assume responsibility and initiate coordination, recording and distribution of official minutes of all Student Government Association Senate and Executive Board meetings.
3. Act as the correspondence agent representing the Student Government Association with the media and student organizations.
4. Serve as the correspondence liaison for the Student Government Association Executive Board with the student body and administration.
5. Maintain accurate records of the Student Government Association, Senate, Judiciary Body and Executive Board proceedings and initiate actions to manage and secure all correspondence files.
6. Provide committee chairpersons of the Student Government Association a list of the members of each committee together with all documents and instructions related.
7. Initiate and maintain accurate Student Government Association membership records including; Senate representative data, Senate meeting attendance and absences, voting records and voting eligibility of representatives.
8. Create and provide for the SGA President or presiding officer, at the beginning of each meeting, the orders of business and agenda for that day.
9. Read all the petitions and correspondence that may be called for by the assembly at Senate meetings.
10. Bring to each meeting a copy of the Student Government Association Constitution, By-Laws, the Standing Rules of the organization, and a listing of the membership of the General Assembly, all Standing and special committees.
11. The Secretary shall provide to all Executive Board and General Assembly Members, and make available to the Student Body, the detailed minutes of each General Assembly meeting no more than 48 hours after said meeting.
12. The Secretary shall provide to all Executive Board and General Assembly Members the Agenda for each General Assembly Meeting no less than 24 hours before the start each meeting.
13. Carry on all official correspondence for the Student Government Association.
14. Serve as a standing member and official recording officer of the Student Activity and Service Fee Budget Council.

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15. Maintain office hours as required

Treasurer

1. Be the financial officer of the Student Government Association.
2. Be co-signature, with the administration representative, on all Student Government Association requisition requests and budgetary documents.
3. Maintain accurate record and maintaining internal controls for all financial transactions.
4. Prepare and make available to the General Assembly, at every meeting financial reports.
5. Assume responsibility for acting as liaison to represent the Student Government Association in all audits and provide copies of audit reports and reconciliations to the Senate and Administration.

Advisor

1. Be knowledgeable about college/university policies, guidelines, regulations, and procedures and relay relevant information to the SGA
2. Attend all meetings of SGA, including the Executive Board
3. Verify eligibility of students to serve in SGA
4. Typically is hired or assigned by the college or university
5. Approval of salaries, wages, and/or stipends
6. Express the views of the faculty and the administration
7. Should not inhibit students from representing themselves to the president, administration, faculty, or staff of the college or university.

Committee Chairs

1. Sometimes referred to as “Directors”, “Senators”, or “Representatives”
2. Various selection processes are used: 1) elected by the student body; 2) direct appointment by the president and/or executive board; 3) from amongst members of the Senate or Student Assembly; 4) by interview process with student activities or student life staff
3. Maintain office hours as required
4. Be responsible for managing budget items in their area of responsibility

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5. Disburse or request funds to be disbursed in accordance with SGA and/or school policy
6. Sample titles include:
 - Legislative Affairs
 - Academic Affairs
 - Minority Student Affairs
 - Women's Affairs
 - Veteran's Affairs
 - LGBTQ+ Affairs
 - Non-Traditional Student Affairs
 - Commuter Student Affairs
 - Elections Commission
 - Allocations/Budget Committee
 - Public Relations Committee

Senators

1. Maintain office hours as required
2. Serve on 2-3 student government and/or university committees
3. Survey students from their area of representation on a regular basis
4. Complete one service project per semester
5. Attend all meetings of student government/council/assembly, with a minimum of unexcused absences
6. Conduct one forum or social activity per semester to gather opinions, ideas, concerns, and interests from students

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Dave is available to come to your campus to work with your student government members and leaders, clubs and organizations, new student orientation, Greek Life, Programming/Campus Activities Board, leadership conferences and events, student leadership workshops and more!