

# Bladen Community College

## Student Government Association

### Position Descriptions and Duties

#### CONTRACT

#### President

**Qualifications** – To seek and hold the office of President, candidate must:

1. Have and maintain a minimum GPA of 2.5. If GPA falls below 2.5 for two consecutive quarters, the result is immediate removal from office.
2. The President must be enrolled full-time ( 12 hours) at Bladen Community College.
3. The President shall be a second – year student and shall have completed at least one quarter at the college prior to his/her election to office.

#### **Powers and responsibilities of the President**

1. Must call and preside over all Student Government Association meetings
2. To assist the officers in the performance of their duties.
3. To serve on committees by volunteering or accepting appointment.
4. To encourage the participation of all students in all SGA activities.
5. To foster a spirit of unity among the senate, Executive Board, committees and the student body in general.
6. Represent the student body in appropriate affairs with the administration, faculty, Board of Trustees and students.
7. The President shall be an ex-officio member of the Board of Trustees. The President must also be available to attend and report at the Board of Trustee meetings.

#### **Scholarships for Executive Board Members:**

Scholarships will be awarded to the SGA President and Officers (Vice President, Secretary, Treasurer, Parliamentarian and Public Information Officer), subject to the approval by the SGA Advisor, at the end of each semester. The SGA President and Officers will receive a scholarship of one-half the tuition amount paid for that semester. This scholarship will be dispersed upon successful completion of each semester.

Executive Board members must fulfill the following requirements to receive a scholarship.

1. Meet all requirements of their position.
2. Must attend all SGA sponsored events, unless individual circumstances dictate otherwise. (class or work schedule conflict)
3. Attend all SGA meetings (3 excused absences will be allowed per semester)
4. All elected officers and senators shall maintain an overall cumulative grade point average of 2.5 on a scale of 4.0.

**I understand the above and agree to follow the requirements necessary to remain a member of Bladen Community College's Student Government Association. If unable to perform the above I will contact my Advisor immediately.**

Print \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

E-mail address \_\_\_\_\_

Telephone # \_\_\_\_\_

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#### Vice- President

**Qualifications** – To seek and hold the office of the Vice-President, candidate must:

1. Have and maintain a minimum GPA of 2.5. If GPA falls below 2.5 for two consecutive quarters, the result is immediate removal from office.
2. Vice- President must be enrolled full-time ( 12 hours)
3. The Vice -President shall be a first or second – year student.

#### **Powers and responsibilities of the Vice-President**

1. To succeed to the office of President if the President for any reason cannot complete his/her term in office.
2. Serve in any capacity the President is unable to attend.
3. Assist the President in his/her duties and responsibilities.
4. Perform all other duties assigned by the Senate, Executive Council and/or President of the SGA.
5. Meet with the President and Advisor(s) on a regular basis

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#### **Secretary**

**Qualifications** – To seek the office of Secretary, candidate must:

1. Have and maintain a minimum GPA of 2.5. If GPA falls below 2.5 for two consecutive quarters, the result is immediate removal from office.
2. Secretary must be enrolled full-time ( 12 hours)

#### **Powers and responsibilities of the Secretary**

1. Be responsible for all written communication and maintenance of records for the Senate, and Executive Council as well as for the Executive Officers.
2. Take roll call and minutes at both Senate and Executive meetings.
3. He/she renders reports as requested by the President.
4. Keep all minutes of SGA in permanent file for future references.
5. Make duplicates of all minutes of SGA meetings to distribute to Officers and Senators at the next scheduled meeting; copies also to be given to the Advisor(s) and the Vice-President of Student Services. All minutes must be typed.
6. Must be able to type.

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#### Treasurer

**Qualifications** – To seek the office of Treasurer, candidate must:

1. Have and maintain a minimum GPA of 2.5. If GPA falls below 2.5 for two consecutive quarters, the result is immediate removal from office.
2. Treasurer must be enrolled full-time ( 12 hours)

#### **Powers and responsibilities of the Treasure**

- A. Serve as chairperson of the Budget Committee.
- B. Must have knowledge of accounting (preferably a second year Business Administration student.)
- C. Shall be responsible for and keep accurate records of all funds, allocations, and expenditures of the Bladen Community College SGA.
- D. Work with the Budget Committee in presenting an annual SGA Budget to the Student Government Senate. Must be presented by the second SGA meeting of the fall quarter.
- E. To coordinate with the College Business Office all records required by the SGA in regards to SGA funds. The following policies will be administered by the Treasurer for the expenditures of student SGA funds.
  1. Allow two weeks for processing expenditures.
  2. Complete request for SGA funds and obtain needed signatures.
  3. For expenditures of \$ 100.00 or more, obtain (3) quotes. Order lowest quote.
  4. Steps 1, 2, and must be taken before actual purchase is made.
  5. Have records available at each regular scheduled meeting.

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#### **Parliamentarian**

**Qualifications** – To seek the office of Parliamentarian, candidate must:

1. Have and maintain a minimum GPA of 2.5. If GPA falls below 2.5 for two consecutive quarters, the result is immediate removal from office.
2. Parliamentarian must be enrolled full-time ( 12 hours)

#### **Powers and responsibilities of the Parliamentarian**

1. Have a working knowledge of Roberts Rules of Order (Revised Edition).
2. Maintain parliamentary order at all meetings according to Roberts Rules of Order.
3. Assist the President in setting the agenda of all SGA meetings
4. Plan a Parliamentary Procedure workshop once each semester for the benefit of all members.
5. Follow-up on all absentees of regular SGA meetings and bring to the attention of the Executive Council any violations.

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#### **Public Information Officer**

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1. Have and maintain a minimum GPA of 2.5. If GPA falls below 2.5 for two consecutive quarters, the result is immediate removal from office.
2. Public Information Officer must be enrolled full-time ( 12 hours)

#### **Powers and responsibilities of the Public Information Officer**

1. To prepare and release publicity to the appropriate media on campus under the direction of the SGA advisor.
2. To create and post notices of SGA meetings no later than five (5) calendar days in advance of the meeting.
3. Be responsible for advertisement of all SGA sponsored events as well as disseminate other information as requested by the SGA President.
4. To publicize elections.

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