

Brief Officer Descriptions (All SGA Officers must be enrolled for a minimum of 6 hours and maintain a 2.5 GPA)

President

§ Shall work with students to resolve problems, informing school administration of ideas emanating from the

student body and managing the student government in the capacity of Chief Executive Officer.

§ Shall make student appointments, campus-wide committees and boards, and may represent the institution

to other associations or bodies.

§ Though supported by other officer positions (e.g. Vice President, Secretary, Treasurer, etc.), a President is

expected to gain knowledge of parliamentary procedure, such as Robert's Rules of Order.

§ May convene the SGA Senate for special meetings.

- Must attend all meetings and student activities.

Vice President

§ Shall assume the duties of the President in the absence of the President.

§ Shall supervise the installation of new officers.

§ Shall be declared President in the event the presidency becomes vacant.

- Must attend all meetings and student activities.

Secretary-Treasurer

§ Shall properly record all resolutions and proceedings of the Student Senate.

§ Shall conduct all correspondence of the organization.

§ Shall be responsible for the maintenance and safe keeping of the Senate documents.

§ Shall maintain accurate records of all monetary transactions involving Senate funds.

- Must attend all meetings and student activities.

Parliamentarian

§ Shall maintain all rules of order as set forth by Roberts Rules of Order Newly Revised.

§ Shall be familiar with and advise the delegates on the Constitution to preserve proper compatibility

with said Constitution.

Sophomore Representative

- Shall attend meetings
- Shall assist in SGA activities
- Shall represent the interest and needs of the student's population for which the position was appointed.
- Shall serve on committees as assigned by the HCBS SGA President or Advisors

Freshman Representative

- Shall attend meetings
- Shall assist in SGA activities
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Senators

- Shall attend meetings
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Duties for officers include:

A. President

1. Presiding officer. Know the proper procedure for conducting meetings. Be impartial. Have some knowledge of parliamentary procedure. Prepare an agenda for each meeting. Check the
 - 1. minutes of the last meeting so you will not forget anything.
 - 2. Understand and follow the constitution and bylaws.
 - 3. Represent the club. Be present at all functions.
 - 4. Carry out the groups wishes and decisions even though you personally, do not agree.
 - 5. Be democratic. Remember that majority rules.
 - 6. Know the college policies and regulations and see that they are observed.
 - 7. Keep the advisory informed of all meetings. Consult them Making plans for special meetings or events.
 - 8. Know the duties of the other officers.
 - 9. Appoint various committees. Do not try to do it all yourself. Total participation of all members makes for a strong organization.
 - 10. Write things down. Do not trust your memory.
 - 11. Must attend all meetings and student activities.

B. Vice President

1. Take over the duties of the president in his/her absence.

2. Assist the president in any way possible.
3. Assume and carry all special duties that may be assigned you the president, the constitution, executive board, or members.
4. Attend all meetings and student activities.
5. Know and understand the constitution and bylaws.
6. Must attend all meetings and student activities.

C. Secretary/Treasurer

1. Keep all records
2. Keep minutes of meetings.
3. Read minutes and correspondence at meetings.
4. Keep an accurate roster of all members and record their attendance at each meeting.
5. Keep a copy of the constitution and bylaws on permanent file and handy for ready reference during meetings.
6. Keep copies of all committee reports.
7. Take motions down accurately and be ready to read them back immediately.
8. Be responsible for all club correspondence.
9. Prepare press releases for the local, regional, and state media.
10. Collect all the money.
11. Deposit all funds with the business office of the college.
12. Have the advisor sign all business transaction forms.
13. Prepare a club budget and have it approved by the executive board and the members.
14. See that the organization spends money in keeping with the budget and according to college policy and regulations.
15. Make a treasurer's report when called upon, giving receipts, Expenditures, and balance on hand.
16. See that bills are paid promptly.
17. Have records available and ready for examination at any time.
18. Must attend all meetings and student activities.

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E. Advisor is an integral part of every organization. General responsibilities of the sponsor are listed below:

1. To advise and council.
2. To service as a resource person
3. To assist in achieving that degree of mature thinking and action that tends to strengthen an organization.
4. To be present at all meetings and functions.
5. To be knowledgeable of college rules, policies, and regulations.
6. To encourage significant actions and programs.
7. To be available to sign college forms when needed.
8. To point out to the organization any serious failure of the group.
9. To assist in the planning of functions.
10. To assist in formulating a budget and in determining acceptable fundraising activities.
11. To assist the treasurer in maintaining accurate records.
12. To maintain an active liaison between the organization and the Dean of Students (Big Spring) and Executive Director of Lamesa.
13. To always know what the organization is doing.
14. The members of an organization have the following responsibilities to the advisor:
15. Show the advisor proper considerations and courtesies.
16. Clear everything with the advisor.
17. Schedule meetings and functions when the advisor can attend.
18. Ask for the advisor's opinion.
19. Do not go over his/her head or attempt to by-pass them in working out plans and problems.
20. Show appreciation by personal thanks, appropriate motions, or thank you notes.