

HOWARD COLLEGE SAN ANGELO
SGA OFFICER DUTIES AND EXPECTATIONS

Duties of the President

1. Preside over all meetings of the SGA.
2. Compile meeting agenda with SGA Advisor
3. Maintain order during meetings.
4. Provide leadership and support to SGA Officers.
5. Oversee the Executive Board of SGA.
6. Maintain regular communication with Advisor.
7. Appoint committees when needed.
8. Will make no motions or amendments.
9. Will not vote on any question or motion, unless the voting members are equally divided and at that time shall cast the deciding vote.
10. Shall appoint a member of the SGA to fill a position vacated.
11. To serve as chief spokesperson of the SGA.
12. Maintain a master calendar of events for all HCSA student organizations.
13. Stay in contact with other student organizations and their events.
14. Serve as the SGA representative on the Special Events Committee.
15. Serve as the SGA representative on the President's Council Committee.

Duties of the Vice President

1. To execute the duties of the President in his/her absence.
2. Will be declared President in the event of the presidency becoming vacant.
3. Organizing setup needed for meetings or events including snacks, supplies, etc.
4. Oversee community service projects and fundraising activities. Organize volunteers.
5. Provide a recap report of each event highlighting successes and areas needing improvement.
6. Develop programs to attract new members; fun activities for existing members.
7. Publicize the activities of SGA working closely with the other SGA officers.
8. Assist SGA Advisor with maintaining up-to-date information on the college website and stories for the college Facebook page.

Duties of the Secretary

1. Record all proceedings of SGA meetings.
2. Minutes to be completed within 3 days of the meeting and submitted to the Advisor for approval.
3. Maintain the sign-in sheet for each meeting.
4. Maintain current contact information for all members (email distribution list).
5. Send email reminders to members and officers for meetings, minutes, and agenda.
6. Collect and maintain a record of photos from other members.

Duties of the Senators

1. Participate in SGA Meetings, events, and fundraisers.
2. Serve as a voice of the student body and bring forward student concerns to the executive committee.
3. Serve on special committees as needed.

Summary of SGA Officer Duties for the Year

1. Voice of the student body
2. Ambassadors for HCSA
3. Attend all SGA meetings (attendance is mandatory)
4. Set SGA meeting agenda with SGA advisor
5. Officer planning meetings (including bi-weekly update meetings)
6. Promote, promote, promote!
7. Recruit SGA Senators
8. Student Promotional Items
9. Serve on Campus Committees (EX: President's Council, Special Events)
10. Community Service Projects
11. Student Activities/Drives
12. Student Awareness Drives (Don't Text & Drive)
13. Leadership Training/Conferences
14. Attend Community College Day in Austin (every 2 years)
15. Conduct and Organize Fundraisers
16. Serve as a photographers at club events and meetings.
17. Special Officer Duties (Graduation Programs, NSO, Awards Ceremony)
18. Student Forum - Fall and Spring (Gather and present student concerns/issues)
19. Sounding Board for Campus Administration
20. Membership Drives
21. Student Appreciation Day
22. Faculty/Staff Appreciation Day
23. Conduct SGA Officer Elections Committee
24. Assist Student Services during Registration with an information table
25. Assist with recruiting prospective students including assisting with campus tours when available.

On average, 10-15 hours per week are devoted to SGA duties on and off campus. Holding an officer position should be taken seriously and can be compared to having a part-time job.