

Shenandoah University SGA Executive Officers

Executive Officer Positions - ELECTED

President

Stipend: 10hr/wk @ \$8.20/hr

- 2.1 The President serves as chief executive officer of the SGA and actively participates as a member of the Shenandoah University Cabinet and Board of Trustees.
- 2.2 Serves as chairperson of the Executive Council.
- 2.3 Participates in ceremonial addresses, including the SGA State of the Union Address each semester, Student Convocation, Commencement Ceremony, SGA Annual Awards & Reception, and other events as deemed appropriate.
- 2.4 Has the power to veto, or veto any line, of any action passed by the Student House of Delegates.
- 2.5 Plans and facilitates all training of SGA Executive Council members and Student Judicial Council members.
- 2.6 Forms new SGA task forces deemed necessary for implementation of SGA policies, procedures, or to aid in business matters of the SGA.
- 2.7 Appoints students to serve on university committees, as deemed appropriate by the University President, faculty, staff, and administration.
- 2.8 Convenes the first meeting of the Executive Council within the first academic week of the fall semester. May convene any other meetings as deemed necessary.
- 2.10 Presents items of student interest and concern to the administration of the university.
- 2.11 Appoints the Chief of Staff, Director of Finance, Director of Communications, Director of Inclusion, Diversity, and Equity, and any other positions deemed necessary.
- 2.12 Appoints members to the Student Judicial Council when vacancies occur.

Vice President for Undergraduate Affairs

Stipend: 5hr/wk @ \$8.20/hr

- 3.1 Presides at all Student House of Delegates meetings with the Vice President for Graduate Affairs, and will present items of concern to the Student House of Delegates for recommendations of action.
- 3.2 Convenes the first meeting of the Student House of Delegates within the first month of the fall semester. May convene any other meetings as deemed necessary, or if petitioned by one-third of the Student House of Delegates.
- 3.3 Assumes the powers and responsibilities of the President for the remainder of the term if a vacancy in the office of the President occurs.
- 3.4 Reviews and approves cabinet members appointed by the SGA President, in collaboration with the Vice President for Graduate Affairs. In the event of a tie, the Student House of Delegates will vote on the appointment for approval or rejection.
- 3.5 Presides over conduct matters related to the Student House of Delegates.
- 3.6 Meets with various university offices and departments to represent the interests and ideas of

students who seek to advance the mission of student life.

3.7 Communicates regularly with the SGA President to prepare reports for the Board of Trustees and university administration.

3.8 Appoints commission chairs and delegates to serve on each commission.

3.9 Votes in the Student House of Delegates only in the case of a tie, if the Speaker of the House is absent.

3.10 Co-plans and facilitates all training of the Student House of Delegates.

Vice President for Graduate Affairs

Stipend: 5hr/wk @ \$8.20/hr

4.1 Actively participates in all Student House of Delegates meetings and presents items of concern to the Student House of Delegates for recommendations of action.

4.2 Organizes and leads a Graduate Student Assembly for all recognized graduate level student clubs and organizations. Ensures that each graduate academic program is represented on the GSA.

4.3 Assumes the powers and responsibilities of the SGA President for the remainder of the term if a vacancy in the office of both President and Vice President for Undergraduate Affairs occurs.

4.4 Promotes inter-graduate student relations, workshops, programs, and opportunities for development.

4.5 Maintains a close relationship with all satellite campuses of Shenandoah University.

4.6 Reviews and approves cabinet members appointed by the SGA President in collaboration with the Vice President for Undergraduate Affairs. In the event of a tie, the Student House of Delegates will vote on the appointment for approval or rejection.

4.7 Consults in conduct matters related to the SGA Student House of Delegates.

4.8 Communicates regularly with the SGA President to prepare reports for the Board of Trustees and university administration.

4.9 Co-plans and facilitates all training of the Student House of Delegates.

Executive Officer Positions - APPOINTED

Chief of Staff

Stipend: 3hr/wk @ \$8.20/hr

5.1 Serves as senior counselor to the president in the planning and visioning of the SGA.

5.2 Leads special projects originated by the SGA President.

5.3 Coordinates and provides leadership to all students serving on university committees as deemed appropriate by the president.

5.4 Assists members of the executive council in the supervision of staff duties and responsibilities. Serves as a resource and mentor.

5.5 Assists with the research, planning, and implementation of training for the various parties and divisions of the SGA.

5.6 Fulfills all administrative and clerical duties of the SGA, maintains and serves as custodian of all SGA records.

5.7 Leads a review of the SGA Constitution each year before new SGA officers are elected and appointed.

5.8 Develops with the Director of Communications, an internal master calendar of events and coordinates Executive Council member event attendance.

Director of Finance

Stipend: 3hr/wk @ \$8.20/hr

6.1 Responsible for maintaining a student organizations directory.

6.2 Provides counsel to the Finance Commission in carrying out in a timely, fair, and consistent manner, the implementation of the finance rules and processes.

6.3 Serves as custodian of all financial records and transactions concerning the SGA.

6.4 Presents any contingency budget requests from the Finance Commission to the Executive Council and Student House of Delegates.

6.5 Provides information to organizations on how to obtain financial assistance as well as how to report spending of delegated money back to the Student House of Delegates.

Director of Communications

Stipend: 3hr/wk @ \$8.20/hr

7.1 Serves as counselor to the SGA regarding public relations, image, and marketing of SGA proposed legislation, programs, events, and news.

7.2 Writes six or more news articles per semester for the student newspaper “The Doah”, the “SUN-e”, and “Your Student Life” electronic newsletter.

7.3 Maintain SGA’s Engage page, content, and membership approvals.

7.4 Responsible for the SGA email, webpage, Facebook page, Twitter account, and other social media outlets, providing information that it is up to date and accurate.

7.5 Corresponds with local and regional Student Government Associations regarding issues that affect students within the region and nation.

7.6 Creates innovative concepts to promote and involve students in SGA events and campus issues.

7.7 Responsible for communication between various parties of the SGA.

Speaker of the House

Stipend: 3hr/wk @ \$8.20/hr

8.1 The Speaker of the House is responsible for taking attendance at all House of Delegate meetings. The Speaker of the house determines if quorum is met at each meeting. If quorum is not met, the Speaker of the House will notify the presiding officer.

8.2 The Speaker of the House shall serve as parliamentarian.

8.3 The speaker of the House shall keep records and record minutes for the Student House of Delegates.

8.4 The Speaker of the House shall only vote in the event of a tie.

8.5 If for any reason the Speaker of the House becomes unable to fulfill their duties, the House of Delegates will elect a new speaker within two meetings.

Director of Inclusion, Diversity, & Equity (IDE)

Stipend: 3hr/wk @ \$8.20/hr

8.1 The Director of IDE shall work in conjunction with organizations such as the NJWC, Mosaic Center as well as various other organizations to ensure events convene on campus that align and promote equitable, inclusive and diverse events on campus.

8.2 The Director of IDE shall meet with the University employed Inclusion, Diversity, & Equity Director at least once a month.

8.3 The Director of IDE shall attend and participate in every Executive Council meeting as well as both House of Delegates meetings.

8.5 If for any reason the Director of Inclusion, Diversity, and Equity becomes unable to fulfill their duties, the Executive Council shall appoint a new Director within two official meetings.