**Student Government Association Position Descriptions**

**Executive Branch:**

**President – The President shall serve as the Chief Executive Officer and shall be responsible for advising the general direction of the Student Government Association. The President shall be responsible for presiding over the Executive Officers and calling all regular or special meetings of the SGA. The President shall represent the student body in all matters including official meetings with other academic institutions, faculty, staff, and administration including the Board of Trustees and Faculty Council. The President shall call Executive Officers meetings on a weekly basis and enforce the office hour policies. The President shall be responsible for compiling trimester assessments of the executive officers and a subsequent advisement meeting with each officer. The President shall be empowered to call a Student Council meeting at their discretion up to once a month, which shall include all executive officers, Student Ambassadors, chairs of the standing committees, and both the Legislative and Executive advisors. The President shall be empowered to veto any formal vote or decision made by the Legislative Body. The President shall serve as a non-voting ex officio member of all standing committees and act in an advisory role to each.**

**Executive Vice President – The Executive Vice President shall preside over all disciplinary and policy functions of the Student Government Association. The Executive Vice President shall be responsible for managing the process for organization recognition and their respective statuses. The Executive Vice President shall assist the President in capacities that are conducive to the fulfillment of the positions duties. The Executive Vice President shall act as chairperson for meetings of the Legislative Body and enforce the rules of order. The Executive Vice President shall be responsible for dispensing necessary disciplinary actions to organizations and creating bylaws, which supply an outline for judicial policies, complaints, hearings, and appeals. The Executive Vice President shall be empowered to appoint a member of the Legislative Body as Parliamentarian, who shall enforce Robert’s Rules of Order and assist the Executive Vice President in the execution of their duties during Senate. The Executive Vice President shall be responsible for organizing presentations and the weekly agenda for Senate. In the case of vacancy in the office of President, either by resignation or removal, the Executive Vice President shall assume the role of President. The Executive Vice President shall serve as a non-voting ex officio member of all standing committees and act in an advisory role to each.**

**Vice President of Finance – The Vice President of Finance shall serve as the Chief Financial Officer and shall preside over all financial matters of the Student Government Association. The Vice President of Finance shall allocate the student activity fee budget in cooperation with the Finance Committee, and shall reserve the power to halt any spending or budgetary processes of the SGA as they deem necessary to ensure financial stability. The Vice President of Finance shall reserve the right to deny any request for funding on the basis of non-compliance with any Student Government Association, SDCA, and University, local, state or federal policies. The Vice President of Finance shall oversee and advise the Finance Committee and create bylaws to ensure that financial activities are conducted in a manner that is equitable, transparent, and efficient. The Vice President of Finance shall be responsible for auditing the balance and transactions of the SGA to verify their consistency with approved allocations. The Vice President of Finance shall be responsible for advising organizations in financial matters and is empowered to impose sanctions on organizations as outlined in Article VIII Section 2.**

**Vice President of Administration – The Vice President of Administration shall preside over all administrative and organizational processes of the Student Government Association. The Vice President of Administration shall record minutes during Executive Officers and Legislative Body meetings, and publicize relevant legislation, news, and notifications in a manner which promotes access to such documents for the undergraduate student body. The Vice President of Administration is responsible for notifying members of relevant meetings including Senate, Executive Officers meetings, and committee meetings. The Vice President of Administration shall be responsible for maintaining the SGA website, collecting transitional documents, and ensuring that the SGA office is stocked with necessary materials. The Vice President of Administration shall manage a budget composed of 2% of the total SGA fiscal year budget, to satisfy any administrative needs of the Student Government Association. The Vice President of administration shall keep an updated roster and contact list of all members of the SGA in coordination with the Center for Student Development and Campus Activities.**

**Student Director of Programming – The Student Director of Programming shall preside over all programming related functions of the SGA, including the creation of events and programs that serve the general undergraduate student body. The Student Director of Programming shall manage a budget of 25% of the total SGA fiscal year budget, to create and contribute to programs or events which are open to the entire undergraduate student population. The Student Director of Programming shall be responsible for advising the officers responsible for programming within every student organization as to more effectively plan and executive events. The Student Director of Programming shall create bylaws which create policies concerning effective programming including public advertisement and programming requirements. The Student Director of Programming shall ensure that there is space made available for the general functions of the Executive Officers and Legislative Body, and any events hosted by the Student Government Association. The Student Director of Programming is considered an Executive Officer but will not participate regularly in executive operations.**

**Legislative Branch:**

**Student Ambassadors- Student Ambassadors shall represent each academic school in the Legislative Body. Two representatives shall be constitutionally elected in the process outlined in Article IX, Section 2, and shall together constitute one vote. Student Ambassadors shall be responsible for bi-weekly meetings with a designated advisor from their academic school. Student Ambassadors shall host an open forum at least once a semester for the academic school’s faculty, staff, and students to address any pertinent topics. The advisor of the respective academic school must approve all programs hosted by Student Ambassadors. The Student Ambassadors are ineligible to request funding from the Student Activity Fee budget. Student Ambassadors are required to serve on one of the standing committees outlined in Article III, Section 3. Student Ambassadors shall submit the committee preference form by the penultimate senate meeting in the spring semester. Student Ambassadors shall be responsible for nominating eligible members of the SGA to chair the standing, joint, and ad-hoc committees.**

**Unity & Social Justice Ambassador- The Student Ambassador of Unity & Social Justice shall be responsible for creating, promoting and encouraging initiatives concerned with advocacy, philanthropy, global social justice & community issues. This position will also be responsible for creating unity amongst the undergraduate student population. The Student Ambassador of Unity and Social Justice shall facilitate at least two discussions a month and two semester large-scale events. The Student Ambassador of Unity and Social Justice shall organize a meeting once a semester between the campuses’ SGA executive officers to create a collaborative opportunity and climate of cross-campus unity. The Student Ambassador of Unity and Social Justice ce is also responsible for establishing and maintaining regular communication with the Government and Communications Department as well as Town of Mount Pleasant officials. In doing so, the individual in this role will facilitate at least one event a year that collaborates with our local community. This individual will serve on the planning board for Pace Makes a Difference Day and the Blue and Golds, our campus community awards ceremony. This student shall serve as a liaison between student organizations to keep track of philanthropic and community service initiatives, this information will then be distributed to the community. The Student Ambassador of Unity and Social Justice shall manage a budget of 1% of the total SGA fiscal year budget. The Student Ambassador of Unity and Social Justice shall sit as a non-voting ex officio member on the Unity committee in an advisory role, as well as on the Executive Officers of any SGA approved philanthropies.**

**Finance Committee- The Finance Committee shall be responsible for overseeing the allocation of funds to eligible student organizations. This committee shall be empowered to approve or deny funding proposals in a manner consistent with the Financial Bylaws. The Chair of the Financial Committee shall meet quarterly with the Vice President of Finance to compile a review of procedures and updates on potential shortages or overspending. The committee shall allocate funds in accordance with the policies outlined in Article VIII.**

**Judicial Board – The Judicial Board shall be oversee all judicial processes involving student organization and represented members within the SGA. The Judicial Board shall be charged with hearing and taking appropriate action against all appeals and complaints filed against student organizations,. The committee shall ensure that the current Constitution and Bylaws are accessible to the student body. All proposed changes to the Constitution or Bylaws shall be reviewed first by the Judicial Board which may then approve and forward the changes to the Senate floor.**

**Senior Planning Committee- The Senior Planning Committee shall work with the Senior Class Gift Officer, its senior class peers and the Assistant/ Associate Director for Orientation & Transitions to plan and execute its respective duties. The committee will ensure that commencement information, senior programming, class gifts and senior photos are well communicated and coordinated. This committee shall seek active feedback from the Senate floor.**