# OFFICER RESPONSIBILITIES.

# ( Found in ARTICLE III: RESPONSIBILITIES OF THE MEMBERSHIP; SGA Constitution)

### PRESIDENT

1. Shall act in accordance with the policies and provisions as provided in the QVCC Student Government Constitution.
2. Shall preside over meetings.
3. Shall vote on any matter in which the Government is dead-locked.
4. Shall appoint committees and delegate responsibility.
5. Shall represent the Student Government at social functions and college committees unless he/she appoints an alternate.
6. Shall organize group functions including agenda, time, and logistics of meetings.
7. Shall be an ex-officio advisor to all committees.
8. Shall be able to assign replacement representatives.
9. Shall oversee public relations and recruitment of new members.
10. Shall be a liaison between the SGA and the College Community.
11. Shall be available to the College Community to give input to the SGA.
12. Shall facilitate democratic decision-making.
13. Shall call Executive Board meetings twice a month unless deemed unnecessary by a majority of the other board members.
14. Shall assist in the development of leadership workshops and orientations.

### VICE PRESIDENT

1. Shall act in accordance with the policies and provisions as provided in the QVCC Student Government Constitution.
2. Shall inform all college organizations when their policies or actions are deemed in conflict with the interest of another college organization.
3. Shall assume those duties delegated by the President.
4. Shall replace the President in the case of his/her removal from office, inability to attend meetings, resignation, or inability to discharge powers and duties of the said office.
5. Shall represent the Student Government at social functions or appoint an alternate to attend.
6. Shall attend SGA Executive Board meetings twice a month.
7. Shall oversee Student Government Committees.
8. Shall assist in the development of leadership workshops and orientations.

### SECRETARY

1. Shall act in accordance with the policies and provisions as provided in the QVCC Student Government Constitution.
2. Shall be responsible for all correspondence and to bring any information pertaining to such correspondence to the meetings.
3. Shall be responsible for publishing and distributing the meeting agenda to SGA members and the College Community.
4. Shall take and distribute the minutes for SGA meetings and keep an accurate file of all SGA minutes.
5. Shall assume the leadership duties of the SGA if the President and Vice President are unable to perform said duties.
6. Shall inform the SGA members of special meetings.
7. Shall inform the Treasurer of any bills outstanding.
8. Shall attend SGA Executive Board meetings.
9. Shall assist in the development of leadership workshops and orientations.

### TREASURER

1. Shall act in accordance with the policies and provisions as provided in the QVCC Student Government Constitution.
2. Shall monitor and interpret the expenditures of all SGA accounts, sponsored clubs and organizations.
3. Shall assume the leadership duties of the SGA if the President, Vice President and Secretary are unable to perform said duties.
4. Shall notify the College Community when to apply for budget requests. The Treasurer shall supply and accept forms, and will present them to the SGA.
5. Shall be a liaison between the Business Office and the Student Government Association.
6. Shall be present at any/all fundraisers that are sponsored by the SGA.
7. Shall work with the SGA Advisor to become familiar with State regulations and to be responsible for SGA event ticket reports and receipts for all SGA sponsored events.
8. Shall attend Executive Board meetings.
9. Shall assist in the development of leadership workshops and orientations.

***REPRESENTATIVE TO THE QVCC FOUNDATION***

1. Shall act in accordance with the policies and provisions provided in the QVCC Student Government Association Constitution.
2. Shall inform all members of the QVCC Foundation of the proceedings of the SGA.
3. Shall be responsible for creating, publishing, and distributing a monthly report which shall be directly submitted to a full-time faculty or staff of QVCC for review prior to submission to the QVCC Foundation.
4. Shall act as a liaison between the SGA and the QVCC Foundation.
5. Shall be present at any/all events sponsored by the SGA, and any events sponsored by the QVCC Foundation as seen fit by the Board Director.
6. Shall attend all meetings including but not limited to SGA meetings, QVCC Foundation meetings, and SGA Executive Board meetings.
7. Shall represent SGA at all QVCC Foundation Board meetings, as well as social functions, or appoint an alternate to attend in his/her place.
8. Shall inform the SGA advisor of any outstanding grievances against the SGA by the QVCC Foundation, or the college community at large.
9. Shall be available to the college community to give input to the SGA.
10. Shall assume leadership duties of the SGA if the President, Vice President, Secretary, and Treasurer are unable to perform said duties.
11. Shall be responsible for training the incoming Representative to the QVCC Foundation before leaving office.

***REPRESENTATIVE/Alternate\* TO THE STUDENT ADVISORY COUNCIL TO THE BOARD OF REGENTS***

1. Shall act in accordance with the policies and provisions provided in the QVCC Student Government Association Constitution.
2. Shall act as a liaison between the SGA and the Student Advisory Council (SAC) to the Board of Regents (BOR).
3. Shall be present at any/all events sponsored by the SGA, a as seen fit by the Board Director.
4. Shall attend all meetings including but not limited to SGA meetings, SAC Meetings, and SGA Executive Board meetings.
5. Shall represent SGA at all Student Advisory Council meetings, as well as meetings of the Board of Regents as required.
6. Shall inform the SGA advisor of any outstanding grievances against the SGA by the SAC, or the college community at large.
7. Shall be available to the college community to give input to the SGA.
8. Shall be responsible for training the incoming Representative to the QVCC Foundation before leaving office.

\*The role of the alternate includes all the above, and would act in place of the Representative at SAC-BOR meetings should the representative be unable to attend.