**SGA Offices and responsibilities:**

**President:**

•Lead all meetings

•Give assistance, guidance, and praise

•Act as a facilitator during discussion

•Maintain frequent contact with faculty and administration

•Work with advisor on all planning

•Participate in sponsored activities/events

**Vice President:**

•Work closely with President

•Assume President’s duties when needed

•Work with President and Treasurer in preparing calendar and budget

•Assist the President in preparing meeting agendas

**Treasurer:**

•Oversee SGA expenses and revenues

•Maintain an accurate and detailed financial record

•Give monetary advice to the SGA

•Authorize payment/deposits

•Work with President and Vice President in preparing calendar and budget

**Parliamentarian:**

•Keep student body informed of events, fundraisers, and service projects

•Obtain approval for events

•Responsible for communication between schools

•Help maintain Parliamentary order in meetings

**Secretary:**

•Keep an account of minutes at every meeting

•Keep an accurate account of attendance at every meeting

•Help maintain SGA files

•Maintain contact information for people who work with the SGA

**Representative:**

* Be the voice of your fellow classmates
* Bring, share, and discuss ideas at meetings
* Discuss ideas with classmates and report back to SGA