

STUDENT GOVERNMENT ASSOCIATION
Schenectady County Community College
POSITION DESCRIPTIONS

President

It shall be the duty of the President to execute and enforce the provisions of the Constitution. The President shall call and preside over all meetings of the Association and the Student Senate. He/she shall vote on senate legislation only in the event of a tie vote. He/she shall appoint all necessary committee chairpersons and shall receive the reports of all subsidiary organizations. The President shall serve as the official representative of the Association and the Student Senate to the duly constituted authorities of the College and to the community.

Vice President

The Vice President shall perform all duties of the President in his/her absence. The Vice President shall also be responsible for presenting to the Senate all charters and materials relevant to chartering school clubs and activities. The Vice President shall make every effort to see that scheduled events of school clubs and organizations do not have conflicting dates and times and shall also make public a calendar of upcoming events. The Vice President shall also initiate with the Treasurer the coordination of all club and organization activities. The implementation of programs desired to develop civic responsibility shall also be directed through this office.

Treasurer

The Treasurer shall receive and dispense funds as directed by the Senate. He/she shall also be responsible for keeping accurate accounts of all revenue and expenditures of student activity fees and he/she shall insure that files and books concerning fiscal matters of the Student Government Association are kept current. He/she shall also insure enforcement of fiscal policy as required through finance rules and regulations. The Treasurer shall submit financial reports at least twice yearly as directed by the Student Senate and be the chairperson of the Budget and Finance Committee of the Senate. In addition, implementation and enforcement of direct communication with clubs and organizations shall be the duties of this office.

Senator

The Senate is comprised of eight senior senators (those who have completed no less than twenty-four (24) credit hours by the end of the current academic semester) and eight freshman senators (those whose credit hours number under twenty-four (24) at the end of the semester). All senators are required to attend weekly SGA meetings and to participate in those meetings by discussing and voting on important issues affecting the students at SCCC. Each senator must participate on two of the SGA standing committees (Student Organizational Board, Awards, Budget and Finance, Constitution and Judicial, Athletic Board, Election Board, Handicapped Awareness).

Student Representative to the Board of Trustees

The student will serve as liaison between the Senate and the Board of Trustees. He/she shall be elected within thirty (30) days of the conclusion of classes for spring semester by the student body through vote as set forth by the Election Board of the Senate. Unless elected as a senator, the Student Trustee is a non-voting member of the Senate. His/her term of office is held from July 1 - June 30. The Student Trustee is requested to attend all Senate meetings and to communicate Board of Trustees' actions to the Senate. Unlike the other SGA positions, the Student Trustee is elected by a vote of all full- and part-time SCCC students.