

Article VI.

STUDENT SENATE DUTIES

- Section I. **President:** It shall be the duty of the President to execute and enforce the provisions of the Constitution. The President shall communicate monthly with the student body, in writing and at SGA Senate Meetings. They shall appoint all necessary committee chairpersons and shall receive verbal reports from all committees on a weekly basis during the SGA Senate meeting. The President shall serve as the official representative of the SGA to the duly constituted authorities of the College and the community. The President shall serve on major campus committees and on projects from the college President and the Dean of Students. The President shall communicate with the College's Administration and serve as the voice of the student for campus-wide decisions. The President shall also lead the branding initiatives of SGA and uphold the missions and values of Hilbert College. It is the President's duty to be present for SGA sponsored events and represent the Senate when appropriate.
- Section II. **Vice President of Operations (VPO):** The Vice President shall perform all duties of the President in their absence. VPO shall run or appoint a member of the Senate facilitate Student Government Meetings. The VPO shall manage events of club approved activities. The VPO shall create/uphold the Club Policies and Procedures to distribute to all Clubs/Organizations each fall. The VPO shall report out weekly engagement opportunities for Clubs/Organizations. The VPO shall facilitate the creation and charting of all Clubs/Organizations. The VPO shall serve as the club President's liaison to the SGA. The VPO shall assist in club and organization content for campus Kiosks. It is the VPO duty to attend all required SGA hosted activities and any other selected activities. The VPO shall chair the chartering process and oversee implementing new Clubs/Organizations while also managing the engagement of Clubs/Organizations. At least one of the members at large will report to the VPO for club related duties.
- Section III. **Vice President of Communications (VPC):** The VPC shall record all the minutes of the meetings of the SGA and the Executive Board and shall be responsible for the official correspondence of both. The VPC will also serve as the social media manager for SGA and review content of Clubs/Organizations post. In addition, the VPC shall be responsible for all correspondence of the Student Government Association to the college and community. In May of each year, the VPC shall archive all documents associated with the academic year into a folder within blackboard. The VPC will also be responsible for maintaining the SGA Blackboard page. The VPC will create and distribute toilet talks and support the President in monthly communication to the student body.

- Section IV. **Vice President of Finance (VPF):** The VPF shall allocate and maintain all financial records directed by the SGA and Senate. The VPF manages budgets of all Clubs/Organizations. The VPF will facilitate all training to club treasurers. The VPF shall submit written and verbal financial reports to the SGA Senate on a weekly basis. The VPF shall review Financial Report Form monthly. The VPF shall prepare an annual budget and derive club funding. The VPF will assist the Office of Campus Involvement with budgetary planning efforts using the Student Activities Fee and College allocated funds. In extenuating circumstances or time sensitive matters, the VPF may exercise discretion and process fundraiser requests with the approval of the SGA Advisor. The VPF will co-facilitate budget allocations process in the spring with the SGA Advisor and Office of Campus Involvement.
- Section V. **Vice President of Programming (VPP):** The VPP shall serve as the President of the Campus Activities Board (CAB). CAB will be funded through the SGA Senate and not as a club. The VPP will be responsible for CAB coordinating large campus wide engagement and the Student Awards Ceremony. The VPP will present monthly Activity Reports. The VPP will also oversee the BERT Mascot Costume through the use of the BERT Request Form. In addition, they will oversee the Club Event Form. The VPP in coordination with the Office for Campus Involvement is responsible for assisting in Campus Wide Traditions including Welcome Week, Fall Fest, and BERT Fest.
- Section VI. **Vice President of Inclusion (VPI):** The VPI will be responsible for working directly with CAB coordinating on large campus wide cultural engagement and advocacy of diversity, equity, and inclusion efforts. The VPI will align programmatic efforts with the Vice President of Mission and Equity. The VPI will assist SGA in making sure all actions and opportunities represent our diverse student population and create equal and accessible opportunities for all. The VPI will also be assigned to creating surveys that are from SGA to the student body, preserving the inclusion efforts of the college. To make sure they are inclusive and equitable to all students, the VPI will create any survey that derives from the SGA Senate.
- Section VII. **Members at Large:** Members at Large shall work directly with the Executive Officers on special projects and SGA Senate Committees. The Members at Large shall support the VPO in day-to-day responsibilities of SGA.

Coordinator of Senior Initiatives (CSI): The CSI will be an officer within CAB on senior recognition and engagement. The CSI will be allocated significant funds from CAB to celebrate seniors within 100 days of graduation. The CSI serves as student representation on graduation-based planning committees.