

Student Government Job Descriptions, 2014-15

Elected Positions

President:

1. Preside as Chairman of SG meetings and assemblies
2. Coordinate the interests of the Student Body with those of the administration and faculty in order to maintain and serve the interest of the college as a whole
3. Be committed first to the students and then to the administration in times of differences of opinion
4. Provide leadership and a structure of professional and personal accountability for the entire Student Government team
5. Contribute actively to the Senior Leadership Team, regularly attending SLT meetings and reporting back to the SG
6. Appoint Institutional Committee Representatives for the academic year
7. Oversee convocation and graduation responsibilities as delegated by the Dean of Faculty
8. Keep regularly assigned office hours
9. Meet regularly with the Student Government Advisor, the Vice President of Community Life and the President of WPC
10. Oversee voting and elections for student leadership positions
11. Be of Junior or Senior class standing

Vice President:

1. Serve supporting role to the President as defined by the current President and Vice President
2. Report directly to the President
3. Fulfill all duties of the President in his/her absence or inability to act.
4. Preside as Chairperson of the Student Senate
5. Serve as a liaison between the Student Senate and the Student Government
6. Have general supervision of all sponsored clubs
7. Serve as the ASWPC Parliamentarian, insuring that all Student Government meetings are governed according to Robert's Rules of Order Revised
8. Keep regularly assigned office hours
9. Meet regularly with the Student Government Advisor

Commuter Representative:

1. Advocate for the interests of commuter students in the decisions of the ASWPC
2. Maintain and improve spaces designed for Commuter Student use
3. Collaborate with the CAB and ASWPC chartered clubs and organizations to provide programming for commuter students
4. Develop personal relationships with commuter students and develop avenues of communication in order to facilitate programming
5. Keep regularly assigned office hours

Appointed Positions

The positions of Communications Manager, Student Chaplain, and Operations Manager are appointed to individuals who have properly petitioned the ASWPC.

Communications Manager:

1. Oversee all student publicity/publications on campus concerning the ASWPC
2. Administrate the Potty Mouth, Chapel Announcements and Monitor Announcements
3. Keep an accurate and up-to-date file system
4. Acquire and maintain the supplies necessary for use in campus publications
5. Keep regularly assigned office hours
6. Meet regularly with the Student Government Advisor

Operations Manager:

1. Keep accurate financial records for the ASWPC
2. Develop a budget for the allocation of student funds
3. Disburse ASWPC funds to the CAB, chartered groups and other agencies as per Article XI of the Bylaw.
4. Supervise the financial record keeping of the CAB and other agencies with allocated budgets.
5. Present a financial statement to the SG monthly and/or when requested
6. Open records at any reasonable time to any Student Government member
7. Keep regularly assigned office hours
8. Meet regularly with the Student Government Advisor
9. Record all minutes of Student Government, Student Senate and General Assembly meetings in accordance with Article I, Section 6; Article III, Section 9; and Article V, Section 6 of the ASWPC Bylaws
10. Schedule office hours of all Student Government members
11. Acquire supplies necessary for the day-to-day operations of the office (i.e. general office supplies, pens, paper, etc.)
12. Keeping a notebook of all passed Student Senate motions and amendments beginning with the semester of the academic year, which his/her term spans
13. Having a thorough knowledge of the motions passed concerning each office