

Executive Board Job Responsibilities

General Guidelines:

- Failure to meet these job responsibilities is grounds for removal from office.
- The President of SGA is the supervisor for all positions unless otherwise noted. All positions shall also complete any tasks provided by the President of SGA.
- The hourly wage denoted herein may be increased or decreased due to inflation at the recommendation of the SGA Advisor or his/her designee.

President of SGA

Job Payment: \$9.00 hourly for 20 mandated office hours/week

Job Level (see Constitution): SGA President

Job Responsibilities:

- Approve/Veto all legislation put forth by SGA Senate
- Represent the Association and SGA in all matters
- Enforce all provisions of the constitution and by-laws and all other rules of the SGA
- Make recommendations to the SGA Senate on matters deemed necessary for action
- Monthly meetings with the University President
- Weekly meetings with the Vice President for Student Affairs
- Maintain relations with other members of the University President's cabinet
- Serve as a student representative on University committees
- Appointments to various committees/boards as defined in the Constitution/Bylaws/Policies

Vice President of SGA

Job Payment: \$9.00 hourly for 15 mandated office hours/week

Job Level (see Constitution): SGA Vice President

Job Responsibilities:

- Be the presiding officer of SGA Senate
- Shall take over the responsibilities of SGA President in his/her absence
- Shall supervise all SGA Senate standing and special committees
- Weekly meetings with the Vice President for Student Affairs
- Ensure a productive office environment
- Other duties assigned by the SGA President

Director of Finance

Job Payment: \$9.00 hourly for 8 mandated office hours/week

Job Level (see Constitution): Appointed Director

Job Responsibilities:

- Establishment and maintenance of a Financial Oversight Committee
- Establishment and maintenance of an Appropriations Committee
- Conducting the RSO Appropriations process at the beginning of the Fall Semester
- Maintenance of the budget of SGA
- Providing weekly reports to the SGA Senate on the state of the SGA Budget
- Coordination with the Director of Student Relations on marketing campaigns for RSO Appropriations and FOC funds
- Maintenance of the SGA Bylaws concerning funding
- Other duties as assigned by the SGA President or Vice President

Director of Student Relations

Job Payment: \$9.00 hourly for 10 mandated office hours/week

Job Level (see Constitution): Appointed Director

Job Responsibilities:

- Establishment and maintenance of a Student Relations Committee
 - Oversee all events by SGA including, but not limited to:
 - SGA Week & Heart Your Union
- Press releases as needed to Griffon News and work with Student Director of External Relations on external press releases if needed
- Serve as SGA liaison to CSI Director
- Maintain relations with MWSU RSOs
 - Ensure they are informed of SGA services and needs are met
 - Plan and execute President's Leadership Council as needed
- Other duties as assigned by the SGA President or Vice President

Student Director of External Relations:

Job Payment: \$9.00 hourly for 8 mandated hours/week

Job Level (see Constitution): Appointed Director

Job Responsibilities:

- Visits to the state capitol as deemed necessary or as prompted by the Executive Board or University Director of External Relations
- Maintain files on legislation that is pertinent to Missouri Western
- Regularly attend St. Joseph City Council meetings and maintain contact with city officials

- Attend County Commission, St. Joseph School District meetings, and Chamber of Commerce meetings as deemed necessary
- Have an understanding of all forms of local government
- Chair External Relations Committee
- Monthly meetings with the University Director of External Relations
- Draft resolutions of support or opposition to pending legislation

Assistant Director of Homecoming

Job Payment: \$1,500 scholarship for completion of all responsibilities, otherwise the scholarship may be revoked

Job Level (see Constitution): Appointed Assistant Director (ex-officio)

Job Responsibilities:

- Establishment and maintenance of a Homecoming Committee
- Coordinating all Homecoming activities with the Center for Student Involvement
- Coordination with the Homecoming Advisor
- Planning and carrying out fall Homecoming

Secretary of the Senate (not a cabinet level position)

Job Payment: \$9.00 hourly for 6 mandated office hours/week

Job Level (see Constitution): SGA Staff

Job Responsibilities:

- Attend SGA Senate Meetings
- Take Minutes at SGA Senate Meetings
- Form the Agenda for SGA Senate Meetings and send to Vice President for approval
- Manage Legislation of the SGA Senate
- Cooperate with the Executive Board to maintain an informational bulletin board
- Send Emails to SGA Senators notifying them of SGA Senate meetings and providing the minutes for approval, agenda, and legislation for those meetings
- Ensure the SGA Legislation Policy is followed including named persons or entities being notified of legislation

GriffsGiveBack Directorship

Job Payment: \$9.00 hourly for 8 mandated office hours/week (effective Fall 2017)

Job Level (see Constitution): SGA Staff

Job Responsibilities:

- Develop programs, incentives and projects to encourage volunteerism in student body and staff
- Direct volunteers to program opportunities
- Host regular meetings with United Way personnel, to encourage cross-program participation
- Create and maintain list of volunteering opportunities, including on and off campus choices as well as contacts for on campus volunteering organizations

- Report program effectiveness to SGA each semester, outlining at least one new project/program or project/program improvement each semester
- Grow size and scope of office and programs each year
- Develop a constitution and/or bylaws of procedures by Fall 2017

Chief Justice of the Judicial Branch

Job Payment: \$500 scholarship (\$250 each semester, no mandated office hours, must meet their Job Responsibilities or the scholarship may be revoked)

Job Level (see Constitution): Chief Justice

Job Responsibilities:

- Maintain the Judicial Branch
- Work with the Justices to ensure the responsibilities of the Judicial Branch are achieved
- Attend trainings as called by the SGA President or Judicial Branch Advisor
- Coordinate the training of Justices
- Serve as the Elections Commission for elections of the SGA
- Serve as a tiebreaker vote during hearings
- Attend SGA Senate Meetings and provide information requested by the SGA Senate
- Other duties as assigned by the SGA President or Vice President

Requirements:

- 2.5 GPA
- Enrolled full-time (12 credit hours undergraduate, 9 credit hours graduate)
- Maintain good standing with the University

Justice of the Judicial Branch

Job Payment: None

Job Level (see Constitution): Justice

Job Responsibilities:

- Be available a reasonable amount of time weekly to hear cases at the request of the Chief Justice
- Serve as the Elections Commission for elections of the SGA
- Attend trainings as called by the Chief Justice, SGA President, or Judicial Branch Advisor
- Other duties as assigned by the SGA President, Vice President, or Chief Justice of the Judicial Branch

Requirements:

- 2.25 GPA
- Enrolled in at least 6 credit hours
- Maintain good standing with the University