

SGA Club/Organization Sample Executive Board Position Descriptions

President:

The President will preside over all meetings and shall bear full responsibility for all actions taken by the organization. They can appoint committees, when necessary, represent the club at various college functions and events, and generally lead the club. They will be proactive about any group-related activities, discussions, or collaborations.

Vice President:

The Vice President will perform all duties of the President in their absence. They will also be responsible for any specific tasks assigned by the President. They will also be responsible for communicating information to the General Body members.

Secretary:

The Secretary will keep all minutes of the meetings and perform all other duties assigned by the President. Secretary will also help with any necessary paperwork for the club and/or events organized by the club.

Treasurer:

The Treasurer will take the lead on requesting budgets through Student Government Association, and then managing those funds. They will also be responsible for researching the costs of certain activities when necessary, and then reporting back to the club.

Senator:

The Senator will be present at all Student Government Association Senate meetings. They will be a voting member and serve as an advocate for the student body. They are responsible for reporting all important information from the Senate meeting back to the club e-board. They will present any budget submitted by the club during Senate meetings and share club information to enhance engagement and collaboration.