

By-Law #1: SGA Position Descriptions

SGA President (Monthly stipend of \$672)

The President serves as the Chief Executive Officer for the SGA.

General Responsibilities for All Officers

- Attend (President chairs) weekly SGA Executive Board formal and informal meetings and functions.
- Chair one SGA Committee (President chairs Executive Board).
- Participate in SGA-sponsored activities/events.
- Maintain frequent contact with students, including seeking input to determine needs, interests, and opinions, and communicating SGA information out to students via flyers, emails, word-of-mouth, etc.
- Maintains frequent contact with faculty, staff, and administration, including representing the SGA on campus committees.
- Serve as a voting member of the SGA Executive Board (President only votes in the case of a tie).

Specific Responsibilities of the President

- 12-15 hours per week, including 10 mandatory office hours.
- Represents the students at Aims to the College Trustees, Aims Foundation Board, administration, faculty, and staff as well as entities outside the college community.
- Executes the provisions of the SGA Constitution.
- Gives assistance, guidance, supervision, and support to SGA officers.
- Calls and presides over SGA meetings and acts as tie-breaker.
- Serves as the spokesperson for SGA.
- Acts as the liaison for student needs on the Fort Lupton, Loveland, and Windsor campuses.
- Works closely with SGA Advisor, including weekly 1:1 meetings.
- This is a term limited position (1 year).

Minimum Qualifications

- Hold a 2.8 cumulative GPA from the most recent school attended, and maintain at least a 2.5 semester GPA.
- Enroll in 6+ credits each semester of the 2018-2019 academic year (August through May).
- Must have a desire to represent student interests, serve in a leadership capacity, and learn a variety of leadership and communication skills.
- Must possess a willingness to work collaboratively with other students and Aims staff, faculty, and administrators to advance the ASACC and Aims missions.
- Candidates will be subject to a background check like all Aims employees. Any events that appear on a background check will be individually discussed with Human Resources, the Aims Chief Legal officer, and the Executive Director of Student Leadership & Development to determine eligibility.
- SGA policy requires presidential candidates to be at least 18 years old by the first day of their contract (August 1, 2018).

Desired Qualifications

- At least one (1) semester of experience in a leadership role on the SGA or other leadership experience relevant to small groups or student governments.
- Experience conducting meetings according to Robert's Rules of Order, Revised.

SGA Executive Vice President for Finance (Monthly Stipend of \$448)

The EVP for Finance serves as the Chief Financial Officer for the SGA.

General Responsibilities for All Officers

- Attend (President chairs) weekly SGA Executive Board formal and informal meetings and functions.
- Chair one SGA Committee (President chairs Executive Board).
- Participate in SGA-sponsored activities/events.
- Maintain frequent contact with students, including seeking input to determine needs, interests, and opinions, and communicating SGA information out to students via flyers, emails, word-of-mouth, etc.
- Maintains frequent contact with faculty, staff, and administration, including representing the SGA on campus committees.
- Serve as a voting member of the SGA Executive Board (President only votes in the case of a tie).

Specific Responsibilities of the SGA Executive Vice President for Finance

- 10-13 hours of service per week, including 8 mandatory office hours.
- Oversees the SGA budget, including tracking expenditures, preparing budget recommendations for future, and making recommendations for improved cost effectiveness.
- Oversees Student Club budget, including training club officers and advisors on the SGA Funds Request process and helping club officers navigate the process.
- Represents students on college related finance committees.
- Execute the duties and powers of the SGA President in their absence.
- Serves as recording and corresponding secretary, including taking meeting minutes and attendance at each meeting, and publishing all pertinent acts and decisions of the SGA.

Minimum Qualifications

- Hold a 2.8 cumulative GPA from the most recent school attended, and maintain at least a 2.5 semester GPA after selection.
- Enroll in 6+ credits each semester of the 2018-2019 academic year (August through May).
- Must have a desire to represent student interests, serve in a leadership capacity, and learn a variety of leadership and communication skills.
- Must possess a willingness to work collaboratively with other students and Aims staff, faculty, and administrators to advance the ASACC and Aims missions.
- Candidates will be subject to a background check like all Aims employees. Any events that appear on a background check will be individually discussed with Human Resources, the Aims Chief Legal officer, and the Executive Director of Student Leadership & Development to determine eligibility.

- SGA policy requires presidential candidates to be at least 18 years old by the first day of their contract (August 1, 2018).

Desired Qualifications

- Knowledge and/or experience with budgeting and accounting.
- Highly organized, close attention to detail.

SGA Vice President (4 positions) (Monthly Stipend of \$448)

Four SGA Vice Presidents serve as the representative for Aims students to four functional areas at Aims Community College. Each SGA Vice President has the same responsibilities, but focuses on a different area.

General Responsibilities for All Officers

- Attend (President chairs) weekly SGA Executive Board formal and informal meetings and functions.
- Chair one SGA Committee (President chairs Executive Board).
- Participate in SGA-sponsored activities/events.
- Maintain frequent contact with students, including seeking input to determine needs, interests, and opinions, and communicating SGA information out to students via flyers, emails, word-of-mouth, etc.
- Maintains frequent contact with faculty, staff, and administration, including representing the SGA on campus committees.
- Serve as a voting member of the SGA Executive Board (President only votes in the case of a tie).

Specific Responsibilities of the SGA Vice President for Student Engagement, Inclusion, & Success (SEIS)

- 10-13 hours of service per week, including 8 mandatory office hours.
- Represent student interests to and work collaboratively with the Aims Student Engagement, Inclusion, & Success (SEIS) Division:
 - Student Success Center
 - Disability Access Services
 - Career & Transfer Center
 - Dean of Students
 - First Year Experience
 - Impact Programs
 - Admissions, Records & Registration
 - Financial Aid
 - Student Leadership and Development

Specific Responsibilities of the SGA Vice President for Academic Affairs

- 10-13 hours of service per week, including 8 mandatory office hours.
- Represent student interests to and work collaboratively with the Aims Academic Affairs Division:
 - Learning Commons
 - Faculty Teaching & Learning Center
 - Business & Technology

- Arts & Sciences
- Public Services & Transportation
- Community Partnerships & Workforce Development

Specific Responsibilities of the SGA Vice President for Facilities & Operations

- 10-13 hours of service per week, including 8 mandatory office hours.
- Represent student interests to and work collaboratively with the Aims Facilities & Operations units:
 - Facilities & Operations
 - Food Services
 - Purchasing
 - IT
 - Administrative Services

Specific Responsibilities of the SGA Vice President for Public Relations & Community & College Relations

- 10-13 hours of service per week, including 8 mandatory office hours.
- Represent student interests to and work collaboratively with the Aims Community & College Relations units:
 - Communications & Public Information
 - Foundation
 - Alumni
 - Student Recruiting
- Work with Media Specialist to keep the student body informed of SGA events, actions, and initiatives through marketing and social media campaigns.
- Help maintain the SGA website.

Minimum Qualifications

- Hold a 2.8 cumulative GPA from the most recent school attended, and maintain at least a 2.5 semester GPA after selection.
- Enroll in 6+ credits each semester of the 2018-2019 academic year (August through May).
- Must have a desire to represent student interests, serve in a leadership capacity, and learn a variety of leadership and communication skills.
- Must possess a willingness to work collaboratively with other students and Aims staff, faculty, and administrators to advance the ASACC and Aims missions.
- Candidates will be subject to a background check like all Aims employees. Any events that appear on a background check will be individually discussed with Human Resources, the Aims Chief Legal officer, and the Executive Director of Student Leadership & Development to determine eligibility.
- SGA policy requires presidential candidates to be at least 18 years old by the first day of their contract (August 1, 2018).

Desired Qualifications

- Experience leading a group or team (including in or outside of the classroom).
- Creative problem-solving skills.

- Interest in identifying concerns that impact the student body and working collaboratively to solve problems.

Student Representatives from Fort Lupton, Loveland, and Windsor Campuses

Each Satellite campus will have a Programming Assistant serving on the Campus Activities Programming Board. These Programming Assistants will be invited and encouraged to serve as liaisons to the SGA in order to ensure representation from all four campuses. These representatives would be invited and encouraged to attend either the SGA Executive Board meetings, or join one of the four SGA committees and attend those meetings.