

Anderson University Student Government Association

Vice President Job Description

The Student Government Association (SGA) is an organization designed to foster student interests, concerns and activities, to encourage high standards of scholarship and honor among students, to aid in administering regulations, and to transact business pertaining to the student body.

The Vice President is a member of the Executive Branch and will be primarily responsible for setting the agendas of and facilitating the Senate meetings.

Eligibility:

- Candidates must be in good standing with the University and may not be on disciplinary or academic probation.
- Candidates must have at least a 2.7 GPA from the previous fall semester and must maintain a 2.7 GPA.
- Candidates must complete a Declaration of Intent form and be approved by the Director of Student Activities prior to running for office.
- Candidates must have completed at least two semesters at Anderson University prior to running for office.
- Candidate must have served in SGA for a minimum of two semesters.

Responsibilities:

- Maintain scheduled office hours in the SGA Office (minimum of 5 hours per week).
- Perform the duties of the President in his/her absence.
- Prepare the Senate meeting agenda.
- Facilitate all Senate meetings, following Parliamentary Procedure.
- Serve as a liaison between the Executive Branch and the Senate.
- Participate in both spring and fall training events.
- Assist with the Parliamentary Procedure Workshop at the Fall Retreat.

Duties of the Executive Branch:

- Meet weekly or at the request of the SGA Advisor.
- Form and implement the goals of SGA.
- Plan and implement the annual SGA Retreat.
- Revise the SGA Bylaws as needed
- Participate in campus events as invited.

Compensation: \$1,100.00 Scholarship