



Student Government Association Director of Communications Position Description

I. Director Overview

A Director of the Student Government Association (SGA) have established themselves as organized and is seeking this opportunity to further their potential and gain critical experience. Every SGA Election there is student leaders appointed to vital leadership roles within our organization. As Director you will provide your experiences to add to a tight, well organized governance working with: students, the Greek community, campus departments, the city of Saint Joseph, and other Western community members.

II. Function

As an executive member you will work closely with the SGA President, Vice-President, Senators, Executive Board members, CSE, CME, and the Student Development office. As Director of Communications you will be responsible for recording and filing the minutes of Senate. You will be working with IMC and others from SGA keeping the website up-to-date. You will need to ensure that legislation passed by senate is being signed and going through the chain of command: SGA, Student Development, Provost or Student Affairs Vice-President, and MWSU President. An educational background in Communications, Physiology, Business or English is beneficial for your leadership as Director of Communications.

III. Duties and Responsibilities

- a. Minutes of Senate and Executive meetings
- b. Attendance of Senate
- c. Following Legislation through the chain of command
- d. Serve as a member and attend all meetings of the SGA Executive Board.
- e. As needed work with SGA President to help guide office personnel
- f. Other duties as assigned by the SGA President or Vice-President.

IV. Terms and Conditions

A. Compensation

A scholarship of ½ tuition will be applied to your full-time student account paid in three disbursements. You also have the ability for your Directors position to apply as internship/applied learning credit within your department.

B. Events

WAC, RC, Student Senate, collectively SGA, plan many events. It is great to have as much support from the Executive Board as possible. Your participation is not required but greatly appreciated and some events maybe mandatory.

C. Absences & Tardiness

Life happens, just please advise SGA Vice-President or President about your situation. We will work with you as they happen.

D. Conduct

As an executive member of the Student Government Association we are expected to lead by example. Please conduct yourself in a professional manner while at SGA meetings.
