**Student Government Association**

**Executive Application**

**Description of Cabinet Positions**

**AFAP Chair and Vice-Chair**

The Activity Fee Allocation Process Chair and Vice-Chair will work together to allocate Group 1 student fee monies to recognized student organizations. The Vice-Chair will be expected to serve as the AFAP Chair the following year.

**Attorney General**

The Attorney General is the legal representative for SGA. This person maintains SGA legal code and legislation in all SGA activities and verifies student signatures on all petitions submitted to SGA by the student body. The Attorney General will be expected to work with the President and members of the Senate to review and update the SGA by-laws.

**Big Event Chair**

The Big Event is a campus-wide philanthropy project held in the spring to serve local residents in the Stillwater community. The Big Event Chair is responsible for putting together committees to coordinate all Big Event activities and reporting back to the Executive cabinet on all its affairs.

**President’s External Chief of Staff**

The President’s External Chief of Staff will be responsible for organizing lobbying activities at the local State and Federal level. They will also reach out to student groups to identify campus problems.

**President’s Internal Chief of Staff**

The President’s Internal Chief of Staff will assist the President in performing official duties, which may include appointing students to university committees, selecting conference delegates, and planning retreats. The Chief of Staff is also responsible for notifying executive members of meetings and keeping detailed minutes and may be expected to attend various meetings or events in the President’s stead.

**Chairman for the Efficacy of the Voice of the Students (CHEVS)**

The CHEVS primary role is to raise the percentage of registered student voters on the campus of OSU and to raise awareness of the importance of voting.

**Communications Director**

The Communications Director is a new position. The individual will be charged with the task of seeking out effective ways to communicate campus activities and other pertinent information to the student body.

**Cowboy Cousins Director(s)**

The Cowboy Cousins Director organizes events to promote cultural exchange between international students and American students. This executive will also serve as a liaison between SGA and the International Student Organization. An assistant director can also be chosen each year.

**FRC Coordinator(s)**

The FRC Coordinators are responsible for leading and directing the activities of the Freshman Representative Council. The FRC and its coordinators will be expected to initiate and implement projects that serve the OSU student body, while facilitating a strong, working knowledge of SGA programs and procedures among freshman students.

**Historian**

The Historian is responsible for photographing and documenting all SGA activities throughout the year. This person will also be expected to save all newspaper articles pertaining to SGA. At the end of his or her term, the Historian will compile all memorabilia into a scrapbook to be presented at inauguration.

**OIL Chair and Vice-Chair**

Oklahoma Intercollegiate Legislature is a statewide collegiate legislative body created to expose students to the inner-workings of government. The Chair and Vice-Chair will prepare a delegation to represent OSU at the fall and spring OIL sessions. The Chair will be responsible for reporting to SGA on all OIL matters.

**OSU Athletic Alliance Director**

The Director for the OSU Athletic Alliance is responsible for creating a committee that will plan activities to promote school spirit among the student body at OSU athletic events. This person will also be in charge of Camp Gundy and Camp Ford in conjunction with the OSU Athletic Department.

**Public Relations Executive**

The PR Executive will serve as a resource to all branches of SGA in putting forth a positive image for the organization. He/she will also be expected to provide information about SGA projects and events to all media outlets, including the student newspaper.

**Speaker’s Board Chair and Vice Chair**

The Speaker’s Board Chair will be responsible for directing the activities of the OSU Speaker’s Board. Speaker’s Board is in charge of bringing reputable speakers to the OSU campus and advertising these events to the student body. The vice chair is expected to become chair at the end of their term.

**Special Project Coordinator(s)**

Special Project Coordinators will be responsible for research and implementation of large projects (Landscaping, Bikeshare, etc) on campus as outlined by the President/Vice-President. They will also be responsible for planning several smaller events (Take a Kid to the Game, Toys to the Game, etc.).

**Sustainability Chair(s)**

The Sustainability Chairs will research, develop, and implement plans to continue to promote sustainability on the OSU campus. This person will be expected to work closely with members of the administration and the Stillwater community to ensure that plans are feasible. One chair will be designated to coordinate on-campus recycling efforts, and the other chair will oversee recycling at OSU athletic events.

**Treasurer and Treasurer’s Assistant**

The Treasurer keeps the financial records for SGA and its sub-accounts. The Treasurer will need to give regular reports to Senate and the Executive Cabinet regarding the financial status of the SGA budget. This person will be expected to hold regular office hours in order to maintain financial records and will need to be available to commute to Stillwater at least once a week over the summer. The Assistant is expected to become the treasurer at the end of their term.

**Veteran’s Affairs Director**

The Veteran’s Affairs Director serves within SGA as a voice for the Armed Services veterans attending OSU.

**Vice President’s Chief of Staff**

The Vice President’s Chief of Staff will assist the Vice President with any official duties or programming events. He/she will need to be available in Stillwater over the summer to help make arrangements for Lights on Stillwater.