



Appointed Positions and Vacant Senate Seat Application

2010-2011

Read Carefully: Please complete the application and return it to Becki Garrett in the Tate Student Center downstairs in the Student Activities Office by **5:00 pm on Wednesday April 14, 2010**. You will be able to sign up for an interview time when you turn in your application. We will be interviewing **April 14-16**. If you have any questions please email Joshua Delaney at jdelaney89@gmail.com.

*Note that the Athletic Board Representative is a separate application and is found on the SGA website. It is also due by **5:00 pm on Wednesday April 14, 2009**.

*All appointments will be made by **Friday April 16, 2010 at 5:00pm**. Applicants will be notified by e-mail. The SGA retreat is April 16-18, 2010 and applicants who are appointed are encouraged to attend the entirety of the retreat if appointed.

* If applicants are applying for more than one position, only one application is necessary.

Name: _____

Year: _____ School(s): _____

Email: _____ Phone Number: _____

For which position(s) are you applying?

What organizations or activities are you currently involved in on campus? Please include positions of leadership held.

Why are you pursuing this position and what do you believe qualifies you for this position?

(Cabinet and Senator Seats ONLY) If appointed, what SPECIFIC plans do you have for your committee or position?

Vacant Senate Seats, Cabinet, Executive, and Judicial Position Descriptions

*All Positions are **Not Open** to Senators-elect.

(C) – Denotes a member of the President’s Cabinet

(C) Chief-of-Staff- Highest-ranking member of the executive staff and the senior advisor to the President, Vice-President, and Treasurer. Advises the President on crafting policy and initiative implementation as well as helps coordinate communication within the SGA as well as to the UGA administration. Manages and advises the Executive Branch. Reports directly to the President.

(C) Director of Communications- The senior public relations member of the executive staff. Serves as a member of the Cabinet and is responsible for ensuring that the organization’s message and ideas is delivered efficiently and successfully. The Director of Communications manages a communications staff that includes the Press Secretary, Director of Advertising, Webmaster, and Historian. Reports to the Chief of Staff.

(C) Executive Secretary- Member of the executive staff whose duty is to coordinate logistics for the President, Vice President, and Treasurer. Tasks include, but not limited to making reservations, executive agendas and compiling data for meetings. Reports to the President, Vice President, and Treasurer.

Finance Director- Member of the executive staff whose task is to maintain the organization’s financial statement as well as assist the Treasurer in the fulfillment of financial duties. The finance director is also responsible for the collection and organization of all funding requests for the Small Clubs Allocation and Senate Finance Committees. Reports to the Treasurer.

(C) Director of Legislative Affairs- Member of the cabinet whose is to assist senators and the Vice-President in the completion of his or her duties as it relates to matters going through the legislative branch. Also serves as an advisor and aide to all representatives who sit on University Council. Reports to the Vice-President.

(C) Attorney General- Member of the Cabinet who serves as the liaison between the judicial and executive branches of the organization. The Attorney General is also responsible for investigating any possible or alleged violations of the Constitution or the Code of Ethics by any elected or appointed official other than the President, Vice President, Treasurer, or Justices. During the elections period, the Attorney General serves as the Chairmen of the Elections Committee. Reports to the President.

(C) Director of External Affairs- Member of the Cabinet who is responsible for matters concerning students in the local government, Athens Community and beyond. He or she also serves as the Chairmen of the External Affairs Committee. Reports to the Chief of Staff.

(C) Director of Academic Affairs- Member of the Cabinet tasked with handling matters concerning academic items and issues. The Director of Academic Affairs also serves as the Chairmen of the Academic Affairs Committee and reports to the Chief of Staff.

(C) Director of Student Life- Member of the Cabinet tasked with handling matters concerning non-academic and co-curricular items and issues. The Director of Student Life also serves as the Chairmen of the Student Life Committee. Reports to the Chief of Staff.

(C) Director of Multicultural Affairs- Member of the Cabinet tasked handling matters concerning co-curricular items and issues dealing with the Intercultural Community. Also serves as the Chairmen of the Multicultural Affairs Committee. Reports to the Chief of Staff

***(C) Athletic Board Representative-** Application on the SGA website

(C) Director of Special Programs – Member of Cabinet who coordinates all special projects, events, and programs related to SGA including community service initiatives. Reports to the Chief of Staff.

Historian- Member of the executive branch whose task is to chronicle and document major events and milestones during the current administration. Works with the webmaster to archive SGA documents. Reports to the Director of Communications.

Press Secretary- Member of the executive branch whose task is to serve as a liaison between SGA and all media outlets. He or she is also responsible for coordinating all facets of media relations. Reports to the Director of Communications.

Webmaster- Member of the executive branch whose task it is to design, build, and maintain SGA's website as well as the UGA Insider. Reports to the Director of Communications.

Director of Advertising- Member of the executive branch who is responsible for all advertising done by SGA. Is responsible for the design of all SGA paraphernalia, logos, and letterhead. Must be willing to assist the Director of Communication in his/her duties. Reports to the Director of Communications.

(C) Freshman Board Advisors (2)- Members of the executive branch whose duty is to advise the Freshman Board in the execution of its duties. Sits as a temporary member of Cabinet until the Freshman Board President is elected. Reports to the Chief of Staff.

(C) Freshman Forum Directors (3)- Members of the executive branch whose task is to advise the Freshman Forum in the execution of its duties. Sits as a temporary member of Cabinet until the Freshman Forum President is elected. Reports to the Chief of Staff.

Chief Justice- Highest ranking member of the Judicial Branch whose duties include presiding over the Supreme Court as well as presenting the majority opinion of the Supreme Court before the Senate.

Associate Justice (4)- Member of the Judicial Branch whose duty is to serve on the Supreme Court. Justices are to issue either a majority or dissenting opinion for each case presented. Reports to the Chief Justice.

Vacant Senate Seats

*Applicant must be a student within the school or college during the full 2010-2011 Academic year in order to apply for the vacant senate seat for that school or college.

The Graduate School (3)

The Law School

College of Veterinary Medicine

College of Public Health

*SGA meets every Tuesday evening at 7:00pm. The meetings alternate between Committee meetings and Senate meetings.

*Cabinet meetings are every Tuesday at 6:00pm