**UWF SGA Election Positions and Responsibilities**

Below is a list of positions on the Pensacola campus that are available for the 2018 SGA Election. The summaries are to give you a better idea of what to expect from each position, however responsibilities and meeting requirements may change.

President, Vice President, University Affairs Chair, Budget and Allocations Chair, and Student Affairs Chair must be available during the summer semester to perform office hours and other SGA related activities. Anyone elected to these positions must be enrolled in at least 3 hours of coursework during the summer.

**President**

Standing Meetings:

1. Attend weekly Senate meetings (Friday at 2:30pm during fall and spring semester)
   * Not required, but greatly encouraged
2. Plan and run weekly Executive Board Meetings
3. Attend weekly Cabinet Meetings
4. Maintain office hours (including in the summer)
5. Attend Board of Trustees Meetings
6. Weekly meeting with SGA Advisors
7. Attend bi-monthly meeting with UWF President and/or VP Enrollment and Student Affairs

Main Responsibilities:
A. Responsible for overseeing all SGA members, events, and procedures
B. Serve on various committees/task forces/meetings including Parking and Transportation, Dining Services, and others as assigned
C. Attend all SGA sponsored events
D. Speak to students, faculty, staff, and community members at various events including summer orientation, graduation, honors convocation and others as requested
E. Sit on Florida Student Association Board of Directors
F. Attend and coordinate Florida Student Association conferences
G. Organize any special initiatives deemed necessary by Executive Board
H. Appoint Cabinet and oversee their duties and responsibilities
I. Attend Board of Governors meetings when appropriate
J. Attend lobbying efforts in Tallahassee

**Vice President**

Standing Meetings:

1. Attend weekly Senate meetings (Friday at 2:30pm during fall and spring semester)
   * Not required, but greatly encouraged
2. Attend weekly Executive Board Meetings
3. Help plan and run weekly Freshmen Committee Meeting
4. Maintain office hours (including in the summer)
Vice President (cont)

Main Responsibilities:

A. Help President with any task assigned
B. Act as student representative on the Foundation Board of Directors
C. Hold selection and act as supervisor to the Freshmen Committee
D. Act as Senate President

Treasurer

Standing Meetings:

1. Attend weekly Senate meetings (Friday at 2:30pm during fall and spring semester)
   * Not required, but greatly encouraged
2. At least one meeting per month with each budget holding member in Student Government Association
3. Attend all Activity and Service Fee monthly meetings
4. Attend all Budget and Allocation Committee meetings and prepare budget scenarios, projects, or other special projects at the request of the Budget Committee Chair.

Main Responsibilities:

A. Accurate and current record-keeping of all internal SGA transactions made
B. Notify the Student Body President and Student Senate of any irregularities
C. Present an updated budget to the Student Senate once every month
D. Serve as the chief financial advisor to the Student Body President

University Affairs Chair:

Standing Meetings:

1. Attend weekly Senate meetings and give reports on any meeting or activities your committee is doing (Friday at 2:30pm during fall and spring semester). Having more than 3 unexcused absences per semester are grounds for removal
2. Plan and run weekly Committee meetings 2 unexcused absences = 1 unexcused Senate absence
3. Attend weekly Executive Board Meetings and give a report on anything your committee is doing
4. Maintain office hours (including in the summer)

Main Responsibilities:

A. Review student complaints and grievances concerning academic matters
B. Coordinate the Green Fee proposal and allocation process
C. Coordinate and serve as Chair of Distinguished Teaching Award Committee
D. Represent the student body on the Faculty Senate and the Academic Council
Budget and Allocations Chair:

Standing Meetings:

1. Attend weekly Senate meetings and give reports on any meeting or activities your committee is doing (Friday at 2:30pm during fall and spring semester) Having more than 3 unexcused absences per semester are grounds for removal
2. Plan and run weekly Committee meetings 2 unexcused absences = 1 unexcused Senate absence
3. Attend weekly Executive Board Meetings and give a report on anything your committee is doing
4. Maintain office hours (including in the summer)

Main Responsibilities:

A. Run entire Activity and Service Fee process. Coordinate annual Activity and Service Fee allocations including Activity and Fee Manual, budget workshops, budget hearings, and deliberations
B. Organize and Review ongoing requests of Project and Academic Travel Grants

Student Affairs Chair:

Standing Meetings:

1. Attend weekly Senate meetings and give reports on any meeting or activities your committee is doing (Friday at 2:30pm during fall and spring semester) Having more than 3 unexcused absences per semester are grounds for removal
2. Plan and run weekly Committee meetings 2 unexcused absences = 1 unexcused Senate absence
3. Attend weekly Executive Board Meetings and give a report on anything your committee is doing
4. Maintain office hours (including in the summer)

Main Responsibilities:

A. Organize student polling and feedback initiatives
B. Promote school spirit
C. Voice student concerns to campus partners