The University of West Florida

Student Government Association

Programming Officer

Legislation: 21-22 Bill III

Author(s): President Gardner & Chief of Staff Larkin

Sponsor(s): Senate Pro Tempore Grant



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*Ms. Sydney Grant*

Senate Pro Tempore

Be it known that Student Government 21-22 Bill III is hereby signed on \_\_\_\_\_\_.



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*Mr. Ruben Gardner*

Student Body President

**Chapter 205: Office of the Chief of Staff**

205.01 There shall be an Office of the Chief of Staff comprised of:

· Chief of Staff

· Programming Officer

205.02 The Chief of Staff may fill in for the Student Body President or Vice-President on University business when deemed necessary.

205.03 The Chief of Staff oversees the following offices:

· Office of Communications

· Office of External Relations

· Office of Diversity Initiatives

205.04 The Chief of Staff must attend mandatory Executive and Senate meetings.

205.05 The Chief of Staff shall chair all ad hoc Committees.

205.06 The Chief of Staff shall coordinate weekly meetings with the following:

· President’s Cabinet

· Office of Communications

· Office of External Relations

· Office of Diversity Initiatives

205.07 Perform all additional duties as deemed necessary by the President.

205.08 The Chief of Staff shall receive a stipend of $3,500.00, which shall be allocated appropriately throughout the course of their term.

205.09 The Programming Officer shall:

A. Maintain a working relationship with the Vice-President and Chief of Staff

B. Plan and develop monthly bonding activities for Senate and Executive council

C. Schedule and develop recruiting strategies for Senate and Executive positions

D. Conduct quarterly Student Government Association’s organizational surveys

E. Perform all additional duties as deemed necessary by the Chief of Staff.

**Chapter 207: Office of External Relations**

207.01 There shall be an Office of External Relations comprised of:

~~● Governmental Affairs Coordinator~~

● Director of External Affairs

● Supervisor of Elections.

207.02 The Office of External Relations shall:

A. Remain updated with state, local, national and university affairs.

B. Maintain a working relationship with The Florida Student Association.

C. Maintain a working relationship with elected representatives in

Tallahassee and Washington D.C.

D. Work with the University of West Florida administration.

E. Be responsible for overseeing the election process and any

other referendum election.

F. Work with Chief of Staff to maintain student representation on

university Standing Committees.

G. Gather student input through the Student Affairs Committee regarding

university, state, national, and local issues.

H. Assist the President and other staff with regards to

speechwriting presentation creation, project research, program

analysis, and other clerical tasks that would help support good

external relations.

I. Perform all other duties deemed necessary by the Chief of

Staff.

207.03 The Director of External Affairs shall:

A. Be responsible for lobbying on behalf of the students.

B. Plan lobbying trips for SGA leadership to attend, including the Florida

Student Association’s Rally in Tally and UWF Day at the Capitol.

C. Keep up to date with matters pertaining to the Florida Student

Association.

D. Serve as the primary liaison to community organization,

campus partners, and other external entities with which SGA

collaborates.

E. Report directly to the Chief of Staff and perform all other duties

deemed necessary by the Chief of Staff.

F. Research issues affecting Escambia County and the University of

West Florida and inform the Senate of such findings.

G. Assist lobbying efforts on behalf of Pensacola and the University.

~~H. Work with the Director of External Relations to put on events such as~~

~~Rock the Vote during elections.~~

I. Arrange Town Hall meetings when relevant to governmental

issues.

~~J. Report directly to the Director of External Relations and perform all~~

~~other duties deemed necessary by the Director of External~~

~~Relations.~~

K. The Director of External Relations shall receive a stipend of

$1,500.00, which shall be allocated appropriately throughout the

course of their term.

~~207.04 The Governmental Affairs Coordinator shall:~~

~~A. Research issues affecting Escambia County and the University of~~

~~West Florida and inform the Senate of such findings.~~

~~B. Assist lobbying efforts on behalf of Pensacola and the University.~~

~~C. Work with the Director of External Relations to put on events such as~~

~~Rock the Vote during elections.~~

~~D. Arrange Town Hall meetings when relevant to governmental~~

~~issues.~~

~~E. Report directly to the Director of External Relations and perform all~~

~~other duties deemed necessary by the Director of External~~

~~Relations.~~

~~F. The Governmental Affairs Coordinator shall receive a stipend of~~

~~$500.00, which shall be allocated appropriately throughout the course of~~

~~their term.~~

207.05 The Supervisor of Elections shall:

A. Organize the general elections in the spring semester in

accordance with Title IV.

B. Organize referendum elections when necessary.

C. Maintain and inform the Senate and student body of any open seats

or positions open within The Student Government Association.

D. Oversee the interview and application process of all of The

Student Government Association.

E. Report directly to and perform all other duties deemed necessary

by the Student Government Advisor.