

**2017-2018**  
**School of Health Professions**  
**Student Government Association Member Descriptions**

**Student body** = all matriculated students enrolled at the School of Health Professions

**Student Government Association (SGA)** = Governmental organization to represent the student body. The SGA includes the Executive Board, one representative from each student organization, and at-large representatives.

Qualifications to serve in the SGA as an Executive Board member or At-Large Representative

1. Registered SHP matriculated student in at least their 2<sup>nd</sup> semester (6 minimum credits); maintaining good academic standing.
2. No student code of conduct reported infractions.
3. Recommendation from an SHP administrator or faculty member

**Executive Board (Student Government Officers)** officers are elected by a majority vote. All officers must provide service to the college to enhance the life and activities of SHP students. All officers must inform Student Affairs of changes in status of qualifications to stay in office. All officers must participate in student leadership training or other professional development activities provided.

The SGA executive board includes the following:

- President
- Vice President
- Treasurer
- Secretary

**Student Government Officer Position Descriptions**

**President Duties:**

1. Plans/presides all SGA meetings, and suggests policies
2. Chairs all meetings, follows the Robert's Rules of Order (<http://www.rulesonline.com/>)
3. Appoints all standing/special committees and will be an exofficio member of all of them, ensures there is representation on all committees
4. Represents student body at all college ceremonies/events
5. Votes only in case of a tie
6. Available via email to assist with SGA matters

**Vice President Duties:**

1. Attends all SGA and executive board meetings
2. Coordinates all committees approved or appointed by the President
3. Acts as Sergeant-at-Arms at all meetings of the SGA
4. Must be knowledgeable of regulations, guidelines, by-laws and Robert's Rules of Order
5. Assumes the powers and duties of the President in his/her absence

**Treasurer Duties:**

1. Attends all SGA meetings and executive board meetings
2. Keeps an itemized account of ledger receipts and expenditures of the SGA, make available a written report at meetings as needed. Will provide a final report due at the end of each academic year.
3. Examines all SGA bills for proof of validity of payment
4. Maintains financial records at all times

**Secretary Duties:**

1. Attends all SGA meetings and executive board meetings
2. Keeps a permanent record of all meetings of the SGA or designate someone to do so on their behalf
3. Ensures the availability of the records at all times
4. Will carry on the correspondence pertaining to affairs of the SGA as designated by the president
5. Relays content to Student Affairs for SGA website and communications

**Organization Representatives**

Each authorized and active student organization must select one member to represent that organization at the SGA meetings as an officer of the organization, and liaison between the SGA and the organization. This person will attend SGA meetings and present reports to the SGA from their organization as requested.

**Student Government-At-Large Representatives**

Students who are not executive officers, and not serving as an SGA student organization representative, who desire to serve on the SGA may serve as representatives-at-large, upon the approval of the Assistant Dean of Student Affairs and the majority vote of the elected SGA members.