

YC Student Government Association

Position Descriptions



President

Serves as the head spokesperson and represents the YCSGA in a professional, respectable manner at various functions. Reviews the documentation as submitted by the treasurer and secretary. The president is also responsible for conducting weekly meetings/special meetings.

- The President must always represent Yavapai College (YC) in an honorable, respectable, fashion, always promoting our school and our students in a positive light
- Serve as the spokesperson for YC
- Five hours of service to the school weekly
- Serve as ex-officio member on all YC committees
- Conduct all YCGA meetings
- Communicate with the students and discover their needs
- Get Student Government information out to the students, flyers, word of mouth, etc. It may be necessary to meet with certain groups or individuals from time to time to discuss their needs.
- Help coordinate and organize events

Vice-President

Supports the president in their responsibilities. As the liaison between the board of senators and the executive board, the vice president chairs all Senate Meetings. Assumes the position of president in their absence.

- Five hours of service to the school weekly
 - Participate in Committees
 - Keep YCGA Student Government notebook up to date
 - Keep all Student Government boards and cases updated with current Student Government projects, events office hours, and meeting times. The Vice-President serves as public relations manager.
 - Communicate with the students and discover their needs
 - Sit at Student Government tables
 - Get Student Government information out to the students, flyers, word of mouth, etc.
 - Covering committees for the President in his/her absence
 - Filling in at meetings in his/her absence
 - In the event that the President resigns, the Vice-President will assume the presidency
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Treasurer

Keeps account of the YCSGA budget and expenses. Maintains an up-to-date budget and prepares funding proposals as needed. Granted access to the YCSGA's FOAP. Assumes the position of president in the absence of the president and vice-president.

- Five hours of service to the school weekly
- Must chair budget committee
- Shall supervise expenditures made by Student Government
- Must maintain up-to-date budget
- Serve as spending authority for Student Government
- Shall conduct meetings in the absence of both the President and the Vice-President.
- Reports are generated by the treasurer from talking to students, Student Engagement Director, committee meetings, and his/her community service, as well as the up to date budget information.
- Participate in planned events
- Communicate with the students and discover their needs
- Sit at Student Government tables.
- Get Student Government information out to the students, flyers, word of mouth, etc.

Secretary

Records the official business of the executive board. Submits meeting minutes to an online archive. Prepares the meeting agendas and oversees communication and promotional outlets.

- Five hours of service to the school weekly
- Responsible for record keeping of all official business of the Student Executive Board and Student Senate
- Responsible for submitting meeting minutes to an on-line archive that is kept up to date
- Responsible for preparing meeting agendas with the President and Vice President for the Student Executive Board and/or the Student Senate
- Participate in planned events
- Communicate with the students and discover their needs
- Sit at Student Government tables.
- Get Student Government information out to the students, flyers, word of mouth, etc.

