

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. Essentially 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

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.



YC Campus/Center Representative YCR (8 positions)

The Campus Representatives stand as spokespersons for the student population at their assigned Yavapai campus or center. This includes clubs, organizations, and other groups. Students can make requests through their campus representative.

- Attend weekly YCSGA meetings and functions
- Chair one YCSGA committee
- Participate in Committees
- Three hours of service to the school weekly
- Maintain communication between YCSGA and their Campus/Center they represent
- 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.

YC Residence Halls Representatives YCRHR (1position)

The Residence/Athletic Representative expresses the concerns of students within the residence halls and votes and suggests items that would benefit the living-on-campus experience. He or She must be living in the halls to maintain this position.

- Two hours of service to the school weekly
- Participate in Committees
- Attend All YCSGA Functions
- Attend monthly YCSGA meeting at the designated Campus/Center
- Maintain communication between YCSGA and their Campus/Center they represent
- 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.

YCSGA Advisor (2 positions)

An advisor adds to the continuity of YCSGA as an active organization by making sure that successive officers of the organization understand the responsibility they share as leaders, as well as explaining to the officers the rules and policies established for student organizations. YCSGA will have co-advisors consisting of YC staff and YC faculty:

The YC staff advisor* is to be a member of staff at Yavapai College, typically the Director for Student Engagement and Leadership from the Division of Student Life.

The YC faculty advisor* is to be a member of YC faculty and will be determined by the YC Vice President of Instruction. The faculty advisor for the YCSGA will be a one-year commitment.

- Non-voting member (may be a tie breaking vote and/or may change depending on the YCSGA bylaws)
 - Two hours of service to the position weekly
 - Participate in committees/committee meetings
 - Attend All YCSGA functions
 - Attend monthly YCSGA meeting at the designated Campus/Center
 - Share information and maintain communication about YCSGA with students, faculty, and staff
 - Communicate with the students and discover their needs
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