



# STUDENT GOVERNMENT EXECUTIVE CABINET POSITIONS

# PRESIDENT

## STUDENT GOVERNMENT EXECUTIVE CABINET POSITION



*Please note:*

*SGA President, Executive Vice President,  
and Coordinating Vice President must run  
together as one ticket*

### Estimated weekly time requirements

- Office hour: 1 hour
- Committee meetings: 2 hours
- Senate meeting: 2 hours
- Executive cabinet meeting: 1 hour
- Administrative meetings: 2 hours

### Academic requirements

- Must maintain a GPA of at least 2.5
- Enrolled in at least 12 credits at MCLA

### Role of President

- Be the Chief Executive Officer and Chief Spokesperson for Student Government
- Run Monday 7 p.m.-9 p.m. Senate meetings
- Provide students time to meet with you during office hours
- Approve or veto all motions, legislation or amendments passed by the Senate
- Sit on the All-College Committee, collaborate with its Chair, and inform students of its activities
- Maintain a working knowledge of All-College Government System and the Faculty Contract

# EXECUTIVE VICE PRESIDENT

STUDENT GOVERNMENT EXECUTIVE CABINET POSITION



## Estimated weekly time requirements

- Office hour: 1 hour
- Committee meetings: 2 hours
- Senate meeting: 2 hours
- Executive cabinet meeting: 1 hour
- Event planning and committee coordinating: 2 hours

## Academic requirements

- Must maintain a GPA of at least 2.5
- Enrolled in at least 12 credits at MCLA

## Role of Executive Vice President

- Serve as Acting President
- Attend Monday 7 p.m.-9 p.m. Senate meetings
- Provide students time to meet with you during office hours
- Oversee Class Officers' responsibilities
- Sit on the All-College Committee, collaborate with its Chair, and inform students of its activities
- Coordinate the Sam Gomez Road Race, Dianne Collins Scholarship event and other special events
- Shall be in charge of all committees and enforce attendance regulations

*Please note:*

*SGA President, Executive Vice President,  
and Coordinating Vice President must run  
together as one ticket*

# COORDINATING VICE PRESIDENT

## STUDENT GOVERNMENT EXECUTIVE CABINET POSITION



### Estimated weekly time requirements

- Office hour: 1 hour
- Committee meetings: 2 hours
- Senate meeting: 2 hours
- Executive cabinet meeting: 1 hour
- Club and organization communications: 2 hours

### Academic requirements

- Must maintain a GPA of at least 2.5
- Enrolled in at least 12 credits at MCLA

### Role of Coordinating Vice President

- Attend Monday 7 p.m.-9 p.m. Senate meetings
- Provide students time to meet with you during office hours
- See that the club and organization guidelines as defined in the Constitution and By-Laws are followed by all formally recognized clubs and organizations
- Consult with other Executive Cabinet members on matters dealing with clubs and organization budgets
- Keep clubs and organizations informed of policies and events
- Organize at least two (2) general meetings and/or workshops and at least two (2) transitional meetings or workshops for clubs and organizations

*Please note:*

*SGA President, Executive Vice President,  
and Coordinating Vice President must run  
together as one ticket*

# TREASURER

## STUDENT GOVERNMENT EXECUTIVE CABINET POSITION



### Estimated weekly time requirements

- Office hour: 1 hour
- Committee Meetings: 2 hours
- Senate meeting: 2 hours
- Executive cabinet meeting: 1 hour
- Review and approve budget and purchase requests: 1 hour

### Academic requirements

- Must maintain a GPA of at least 2.5
- Enrolled in at least 12 credits at MCLA

### Role of Treasurer

- Attend Monday 7 p.m.-9 p.m. Senate meetings
- Provide students time to meet with you during office hours
- Communicate with clubs about their budgets throughout the year and review club funding requests
- Prepare the operating budget for the following year
- Maintain and report monthly on the balance of the Student Government operating budget and Reserve Account
- Co-Chair the Budget Finance Committee

# PARLIAMENTARIAN

## STUDENT GOVERNMENT EXECUTIVE CABINET POSITION



### Estimated weekly time requirements

- Office hour: 1 hour
- Committee Meetings: 2 hours
- Senate meeting: 2 hours
- Executive cabinet meeting: 1 hour

### Academic requirements

- Must maintain a GPA of at least 2.5
- Enrolled in at least 12 credits at MCLA

### Role of Parliamentarian

- Attend Monday 7 p.m.-9 p.m. Senate meetings
- Provide students time to meet with you during office hours
- Know and enforce *Roberts Rules*, and the SGA Constitution and bylaws at all meetings
- Chair the Constitution Committee and Elections Committee

# PUBLIC RELATIONS CHAIR

STUDENT GOVERNMENT EXECUTIVE CABINET POSITION



## Estimated weekly time requirements

- Office hour: 1 hour
- Committee Meetings: 2 hours
- Senate meeting: 2 hours
- Executive cabinet meeting: 1 hour
- Creating Student Government content: 1 hour

## Academic requirements

- Must maintain a GPA of at least 2.5
- Enrolled in at least 12 credits at MCLA

## Role of Public Relations Chair

- Attend Monday 7 p.m.-9 p.m. Senate meetings
- Provide students time to meet with you during office hours
- Inform the College community of all Student Government news and events by ways of flyers, social media, and website updates.
- Prepare a semesterly newsletter informing and updating clubs, organizations, and the Student Government of current news
- Chair the Public Relations Committee

# STUDENT TRUSTEE

## STUDENT GOVERNMENT EXECUTIVE CABINET POSITION



### Estimated weekly time requirements

- Committee meetings: 2 hours
- Trustee meeting: 2 hours
- Executive cabinet meeting: 1 hour

### Academic requirements

- Must maintain a GPA of at least 2.5
- Enrolled in at least 12 credits at MCLA

### Role of Student Trustee

- Act as the liaison between the MCLA Board of Trustees, the Student Government, and the student population.
- Attend all Massachusetts College of Liberal Arts Regular Trustee meetings
- Attend Monday 7 p.m.-9 p.m. Senate meetings
- Review with Executive Cabinet, all agendas for upcoming Trustee's meetings and seek advice on all matters deemed necessary by the Executive Cabinet
- Meet with the Vice-President of Student Affairs at least once every two months
- Abide by the General Laws pertaining to the Board of Trustees of the Commonwealth's community colleges and state universities
- Represent MCLA at all statewide Student Advisory Council meetings as they deem necessary



**STUDENT GOVERNMENT  
SENATE AND CLASS COUNCIL  
POSITIONS**

# SENATOR

## STUDENT GOVERNMENT STUDENT SENATE POSITION



### Estimated weekly time requirements

- Office Hour: 1 hour
- Committee Meetings: 2 hours
- Senate Meeting: 2 hours
- SGA Events: Varies

### Academic requirements

- Must maintain a GPA of at least 2.3
- Enrolled in at least 12 credits at MCLA

### Role of Senators

- Attend Monday 7 p.m.-9 p.m. Senate meetings
- Vote on SGA matters on behalf of students
- Provide students time to meet with you during office hours
- Sit on two SGA recognized committees
- Expected to represent their constituency as designated by student government

### *Please note:*

*Senator Description Applies to the following positions:*

*Senator At-Large*

*Athlete Seat*

*Greek Seat*

*Commuter Seat*

*Resident Seat*

*Class Representatives*

# CLASS PRESIDENT

## STUDENT GOVERNMENT CLASS COUNCIL POSITION



### Estimated weekly time requirements

- Class council meetings: 1 hour
- Committee meeting: 1 hour
- Plan class events: 1 hour

### Academic requirements

- Must maintain a GPA of at least 2.3
- Enrolled in at least 12 credits
- Must have necessary class status

### Role of Class President

- Represent their class
- Conduct class cabinet meetings
- Help class council plan at least 2 events
- Sit on one SGA recognized committee
- Ensure that a member of class council attends weekly SGA senate meetings

# CLASS VICE PRESIDENT

## STUDENT GOVERNMENT CLASS COUNCIL POSITION



### Estimated weekly time requirements

- Class council meetings: 1 hour
- Committee meeting: 1 hour
- Plan class events: 1 hour

### Academic requirements

- Must maintain a GPA of at least 2.3
- Enrolled in at least 12 credits
- Must have necessary class status

### Role of Class Vice President

- Represent their class
- Attend class cabinet meetings
- Help class council plan at least 2 events
- Sit on one SGA recognized committee
- Recruit class volunteers to help with events & activities

# CLASS TREASURER

## STUDENT GOVERNMENT CLASS COUNCIL POSITION



### Estimated weekly time requirements

- Class council meetings: 1 hour
- Committee meeting: 1 hour
- Plan class events: 1 hour

### Academic requirements

- Must maintain a GPA of at least 2.3
- Enrolled in at least 12 credits at MCLA
- Must have necessary class status

### Role of Class Treasurer

- Represent their class
- Attend class cabinet meetings
- Help class council plan at least 2 events
- Sit on one SGA recognized committee (preferably Budget and Finance)
- Record all class council financial transactions and file appropriate paperwork

# CLASS SECRETARY

## STUDENT GOVERNMENT CLASS COUNCIL POSITION



### Estimated weekly time requirements

- Class council meeting: 1 hours
- Committee Meeting: 1 hour
- Plan class events: 1 hour

### Academic requirements

- Must maintain a GPA of at least 2.3
- Enrolled in at least 12 credits at MCLA
- Must have necessary class status

### Role of Class Secretary

- Represent their class
- Attend class cabinet meetings
- Help class council plan two events
- Sit on one SGA recognized committee
- Record all class council meetings and manage class public relations
- Create one class newsletter per semester
- Complete proper paperwork for all events, contracts, and reservations