

RESPONSIBILITIES AND DUTIES OF OFFICE SUMMARY

Student Trustee The Student Trustee has the right and responsibility to attend all public meetings of the Board of Trustees, be seated with the Board, adhere to all policies pertinent to Board rules, ethics, and protocols, and be recognized as a full member of the Board at public meetings; participating in discussion of the issues, the questioning of witnesses, and receipt of all materials presented to members of the Board, except confidential and some closed session items. The Student Trustee can cast a non-binding advisory vote in open session. The Student Trustee's vote is non-binding and advisory, not included in determining the vote required to carry any measure before the Board. The Student Trustee may serve as a liaison to the Student Government Assembly.

The Student Trustee is independent of Student Government Assembly.

STUDENT BODY PRESIDENT, *Chair of the Student Government Assembly (SGA)*

The President presides as Chief Administrative Officer, directing and coordinating all policies of the Student Government Assembly; sets the agenda for SGA meetings; reports to the Board of Trustees on behalf of the SGA and the student body; attends meetings of, or sends a designee to, college committees and SGA standing committees; authorizes expenditures of the SGA; and performs other duties as pertain to the office, including providing support to other members. The president speaks on behalf of students and the SGA, and represents the student perspective when meeting with college representatives.

EXECUTIVE VICE PRESIDENT OF LEGISLATION *Chair of SGA Student Representatives Council*

The EVP of Legislation serves as the representative of Santa Rosa Junior College at regional and statewide meetings of the Student Senate of California Community Colleges (SSCCC); informs students of statewide legislation and issues affecting students and student government; is responsible for the coordination of statewide efforts involving the association; and act as a liaison between the SGA and local advocacy initiatives. The EVP of Legislation recruits students to the College Wide Committee system and meets with students who sit on active College Wide Committees to provide mentorship and support.

VICE PRESIDENT OF FINANCE, *Chair of Finance and Benefits Committee*

The Vice President of Finance coordinates the creation of the annual SGA budget; serves as clerk to the SGA and assumes the duties of the President during the absence of the president and EVP; attends college committees related to the college's budget to advise on behalf of students; attends meetings of the Board of Trustees on behalf of the Student Government Assembly; tracks and reports all expenditures of the Student Government Assembly; carries out the provisions of the Financial Code; and ensures that the Officers of the Student Government Assembly maintain clear channels of communication and work effectively toward their shared goals.

VICE PRESIDENT OF CLUBS – SANTA ROSA, *Chair of Inter-Club Council, Representative for Santa Rosa Clubs*

The VP of Clubs – Santa Rosa is responsible for facilitating meetings of the Inter-Club Council and preparing its agenda; the coordination and operation of clubs; carrying out the provisions of the ICC Constitution; acting as

PLEASE REFER TO ELECTION TIMELINE FOR ALL ELECTION DEADLINES.

Elections Coordinator: Zack Miranda, zmiranda@santarosa.edu, (707) 524-1528

Elections Advisor: Genevieve Bertone, gbertone@santarosa.edu, (707) 521-7925

RESPONSIBILITIES AND DUTIES OF OFFICE SUMMARY (Cont.)

a liaison between clubs and the Student Government Assembly; organizing all records of club status to ensure continuity; and tracking the budget and expenditures with the ICC treasurer. The VP of Clubs is the bridge between clubs and student leadership, and promotes club involvement in all SGA activities.

VICE PRESIDENT OF CLUBS – PETALUMA, *Chair of Petaluma Council, Representative for Petaluma Clubs*

The VP of Clubs - Petaluma is responsible for the coordination and operation of clubs on the Petaluma campus; acts as a liaison between Petaluma clubs, SGA, and ICC; manages club packets, procedures, and applications for Petaluma Clubs; assists Petaluma clubs in the facilitation of campus-wide activities and events; ensures equal access to Petaluma Council funds for Petaluma Clubs; provides guidance for new Petaluma clubs' activation and the notification for impending deactivation to clubs. The VP of Clubs is the bridge between clubs and student leadership, and promotes club involvement in all SGA activities.

VICE PRESIDENT OF STUDENT LIFE – SANTA ROSA, *Chair of SGA Student Life Committee*

The Vice President of Student Life is the lead event planning position for the Santa Rosa campus. The VP of Student Life sets the agenda for and facilitates the events of the Student Life Committee, ensuring that student life and activities are thriving on campus; carry out the provisions of the Student Life Committee Bylaws; authorize and sign all Student Life expenditures; and execute events and activities on campus.

VICE PRESIDENT OF STUDENT LIFE – PETALUMA, *Vice Chair of Petaluma Council*

The Vice President of Petaluma is the lead event planning position on the Petaluma Campus. The VP is responsible for representation of student issues and concerns of Petaluma Campus to all branches of the Student Government Assembly; coordinate student life activities on the Petaluma Campus with the Petaluma Council, serve on the Student Government Assembly Budget Committee to advocate for Petaluma resources; and work collaboratively with clubs activated by the Petaluma Council on their events and activities.

VICE PRESIDENT OF MARKETING – SANTA ROSA, *Vice Chair of the Finance and Benefits Committee*

The Vice President of Marketing administers the CubCard Premium Student Benefits program and promotion for the Santa Rosa Campus, such that new students are aware of the program before class registration begins; coordinates the marketing for Student Government Assembly events and programs in Santa Rosa; coordinates communication regarding media and outreach to SRJC students; is responsible for recruiting new CubCard Premium membership in a timely fashion, ensuring that there is a stable membership base to fund each semester; and meets with the Student Life Accounts Specialist to review the financial standing of the benefits program.

VICE PRESIDENT OF MARKETING – PETALUMA, *Clerk of the Petaluma Council*

The Vice President of Marketing - Petaluma administers the CubCard Premium program and promotion for the Petaluma Campus, such that new students are aware of the program before class registration begins;

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serves on the Petaluma Council and Student Finance & Benefits Committee; is responsible for increasing CubCard Premium sales on the Petaluma Campus; coordinates communication regarding media and outreach to students about Petaluma events; promotes the CubCard Premium Students Benefits Program to Petaluma Students; maintains the Students Benefits Program package; meets with the SGA Accountant to review the financial standing of the benefits program.

VICE PRESIDENT OF DIVERSITY *Liaison between SGA and District regarding student equity*

The Vice President of Diversity serves on the Student Life and Student Advocacy committees; serves on the Student Success & Equity Committee, Inter-Cultural Committee, and LGBTQ Committee; advocates for diverse representation on SGA Standing Committees and College-Wide Committees; serves as a resource for information to the English as a Second Language, Extended Opportunity Programs and Services, Puente, Umoja, International Student Program, and other related departments; is a liaison between multi-cultural groups on campus and those in the community. While the VP of Diversity has no SGA committee of its own; they are more concerned with making sure that the committees that do exist are serving a variety of students and student needs.

VICE PRESIDENT OF STUDENT HEALTH *Liaison between SGA and Student Health Services*

The Vice President of Student Health reports to the SGA and the college on issues and programs impacting student health; serves on the Student Life or Student Representatives Council; serves on the Student Health Services Advisory Committee; will meet with Student Health Services' staff periodically to discuss SGA activities and general student concerns; will meet with Student Health Services' PEERS staff periodically to engage in health-related learning activities and be informed on peer health support activities; assists the Student Health Services department in planning health awareness events in Santa Rosa and Petaluma.

VICE PRESIDENT OF SUSTAINABILITY, *Chair of the SGA Sustainability Committee*

The Vice President of Sustainability promotes the development of sustainable practices and policies throughout the college community, assists the Vice President of Student Life (In Santa Rosa and Petaluma) in the support of environmentally responsible events, and serve on the following college-wide committees: Integrated Environmental Planning Committee and the Institute for Environmental Education. The VP of Sustainability is the lead student advisor for all sustainability related issues at the college, and is responsible for informing students, the SGA, and the college about sustainability and the efforts to support sustainable practices. The VP of Sustainability plays a role in upholding the District's stated commitment to sustainability.

*****Complete Officer Duties and responsibilities may be found in the Student Government Assembly Governing Documents. The descriptions listed above are short summaries and are not intended to be full descriptions of each Officer's responsibilities. All candidates will be required to understand and fulfill their duties as specified by the Student Government Assembly constitution, bylaws, and codes*****

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