

Mesa SGA

Executive Board Positions

President

- a) Preside over the Executive Committee meetings
- b) Preside over the Full Board meetings
- c) Prepare, or have prepared, the agenda for meetings of the Executive and Full Board
- d) Monitor the progress of all Standing and Ad Hoc committees
- a) Oversee the operations of the SGA office
- b) Represent SGA to the college administration
- g) Represent SGA to external organizations, such as legislators
- h) Serve as the contact person for the National Association of Students
- i) Prepares an article for publication in the quarterly newsletter
- j) Reports to the Executive Committee

Vice-President

- a) Serves as the non-voting chairperson on the Peer Review Council (see Student Catalog)
- b) Assist President as needed
- c) Represent SGA to external organizations when President is unable to attend
- d) Takes minutes at all Executive Committee and Full Board meetings
- e) Distributes meeting minutes to student body and the Asst. Vice President for Student Services
- f) Reports to the Executive Committee

Finance Chair

- a) Chairs the Finance Committee
- b) Supervises preparation of annual SGA budget
- c) Collects, deposits, withdraws and distributes all funds earned or donated:
 - 1) Funds donated by ATSU will be disbursed in accordance with ATSU College Catalog guidelines
 - 2) Funds donated or earned by SGA will be kept separate from ATSU funds to use on an as needed

basis, determined by SGA and not conflicting with
ATSU guidelines

- d) Monitors use of SGA funds
- e) Makes recommendations regarding the appropriate use of funds earned and donated
- f) Maintains financial books and records
- g) Maintains statistics on SGA spending and prepares the annual finance report
- h) Maintains records on all fund-raising activities
- i) Reports to the Executive Committee
- j) Establishes and/or allocates all monies for student assistance fund

Programs Chair

- a) Chairs the Programs Committee
- b) Works closely with the Finance Chair in monitoring the use of funds designated for graduate programs purposes
- c) Facilitates interschool (joint) programming
- d) Assists individual departments with their program needs
- e) Acts as advisor to students regarding conferences, symposia, and social events
- f) Promotes the improvement of resources
- g) Arranges for professional presentations for the student body, such as thesis and case studies
- h) Gathers information about program events and activities and relays information using articles and features generated by student body and faculty to the Communications Chair for newsletter
- i) Reports to the Executive committee

Activities Chair

- a) Chairs the Activities Committee
- b) Gathers information about campus and community events and activities and relays the information using articles and features generated by people in departments on campus
- c) Addresses the following student life issues; health insurance, day care, aging parent group, housing, recreational/social needs, job replacement
- d) Promotes and plans interdisciplinary social interaction and awareness

- e) Develops and distributes calendar of monthly events attached to the newsletter
- f) Prepares and distributes an incoming class mentorship program to include welcome letters
- g) Keeps record of any individual program fundraising in order to keep the fundraising organized in regards to space
- h) Reports to the Executive Committee

Judicial Chair

- a) Swears in newly elected chairs, representatives, and justices
- b) Votes as part of Full Board
- c) Votes on Judicial Board issues only in cases of a tie decision
- d) Presides over Judicial Board
- e) Oversees policies as established by the Full Board
- f) Reports to Executive Committee

Free Family Health and Wellness Day (FFHWD) Chair

- a) Is responsible for external communications, including communications with the event venue.
- b) Serves as the contact person for external organizations.
- c) Prepare, or have prepared, information regarding these external organizations for the SGA meetings.
- d) Maintains files on information gathered from external organizations and event venue.
- e) Works closely with the Finance Chair in monitoring the use of funds designated to event.
- f) Reports to the SGA President.

Free Family Health and Wellness Day (FFHWD) Vice Chair

- a) Serves as the contact person for the FFHWD subcommittee
- b) Works closely with the FFHWD Chair in monitoring progress of overall event.
- c) Prepare, or have prepared, information from FFHWD subcommittee to present at SGA meetings
- d) Maintains files on information gathered from FFHWD subcommittee
- e) Works closely with the Finance Chair in monitoring the use of funds designated to event
- f) Reports to the SGA President