



Student Association Executive Board and Cabinet Director Requirements and Expectations

EXPECTATIONS

Student Association President will:

- Serve as the official representative of the SA
- Administer and enforce the SA Constitution, Statutes, and By-Laws
- Call and preside over meetings of the SA;
- Veto or sign bills, acts, or resolutions of the SA Senate and amendments to the Constitution proposed by the body, provided that he/she exercises that power within five (5) school days after passage of said bill, act, resolution, or amendment by the SA Senate. If the President does not veto or sign the bill, act, resolution, or amendment, it goes into effect
- Make recommendations for legislation to the SA Senate near the beginning of each school term and at other times upon invitation by the SA Senate
- Appoint Cabinet members, Judicial Council members, and Executive Committee members as outlined in the Statutes, with the concurrence of a majority of the SA Senate
- Remove any Cabinet member, Judicial Council member, or Executive Committee member whom he/she has appointed, with the concurrence of a majority of the SA Senate.
- Create new Cabinet duties and positions as they become necessary
- Post office hours and meetings on Outlook calendar for office staff to view during spring, summer, and fall semesters.
- Bi-weekly one-on-one meetings with Dean of Students and Director of Student Activities
- Host Executive Board Meetings weekly and review each weekly each Executive Board meeting activity report.
- Attend Executive Board training in Spring, Cabinet Director Transition meeting in Spring, and Camp Cabinet retreat in Fall.
- Complete SA calendar for Fall 2017 by end of February. Complete SA calendar for Spring 2018 by end of September. (tentatively)
- Develop a working knowledge of and operate within the rules, policies and procedures of the Student Association, Colvard Student Union, and MSU.
- Maintain budget and approve all funds through budget request forms for each expense. Work with Treasurer to maintain budget reports and expenses.
- Required to live in Starkville during summer months.

- Complete other tasks as assigned by SA President.
- Stipend includes \$580 per month (April-March)

Student Association Vice President will:

- Serve as presiding officer and coordinator of the SA Senate
- Serve as principle assistant to the SA President
- Perform the duties of the President in his/her absence or incapacity
- Appoint Directors of Student Senate Committees and have the power to make appointments to the Student Senate Committees and to University Committees requesting student senate members
- Be responsible for reviewing and updating senate precincts to comply with Article III Section 3
- Be responsible for scheduling and overseeing two (2) Senate transition meetings where all outgoing and incoming senators are present
- Serve along with Coordinator for Student Activities on the Appropriations Committee; Report weekly to Executive Board and Director of Student Activities activity report.
- Schedule, post and maintain a minimum of 10 office hours per week within regular business hours during fall and spring semesters.
- Attend Executive Board meetings and Cabinet meetings weekly; Send weekly report to SA President of activity.
- Attend Executive Board training in Spring, Cabinet Director Transition meeting in Spring, and Camp Cabinet retreat in Fall.
- Complete SA calendar for Fall 2017 by end of February. Complete SA calendar for Spring 2018 by end of September. (Tentatively)
- Maintain regular contact with Assistant Dean of Student Conduct in the Dean of Students Office.
- Develop a working knowledge of and operate within the rules, policies and procedures of the Student Association, Colvard Student Union, and MSU.
- Maintain budget and approve all funds through budget request forms for each expense. Work with Treasurer to maintain budget reports and expenses.
- Represent the best interests of the students.
- Complete other tasks as assigned by SA President.
- Stipend includes \$400 per month (September-April), \$200 per month (May and August),

SA Secretary will:

- Record the proceedings of the SA Senate and present written copies of bills to the President within 48 hours of their passage
- Maintain such records and files of the SA as prescribed by this Constitution and Statutes; and, as the President, Vice President or SA Senate shall direct
- Provide people to record minutes of various committee meetings or other organized meetings of the SA upon request by the Chair of that committee.

- Schedule, post and maintain a minimum of 10 office hours per week within regular business hours during fall and spring semesters.
- Attend Executive Board meetings and Cabinet meetings weekly; Send weekly report to SA President of activity.
- Attend Executive Board training in Spring, Cabinet Director Transition meeting in Spring, and Camp Cabinet retreat in Fall.
- Complete SA calendar for Fall 2017 by end of February. Complete SA calendar for Spring 2018 by end of September. (Tentatively)
- Include Center for Student Activities staff on all Senate correspondence emails and Student Association communication including Executive Board and Cabinet minutes.
- Develop a working knowledge of and operate within the rules, policies and procedures of the Student Association, Colvard Student Union, and MSU.
- Maintain budget and approve all funds through budget request forms for each expense. Work with Treasurer to maintain budget reports and expenses.
- Represent the best interests of the students.
- Complete other tasks as assigned by SA President.
- Stipend includes \$250 per month (September-April), \$125 per month (May and August),

SA Treasurer will:

- Supervise the financial matters of the SA as authorized by the SA Senate;
- Serve as an ex-officio member of any and all committees appointed for the purpose of considering budgetary and/or financial matters of the SA Senate;
- Maintain complete and accurate financial records and submit, each month in writing to the SA Senate, a complete statement of income and expenditures for the previous month
- Conduct an inventory of all SA property and submit a report, in writing, on the conditions and state of the same to the SA Senate on or before the first regularly scheduled Senate meeting in October
- Authorize all expenditures by any committee of the SA and shall not disallow any expenditure approved by the SA Senate except those which would cause the SA to have a deficit balance
- Hold any person, whether acting as an agent of the SA or acting as an entity separate from the SA, who incurs any expense charged to the SA without the prior written approval of the Treasurer, personally liable for payment; and be bonded by the SA.
- To hold them accountable for their actions overseeing bi-monthly meetings and arranging one (1) meeting per semester between Foundation Ambassadors and Class Council
- Schedule, post and maintain a minimum of 10 office hours per week within regular business hours during fall, summer, and spring semesters.
- Attend Executive Board and Cabinet meetings weekly, Send SA President, Executive Board, Office Associate in CSA, Assistant Director of Student Activities, and Director of Student Activities weekly budget report.
- Attend Executive Board training in Spring, Cabinet Director Transition meeting in Spring, and Camp Cabinet retreat in Fall.

- Complete SA calendar for Fall 2017 by end of February. Complete SA calendar for Spring 2018 by end of September. (Tentatively)
- Maintain regular contact with Assistant Director of Student Activities, Student Association President, and SA Executive Board to manage budgets, programs and events through program checklist, budget authorizations, and event evaluations.
- Develop a working knowledge of and operate within the rules, policies and procedures of the Student Association, Colvard Student Union, and MSU.
- Represent the best interests of the students.
- Required to continue maintaining budget reports and expenses during summer months.
- Complete other tasks as assigned by SA President.
- Stipend includes \$250 per month (September-April), \$125 per month (May and August)

Chief of Staff will:

- Serve as an interviewer and assist in the selection process for Cabinet;
- Maintain direct authority over the duties of each Cabinet member, ensuring the proper coordination, operation, and oversight of Cabinet members' responsibilities.
- Plan and organize Cabinet retreat and transition, the SA Banquet, and any other function deemed necessary by the SA President.
- Responsible for overseeing Freshman Council, Freshman Edge, and Freshman Forum.
- Maintain event checklist, budget request forms, and event evaluations for respective groups.
- Serve as a general assistant and advisor to the SA President
- Schedule, post and maintain a minimum of 10 office hours per week within regular business hours during fall, summer, and spring semesters.
- Attend Executive Board and attend and plan Cabinet meetings weekly; Attend weekly Center for Student Activities staff meetings, Send SA President weekly report.
- Attend Executive Board training in Spring, attend and assist in planning of Cabinet Director Transition meeting in Spring, and attend and assist in planning Camp Cabinet retreat in Fall.
- Complete SA calendar for Fall 2017 by end of February. Complete SA calendar for Spring 2018 by end of September.
- Make sure all event checklist, budget request, and program evaluations are maintained and completed by all SA Executive Board and Cabinet members.
- Prepare the entire Student Association for Transition to new administration.
- Represent the best interests of the students.
- Complete other tasks as assigned by SA President.
- Stipend includes \$150 per month (September-April), \$75 per month (May and August),

Director of Programming will:

- Serve as an interviewer and assist in the selection process for Cabinet;
- Serve as a general assistant and advisor to the SA President
- Schedule, post and maintain a minimum of 10 office hours per week within regular business hours during fall, summer, and spring semesters.

- Attend and plan Programming Board weekly required Program Board meetings, events planned by Cabinet Directors and committee members, etc.
- Sign-off on all programming events including maintain programming board calendar and programming checklist working with Center for Student Activities, Office of Fraternity and Sorority Life, Division of Student Affairs, and Mississippi State University for scheduling conflicts and collaboration efforts with other Departments.
- Attend Executive Board training in Spring, Cabinet Director Transition meeting in Spring, and Camp Cabinet retreat in Fall.
- Complete Programming Board calendar for Fall 2017 by end of February. Complete Programming Board calendar for Spring 2018 by end of September. (Tentatively)
- Report to all of Student Association Cabinet Director and Executive Board member's events happening within the Programming Board.
- Maintain regular contact with Assistant Director of Student Activities and Student Association President to manage budgets, programs and events through program checklist and event evaluations.
- Develop a working knowledge of and operate within the rules, policies and procedures of the Student Association, Colvard Student Union, and MSU.
- Maintain Programming Board budget and approve all funds through budget request forms for each event. Work with Treasurer to maintain budget reports and expenses.
- Represent the best interests of the students.
- Required to live in Starkville during summer months for planning and event implementation. Complete other tasks as assigned by SA President.
- Stipend includes \$150 per month (September-April), \$75 per month (May and August), \$375 at the end of summer (July 31st)

Director of Special Interest will:

- Serve as an interviewer and assist in the selection process for Cabinet
- Serve as a primary liaison between the SA in their dealings with faculty and University administration in such matters designated by the SA President
- Ensure the proper operation and oversight of those students assigned to administrative committees; and meet regularly with students, either individually or as a whole, in order to realize each position's goals
- Work with the SA President and/or SA Vice President to coordinate other students to attend meetings if they are unable attend
- Serve as a primary assistant and general counsel to the SA President
- Schedule, post and maintain a minimum of 10 office hours per week within regular business hours during fall, summer, and spring semesters.
- Attend Executive Board and Cabinet meetings weekly; Send SA President weekly report.
- Attend Executive Board training in Spring, Cabinet Director Transition meeting in Spring, and Camp Cabinet retreat in Fall.
- Complete SA calendar for Fall 2017 by end of February. Complete SA calendar for Spring 2018 by end of September. (Tentatively)

- Make sure all event checklist, budget request, and program evaluations are maintained and completed by direct reports.
- Represent the best interests of the students.
- Complete other tasks as assigned by SA President.
- Stipend includes \$150 per month (September-April), \$75 per month (May and August),

Director of Marketing shall:

- Serve as an interviewer and assist in the selection process for Cabinet
- Be responsible for the overseeing and utilization of all social media accounts;
- Maintain and update the Student Association Website and all materials contained within it, including; calendar of events, contact information, and all relevant forms
- Ensure that all media and marketing efforts of the SA are of good quality and appropriate for publication
- Schedule, post and maintain a minimum of 10 office hours per week within regular business hours during fall, summer, and spring semesters.
- Sign-off on all programming events including maintain SA calendar and event checklist working with Center for Student Activities, Office of Fraternity and Sorority Life, Division of Student Affairs, and Mississippi State University for scheduling conflicts and collaboration efforts with other Departments.
- Attend Executive Board training in Spring, Cabinet Director Transition meeting in Spring, and Camp Cabinet retreat in Fall.
- Complete SA calendar for Fall 2017 by end of February. Complete SA calendar for Spring 2018 by end of September.
- Report to all of Student Association Cabinet Director and Executive Board member's
- Maintain regular contact with Assistant Director of Student Activities and Student Association President to marketing efforts, communication needs, program checklist and event evaluations.
- Develop a working knowledge of and operate within the rules, policies and procedures of the Student Association, Colvard Student Union, and MSU.
- Maintain budget and approve all funds through budget request forms for each expense. Work with Treasurer to maintain budget reports and expenses.
- Represent the best interests of the students.
- Required to maintain communication efforts throughout the summer months.
- Complete other tasks as assigned by SA President.
- Stipend includes \$150 per month (September-April), \$75 per month (May and August),

Deputy Chief of Staff will:

- Serve as an interviewer and assist in the selection process for Cabinet
- Serve as a catch-all position to take the lead on executive level projects as deemed necessary by the SA President.
- Support the duties of all other members of the Executive Council.
- Serve as the primary assistant and advisor to the SA President.
- Serve as a legislative aide to the Senate.

- Schedule, post and maintain a minimum of 10 office hours per week within regular business hours during fall, summer, and spring semesters.
- Attend Executive Board training in Spring, Cabinet Director Transition meeting in Spring, and Camp Cabinet retreat in Fall.
- Complete SA calendar for Fall 2017 by end of February. Complete SA calendar for Spring 2018 by end of September.
- Develop a working knowledge of and operate within the rules, policies and procedures of the Student Association, Colvard Student Union, and MSU.
- Maintain budget and approve all funds through budget request forms for each expense. Work with Treasurer to maintain budget reports and expenses.
- Represent the best interests of the students.
- Complete other tasks as assigned by SA President.
- Stipend includes \$150 per month (September-April), \$75 per month (May and August)

ELIGIBILITY

Applicants should be full-time students on the Starkville campus. Must be in good academic and disciplinary standing at the time of selection and maintain good standing throughout the term of the position.