

## **Spring Election SGA Executive Committee Roles & Responsibilities**

### **President (elected in the spring):**

The President ensures that the SGA is actively pursuing its purpose with voice for all and activities that promote service, community building, and support for the student body. They schedule, set the agenda, and run all Executive Board and General Meetings and ensure that the duties of the Executive Board and Committee Chairs are fulfilled.

The President is responsible for designating appointed officers and committee chairs. This includes appointing a Treasurer no later than the end of September. The President works with the faculty, staff, and administration to address concerns and attend meetings as needed. They liaise with the Online Student Government as needed.

### **Second Year Representative (elected in the spring):**

The Second Year Representative serves as a representative to the second year students and assists the President, International Student Councilor, and Advisor with incoming students and fall transition. This includes supporting any needs of incoming students such as transportation, tours, understanding the community and the Second Year Representative may choose to create a committee to assist with this process.

This position seeks perspectives of their class, represents interests, organizes access, and represents SGA at meetings. They work with faculty, staff, and administration to address concerns. They coordinate the class gift and other community building activities and events.

They support the President in transition activities and replace the president in case of a vacancy.

### **International Student Councilor (elected in the spring):**

The International Student Councilor is responsible for creating community among the first and second year International students. This can be done via meetings, gatherings, social events, and communication.

This position assists incoming students with the fall transition and advises the Executive Board on topics related to international students. They work with SGA advisors and the Executive Board to address concerns and helps to coordinate assistance for international students in navigating procedures.

This role also includes supporting International students in other ways and helping to integrate them in Little Rock and the Clinton School community.