

Proposal: 11R28

Title: Changes to the role of Administrator in the Constitution

Date: Wednesday, April 14, 2021

Sponsor: Raymond Jin, Administrative Manager

Text: Be it resolved that the 2020-2021 Student Government Board of Wheaton College add changes to the role of the Administrative Manager. These changes will be reflected in the Student Government Constitution.

Introduction:

Due to COVID-19, the position of the Administrative Manager gained new responsibilities as many things are online. These changes would benefit future Administrative Managers in doing their jobs more efficiently.

Section 1: ADMINISTRATOR

A. Purpose.

The Administrator exists to assist the President and the Government as a whole in administrative matters.

B. Responsibilities.

- 1) Meeting Administration. This shall include the preparation of minutes, agendas (including the coordination of the time and place of all Government meetings), setup, collation of reports, timely notification of all meeting participants, the execution of Government attendance policy and any other such matters that may arise. **The Administrator may appoint a committee to assist him/her in the preparation of meeting materials and utilize committee members in his or her absence from Board meetings.**
- 2) Office Administration. The Administrator shall maintain the keeping of Governmental records, the logistics of the Devotional Calendar, the availability of office supplies for the Government and its members, and the upkeep of the office space provided for the Government.
- 3) Executive Administration. The Administrator shall assist the President and Vice President in all necessary areas including communication with non-Governmental entities (students, faculty, staff, administration, non-College personnel), general organization, personnel issues, and scheduling. As such, the Administrator may accompany the President and/or Vice President to meetings with students, student leaders, faculty, and administration at the President and/or Vice President's request to provide administrative support.
- 4) Paper Records. The Administrator will compile and bind a single volume containing all Proposals as amended and approved in their final form by the Student Government Board. The bound volume shall also contain the vote outcome for

each Proposal. The Administrator will also compile and bind a single volume of all approved minutes. In addition, at the end of every SG year the Administrator will give a copy of these volumes to the Billy Graham Center Archives.

- 5) The Administrator shall also be given the responsibility of maintaining both the Student Government e-mail address [including the e-mail password] and CPO box, and passing on all required information to his or her successor. The latter shall be checked for mail no less frequently than every two weeks during the academic year. The Administrator shall periodically make a report to the Student Government board concerning the communications received through these media.
- 6) The Administrator shall also be given the responsibility of maintaining the Student Government suggestion box, in both print and digital forms, and passing on all required information to his or her successor. Both formats shall be checked no less than frequently than every week during the academic year. The Administrator shall make a report to Student Government concerning the communications received through these media in each quad.

Rationale:

This change will allow the Administrative Manager to appoint a committee to help him or her in their duties, whether it would be editing minutes, compiling reports, making the agendas, and subbing in to take minutes in the Administrative Manager's absence. This would benefit future Administrative Managers in putting less burden on standard Board Members during an Administrative Manager's absence. This way, there would be trained personnel to take over the responsibilities of the Administrative Manager if he or she is absent from Board room meetings. Drafting the meeting materials will also be done more efficiently.

Respectfully Submitted,

Raymond Jin
Administrative Manager