

## SGA POSITION DESCRIPTIONS CERTIFICATION

It is extremely important for anyone thinking about running for a position to understand that the Student Government Association is only as good as its members. All aspects of the student government's work are equally important. The social events that we plan for the school foster the community; the funding that we disperse to the student organizations provides many educational benefits and opportunities to students; the ongoing student issues that we address through meetings with administration, as well as participation in the Community Affairs Council, help build relationships between the student body, faculty, administration, and alumni.

**Before becoming a candidate, please consider whether you are able to dedicate the time and energy necessary to make the Student Government Association an effective and positive organization.** All positions **require** being responsible for two office hours per week. In addition, SGA members are expected to attend all SGA social events and CAC meetings, and these are only the **minimum** requirements for SGA members.

### **Executive Board:**

(Members of the Executive Board should expect to work over the summer.)

#### ***PRESIDENT (15 hours per week expected time commitment)***

The President oversees all SGA matters. The President must frequently meet with the student body, administration, faculty, as well as alumni councils. In addition to managing the budget and event planning aspects of SGA, the President also presides over all school committees. The President is the spokesperson of the entire study body. The President must know all applicable rules and regulations promulgated by the law school and university. The President is also responsible for organizing elections in the fall for 1L representatives and in the spring for the new executive board, 2L and 3L representatives. Overall, the President ensures that SGA operates smoothly.

#### ***VICE PRESIDENT (10 hours per week expected time commitment)***

The Vice President presides over the Community Affairs Council (CAC), which includes preparing an agenda for monthly CAC meetings, publicity for CAC meetings, delegating tasks to those in attendance, and ensuring the minutes of the meetings are available for the student body. The Vice President regularly meets with the deans, faculty, and staff to carry out the functions of the CAC. The Vice President also organizes Town Hall meetings with the Dean and other members of the BU community.

#### ***TREASURER (15 hours per week expected time commitment)***

The Treasurer keeps track of the student fees budget and oversees the budgeting process for student organizations. The Treasurer has a very close relationship with the student group leaders, the Student Affairs Office, and the university's Student Activities Office. The Treasurer acts as a liaison between student groups and the university for issues such as form submissions and compliance with university regulations. The Treasurer must be intimately familiar with every student group, every event, and all relevant university regulations. The Treasurer is also responsible for processing grant requests, which must be done for every student group event that requires funding. This includes everything from communicating with student group leaders about their events to holding a vote for each grant request. The Treasurer is also responsible for submitting a full financial report to the SGA members at least once a semester. The Treasurer attends all Board of Governors, CAC, and monthly deans' meetings. The Treasurer position requires a significant amount of time, patience, and organization.

***SECRETARY (8 hours per week expected time commitment)***

The Secretary takes minutes at all SGA and CAC meetings. The Secretary also acts as the office manager of the SGA office, maintaining office supplies and keeping track of all SGA tasks to ensure everything is completed in a timely manner. The Secretary manages the weekly SGA Monday E-mail by collecting announcements from students groups as well as drafting and sending the e-mail to the entire student body. The Secretary attends all SGA, CAC and monthly deans' meetings.

**Class Representatives:**

***1L, 2L, 3L & LLM REPRESENTATIVES (5 hours per week expected time commitment)***

Representatives speak for and support their fellow class. The representatives make informed decisions when it comes to budgeting and supporting the interests of their fellow classmates. Representatives must solicit concerns from law students and work with the SGA to try to address these issues. Representatives are also responsible for creating and assisting in the planning of SGA events for the school. All representatives must attend all SGA and CAC meetings.

**If you are running for a position please certify that you have read the descriptions and if elected will take on the responsibilities listed.**

CANDIDATE NAME: \_\_\_\_\_

CLASS YEAR: \_\_\_\_\_

CANDIDATE SIGNATURE: \_\_\_\_\_

**REPRESENTATIVE POSITIONS:**

\_\_\_ 1L Section A Rep

\_\_\_ 1L Section B Rep

\_\_\_ 1L Section C Rep

\_\_\_ 2L Rep

\_\_\_ 3L Rep

\_\_\_ American Law LLM Rep

\_\_\_ Banking LLM Rep