**Responsibilities of SGA Officers**

**Butler Community College**

**Powers and Duties of SGA President:**

1. The President will represent SGA in the monthly Board of Trustees meetings held on the Butler of El Dorado campus (2000 Bldg., Welcome Center). In addition, the President will speak on behalf of SGA when deemed necessary by the SGA Advisors. The President represents the interests of the current and prospecting BCC students as a liaison between students and school administration. The President schedules and conducts meetings with his/her executive staff, advisors, students, faculty, and administrators.
2. Administer and enforce the SGA Constitution, its by-laws, and student senate statutes.
3. Appoint committee chairpersons and committee members and make a recommendation for the removal of a committee chairperson or committee member.
4. Instruct and require reports from executive officers and committee chairs.
5. Call and preside over monthly meetings of the SGA, Executive Branch and Special meetings.
6. Serve, or appoint a member of the elected body of the SGA to serve on the Discipline Committee, Student Activities Advisory Committee, and other appropriate institutional committees.
7. Keep regular, posted SGA office hours – ten (10) hours a week - approved by the SGA Advisors.
8. Not holding the Office of President in any other Butler Community College club or organizations.
9. Serve in all other proper and necessary capacities as assigned by the SGA Advisors.
10. Be responsible for attending all SGA meetings, participating in 90% of SGA sponsored activities, unless excused by the SGA Advisor.
11. Serve in an advisory capacity to all SGA committees and require weekly, written reports from committee chairs on an "as needed" basis.

**Powers and Duties of SGA Vice-President:**

1. Campus liaison between the SGA and the campus clubs and organizations.
2. Weekly report to the SGA Officers and Advisors.
3. Responsible for communicating SGA meeting times and event times to senate representatives of each student organization by providing up to date contact.
4. Be responsible for attending all SGA meetings, participating in 90% of SGA sponsored activities, unless excused by the SGA Advisor.
5. Actively participate in weekly SGA meetings to discuss upcoming projects.
6. Keep regular, posted SGA office hours – ten (10) hours a week - approved by the SGA Advisors.
7. Attend all open sessions, Executive, and Special meetings.
8. Represent BCC SGA at various community meetings as requested.
9. Act as a Liaison between Butler and its Community.

**Powers and Duties of SGA Secretary/Treasurer:**

1. Record and report the minutes of each meeting of the SGA, Executive Branch, and Special meetings.
2. Submit to the SGA President and SGA Advisors typed minutes of the SGA, Executive Branch, and Special meetings.
3. Serve as corresponding secretary for the Executive Branch.
4. Be responsible for attending all SGA meetings, participating in 90% of SGA sponsored activities, unless excused by the SGA Advisor.
5. Call or check roll (or make provisions for the task) at each meeting and activity and keep a permanent record of attendance.
6. Work with their campus President and SGA Advisors to manage all financial transactions.
7. Forward all invoices and receipts to Accounts Payable in a timely manner.
8. Keep the SGA Constitution updated as it is amended.
9. Keep regular, posted SGA office hours – ten (10) hours a week – approved by the SGA Advisors.
10. Attend all open sessions, Executive, and Special meetings.

**Powers and Duties of SGA Coordinators:**

1. Responsible for promoting SGA activities and events.
2. Be responsible for attending all SGA meetings, participating in 90% of SGA sponsored activities, unless excused by the SGA Advisor.
3. Serve in all other proper and necessary capacities as assigned by the SGA President and/or Advisor.
4. Responsible for creating and completing one survey a semester, as see fit by the SGA President and Advisor.
5. Keep regular, posted SGA office hours – ten (10) hours a week – approved by the SGA Advisor.
6. Attend all open sessions and Special meetings.