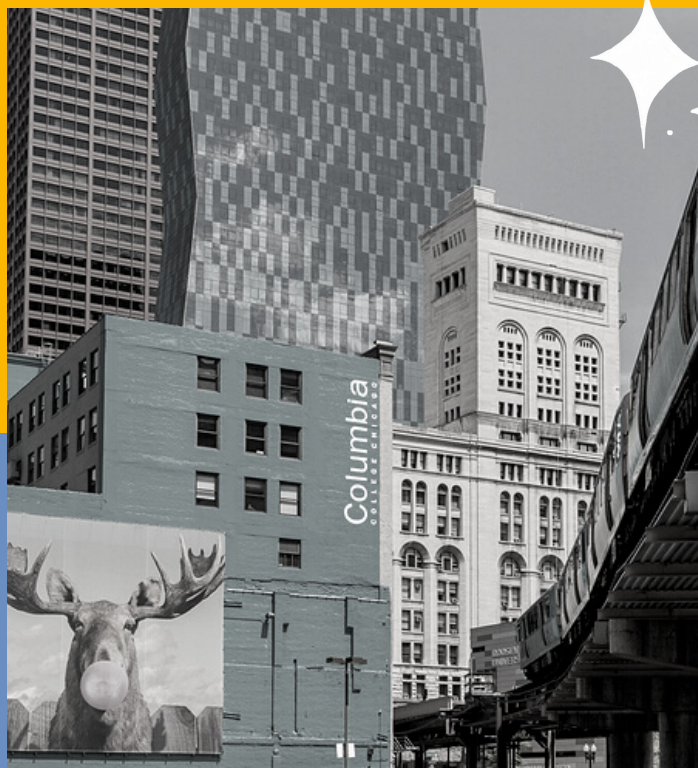


Columbia  
COLLEGE CHICAGO



**STUDENT  
GOVERNMENT  
ASSOCIATION**

**STUDENT  
REPRESENTATIVE  
TO THE BOARD OF  
TRUSTEES (SRBT)  
INFO PACKET**

# STUDENT REPRESENTATIVE TO THE BOARD OF TRUSTEES (SRBT)

## DUTIES OF THE SGA SRBT:

1. Attend all full meetings of Board of Trustees (BOT), four meetings per year plus special meetings as they arise.
2. Attend debrief meetings with the Board Liaison after BOT meetings or as necessary.
3. Work with SGA on outreach programs that promote the gathering of information around all levels of the student experience.
4. Maintain open lines of communication with the members of SLAB and attend their general meetings.
5. Attend meetings of SGA Senate.
6. Mentor the Student Affairs Committee.
7. Assist Student Affairs committee members in the creation, drafting, and implementation of initiatives.
8. Educate SGA Executive Board and Senate on the role of the BOT with help from the Coordinator of Student Leadership.
9. In consultation with the Board Liaison and the Coordinator of Student Leadership, devise plans by which the BOT and its committees can encounter students and members of SGA.
10. Submit one written report each semester providing an overview of BOT decisions, which will have been reviewed and approved by the Board Liaison and the Chairman of the BOT.
11. Coordinate transition for the newly selected SRBT with the Board Liaison and Coordinator of Student Leadership.
12. Submit an end-of-the-year report to SGA.
13. Maintain relationships with standing student organizations.
14. Maintain communication with Student Organization Council.
15. Actively seek and determine the interests, concerns, and opinions of the student body, through dialogue and collaboration with the standing organizations that comprise the Student Life Advisory Board to reliably transmit information to the BOT at its quarterly meetings, and to the following BOT committees when required:
  1. Student Affairs
  2. Campus Environment
  3. Academic Affairs
  4. Finance
  5. Institutional Advancement
  6. Investment
  7. Planning
16. Assist with the planning and implementation of strategies for SGA to capture input from Columbia's diverse student population.
17. Plan and deliver training sessions for SGA Senate retreat in the Fall and Spring semesters.
18. Assist with the creation of SGA's goals and strategies to accomplish them.
19. Meet with SGA Advisor (Coordinator of Student Leadership) bi-weekly.
20. Meet with the President bi-weekly.
21. Maintain and organize the SGA One Drive.
22. Assume other duties as assigned by the President and SGA Advisor.
23. Other projects as chosen or assigned.

# ELIGIBILITY REQUIREMENTS

## REQUIREMENTS OF THE SRBT:

- Must be a junior or senior throughout the term of office.
- Must have completed a minimum of 48 credit hours and four semesters at Columbia College Chicago.
- Must be enrolled in at least 12 credit hours per semester at the time of application and for the duration of the position.
- Must have a minimum cumulative GPA of 3.0 at the time of application and throughout the entire term of office.
- Must have been a member of a recognized student organization at Columbia College Chicago for a minimum of one year at the time of application.
- Must agree to serve a minimum of one full term of office.
- Must claim membership to the Student Affairs committee and attend all regular meetings of that committee.
- Must speak and vote on behalf of their constituents being represented at all times.
- Must attend senate orientation and training.

**DURATION: SEPTEMBER 2023 - MAY 2024 ACADEMIC YEAR  
(WITH SOME TRAINING MEETINGS IN APRIL 2023)**

**COMPENSATION: \$15.40 AN HOUR, PART-TIME**

## ANY QUESTIONS?

Contact Kristi Beltran, SGA Advisor /Director of Student Organizations and Leadership, at [kbeltran@colum.edu](mailto:kbeltran@colum.edu).

## BACKGROUND ON SGA:

The Student Government Association (SGA) of Columbia College Chicago is in the Student Organization and Leadership office (SOLO). The mission of SOLO is to promote student involvement and leadership development as a vital part of an arts and communications education. Through efforts to empower students as aware and purposeful citizens, we create quality learning experiences outside of the classroom that build engagement and connection to the life and culture of Columbia College Chicago and the city.

The mission of SGA is to represent the student voice and endeavors to construct a more perfect union. It serves as a liaison between students and faculty, staff and administration in order to ensure the welfare of our unique and diverse art and communication community. Through leadership and strong representation, it strives to provide students with opportunities to grow academically, artistically, professionally and personally.

SGA Executive Board (E-Board) positions are a part-time position with a minimum of 12 hours that will last at least one academic year. The Student Organizations and Leadership Office (SOLO) is seeking professional and reliable student employees with outstanding communication and community building skills. Ideal candidates for SGA E-Board positions will be passionate, responsible, collaborative, resourceful, and will value making an impact at Columbia College Chicago. Additionally, SGA E-Board members will assist full-time staff with both large and small-scale events throughout the academic school year.