

WHAT IS SGA?

MISSION STATEMENT

The Student Government Association of Columbia College Chicago represents 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.



POSITIONS

EXECUTIVE BOARD (E-BOARD)

- President
- Executive Vice President
- Executive Vice President of Communications
- Executive Vice President of Finance
- Student Representative to the Board of Trustees (SRBT)

COMMUNITY SENATORS

- 1st Year Students
- 2nd Year Students
- 3rd Year Students
- 4th and 5th Year Students
- Diversity & Inclusion Student Advocate
- Disabilities Student Advocate
- Commuter Students
- International Students
- LGBTQIA+ Students
- Mental Health Advocate
- Honors Students
- On-Campus Students
- Transfer Students

ACADEMIC SENATORS

- Business & Entrepreneurship
- Theatre
- ASL--English Interpretation
- Audio Arts and Acoustics
- Cinema and Television Arts
- Dance
- Music
- English and Creative Writing
- Fashion Studies
- Art & Art History
- Design
- Photography
- Science and Mathematics
- Humanities, History and Social Sciences
- Interactive Arts and Media
- Communication

STUDENT REPRESENTATIVES

- Any student who attends a Senate Meeting that is not a Senator

SGA E-BOARD POSITION DESCRIPTIONS 2021-2022

Positions Available: President, Executive Vice President, Executive Vice President of Finance, Executive Vice President of Communications, Student Representative to the Board of Trustees

Duration: August 30, 2021 – April 20, 2022

Compensation: \$15 an hour, part-time

SGA Advisor: Kristi Beltran – Coordinator of Student Leadership

BACKGROUND

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.

PRESIDENT

DUTIES OF THE SGA PRESIDENT:

1. Serve as official spokesperson for SGA.
2. Shall serve as the representative for SGA on institutional committees.
3. Act as a liaison between SGA and the faculty, staff, and administration of Columbia College Chicago by meeting with college officials as necessary.
4. Plan and deliver training agenda, sessions, and content for SGA E-Board training.
5. Plan and deliver training sessions for SGA Senate retreat in the Fall and Spring semesters.
6. Assist with the creation of SGA's goals and strategies to accomplish them.
7. Appoint qualified students to vacant positions in the Senate.
8. Attend a minimum of four student organized events per semester.
9. Serve as Chairperson of the Executive Board weekly meetings.
10. Construct and organize the agenda, location, and time for the weekly Executive Board meetings.
11. Prepare and propose each semester's budget with the Executive Vice President of Finance and SGA Advisor.
12. Assume final responsibility, along with EVP of Finance and SGA Advisor, for the distribution of all SGA funds.
13. Assume final responsibility along with the Executive Vice President of Communications and SGA Advisor for all SGA publications.
14. Have the authority to veto any legislation passed by the Senate. The President cannot veto amendments made to the Constitution.
15. Assume mentorship of the Student Affairs Committee.
16. Meet with SGA Advisor weekly.
17. Conduct bi-weekly one-on-one meetings with SGA Executive Board members.
18. Attend monthly Student Life Advisory Board meetings.
19. Provide monthly reports to the Student Organizations and Leadership office.
20. Submit end of the year report to the SGA Advisor and present it at last SGA Senate meeting of the year.
21. Encourage SGA's participation in campus wide events such as Convocation, Manifest, Blood Ball, etc.
22. Maintain organization of Google Drive.
23. Other projects as chosen or assigned.

EXECUTIVE VICE PRESIDENT

DUTIES OF THE SGA EXECUTIVE VICE PRESIDENT:

1. Temporarily serve as President during the absence or disability of the President.
2. Chair all meetings of the Senate.
3. Collect end-of-semester reports from committees, including but not limited to: Internal Affairs, External Affairs, Student Affairs, sub-committees, and ad-hoc committees.
4. Establish the location, date, time, and agenda of all Senate meetings, in conjunction with the Executive Board.
5. Contact newly elected senators within 48 hours of appointments to schedule a training session.
6. Investigate all attendance issues within 48 hours of retrieving information from EVP of Communications.
7. Attend at least one senate committee meeting bi-weekly.
8. Mentor all SGA committee chairs as needed.
9. Serve as the ad-hoc committee chair or chair to any committee if assigned.
10. Assume mentorship of the Election Regulations Committee in the Spring.
11. Meet with SGA advisor to identify professional information resources for all SGA Committees in order to keep them well informed of campus issues and initiatives.
12. Plan and deliver training sessions for SGA Senate retreat in the Fall and Spring semesters.
13. Assist with the creation of SGA's goals and strategies to accomplish them.
14. Meet with SGA Advisor bi-weekly.
15. Meet with the President bi-weekly.
16. Assist the President in their duties.
17. Maintain organization of Google Drive.
18. Assume other duties as assigned by President and SGA Advisor.
19. Other projects as chosen or assigned.

EXECUTIVE VICE PRESIDENT OF FINANCE

DUTIES OF THE SGA EXECUTIVE VICE PRESIDENT OF FINANCE:

1. Receive and disburse funds of the SGA with the President and SGA Advisor subject to the direction and review of the Internal Affairs Committee, followed by Senate approval.
2. Formulate and administer the budget of SGA in consultation with the Executive Board and SGA Advisor.
3. Set financial procedures for SGA, in consultation with the President and with the approval of the Executive Board and SGA advisor.
4. Assume mentorship of the Internal Affairs Committee.
5. Meet with SGA Advisor bi-weekly.
6. Meet with the President bi-weekly.
7. Complete and submit monthly goals and accomplishments to the President.
8. Tack and review all submitted SGA Proposals. Contact submitter within 48 hours to request additional information or schedule a finance hearing.
9. Contact SGAP submitter to inform them of the outcome of their SGAP within 48 hours of their finance hearing.
10. Schedule appointment with SGAP submitter and SGA Advisor to make all purchases within 48 hours of approval, if needed.
11. Plan and deliver training sessions for SGA Senate retreat in the Fall and Spring semesters.
12. Assist with the creation of SGA's goals and strategies to accomplish them.
13. Submit receipts to SGA Advisor within 24 hours of every purchase.
14. Create and maintain financial binder.
15. Maintain organization of Google Drive.
16. Track, organize, and maintain accurate up-to-date balances on budget at all times.
17. Provide verbal budget reports to SGA at each senate meeting.
18. Provide written budge report to SGA at the last senate meeting of each month.
19. Facilitate a purchasing training session during the first five weeks of the Fall and Spring semesters. Evaluate membership's knowledge of the process and provide additional training as needed.
20. Prepare budget for upcoming year by end of March.
21. Attend meetings of SGA Senate.
22. Assume other duties as assigned by the President and SGA Advisor.
23. Other projects as chosen or assigned.

EXECUTIVE VICE PRESIDENT OF COMMUNICATIONS

DUTIES OF THE SGA EXECUTIVE VICE PRESIDENT OF COMM.:

1. Record and publish the minutes for all Senate meetings.
2. Record the meeting minutes for all Executive Board meetings and send to Executive Board within 48 hours of the meeting.
3. Publish any action taken by the Senate and committees of the SGA, pending the approval from the SGA Advisor and the President.
4. Distribute SGA meeting agenda every Monday by 5pm along with the previous SGA Senate meeting minutes; making them accessible to the student body.
5. Document the attendance of Senate at all Senate meetings, SGA events, and committee meetings.
6. Notify the President and Executive VP of any absences with 24 hours of absence.
7. Shall publish minutes approved by the Senate within five business days, making them available to the student body.
8. Plan and deliver training sessions for SGA Senate retreat in the Fall and Spring semesters.
9. Assist with the creation of SGA's goals and strategies to accomplish them.
10. Manage the SGA general email and forward to the necessary party and or respond with 48 hours.
11. Assume mentorship of the External Affairs Committee.
12. Meet with SGA Advisor bi-weekly.
13. Meet with the President bi-weekly.
14. Maintain and distribute SGA's membership and contact list.
15. Coordinate marketing efforts for Executive Board sponsored events along with the help of External Affairs.
16. Submit all graphic design and Xerox requests for SGA according to established timelines.
17. Responsible for overseeing social media marketing plan in conjunction with External Affairs. Social media marketing plan should include, but are not limited to:
18. Instagram
19. Create and maintain binder with all senate and committee minutes.
20. Maintain and organize Dropbox and flash drive.
21. Attend meetings of SGA Senate.
22. Assume other duties as assigned by the President and SGA Advisor.
23. Other projects as chosen or assigned.

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.

REQUIREMENTS OF SGA E-BOARD MEMBERS:

REQUIREMENTS:

- Undergraduate student must have a GPA of 2.5 or higher at the time the application is submitted, and throughout their term in office.
- Undergraduate students must have completed a minimum of twelve semester hours of credit classes at Columbia College Chicago prior to running for office.
- Undergraduate students must be enrolled in at least twelve hours throughout their term in office.
- Graduate students must have a GPA of 3.0 or higher at the time the application is submitted and throughout their term in office.
- Undergraduate students must agree to serve a minimum of a one full term of office.
- Graduate students must be enrolled in at least nine hours throughout their term in office.
- Must attend all regular Senate meetings.
- Must claim membership to at least one permanent committee and attend all regular meetings of that committee.
- Must speak and vote (if applicable) on behalf of their constituents being represented at all times.
- Must attend senate orientation and training.

ADDITIONAL REQUIREMENTS OF THE SRBT:

- Must be a 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.