



# STUDENT GOVERNMENT ASSOCIATION

## EBOARD INTEREST PACKET



# ABOUT 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
- Vice President of Communications
- 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
- Commuter Students
- Disabilities Student Advocate
- Diversity & Inclusion Student Advocate
- Honors Students
- Graduate Students
- International Students
- LGBTQIA+ Students
- Mental Health Advocate
- On-Campus Students
- Student Worker Advocate
- Transfer Students

## ACADEMIC SENATORS

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

## STUDENT REPRESENTATIVES

- Non-voting members that participate in discussions with feedback on the student body as a whole.

# **SGA EBOARD INFORMATION**

## **POSITIONS AVAILABLE:**

President, Executive Vice-President, Vice President of Finance, Vice President of Communications, and Student Representative to the Board of Trustees.

## **DURATION: ACADEMIC YEAR -**

## **COMPENSATION: \$15.80 AN HOUR, PART-TIME**

## **STUDENT ORGANIZATIONS AND LEADERSHIP OFFICE EMPLOYEE MISSION:**

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.

## **SGA ADVISOR: TAYLOR BABBS – COORDINATOR OF STUDENT LEADERSHIP**

# PRESIDENT

## DUTIES OF THE SGA PRESIDENT:

1. Serve as official spokesperson for SGA.
2. Serve as a mentor and resource to SGA E-Board and Senators.
3. Be a helpful resource to senators, e-board members, and students.
4. Plan and deliver training agenda, sessions, and content for E-Board training.
5. Act as a liaison between SGA and the faculty, staff, and administration of the college by meeting with college officials throughout the year.
6. Assist with the creation of SGA's goals and strategies to accomplish them.
7. Recruit students to run for open senator seats and get involved with SGA.
8. Construct the agenda and goals for the weekly E-Board meetings.
9. Meet with the SGA Advisor weekly.
10. Conduct 1:1s with the E-board members every other week to discuss goals, weekly tasks, committee updates, and event planning.
11. Attend and co-facilitate weekly Senate meetings.
12. Support the goals and events of SGA senators.
13. Prepare and propose the yearly budget with the VP of Finance and Advisor.
14. Support communication efforts, such as the social media plan.
15. Encourage SGA's participation in campus wide events such as Convocation, Wicked Week, Manifest, Blood Ball, etc. Collaborate in the planning of events.
16. Attend Student Organization and Leadership Office trainings.
17. Collaborate on monthly reports with Advisor for the Student Organizations and Leadership office.
18. Submit end of the year report to the SGA Advisor and present it at last SGA Senate meeting of the year and share with relevant constituents.
19. Attend a minimum of four student organized events per semester.
20. Serve as the representative for SGA on institutional committees.
21. Model use of campus resources, such as visiting the Career Center, Advising, and other services across the college.
22. Manage the SGA President email and forward to the necessary party and or respond with 48 business hours.
23. Maintain organization of SGA E-board's OneDrive.
24. 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. Attend weekly Senate meetings, E-board meetings, and hold office hours.
3. Co-facilitate all weekly meetings of the Senate.
4. Be a helpful resource to senators, e-board members, and students.
5. Communicate with all three SGA committees and support their goals.
6. Establish the agenda of all Senate meetings, in conjunction with the E-board.
7. Contact newly elected senators to coordinate training date/time.
8. Follow up and check in with recurrently absent senators (after two weeks).
9. Maintain and distribute SGA's membership and contact list.
10. Manage passion project proposal submissions.
11. Meet with SGA advisor to identify professional information resources for all SGA Senators in order to keep them well informed of campus issues and initiatives.
12. Plan and deliver Senate training sessions in the Fall and Spring semesters.
13. Assist with the creation of SGA's larger goals and strategies to accomplish them.
14. Support the creation and follow-through of individual Senator goals.
15. Be accessible during office hours, in-person or via a Zoom link for students.
16. Meet with SGA Advisor bi-weekly.
17. Meet with the President bi-weekly.
18. Assist the President in their duties.
19. Maintain organization of the SGA E-Board OneDrive.
20. Manage the SGA VP email and forward to the necessary party and or respond within 48 business hours.
21. Assume other duties as assigned by President and SGA Advisor.
22. Other projects as chosen or assigned.

# VICE PRESIDENT OF FINANCE

## **DUTIES OF THE SGA VICE PRESIDENT OF FINANCE:**

- 1.Attend weekly Senate meetings, E-board meetings, and hold office hours.
- 2.Be a helpful resource to senators, e-board members, and students.
- 3.Assist with the delivery of training sessions for SGA Senate retreat in the Fall and Spring semesters.
- 4.Assist with the creation of SGA's goals and strategies to accomplish them.
- 5.Create and update the budget of SGA in consultation with the E-board and SGA Advisor.
- 6.Set financial procedures for SGA, in consultation with the President and with the approval of the e-board and SGA advisor.
- 7.Track and review all submitted finance proposals. Connect with submitter to discuss proposal and use of funds.
- 8.Meet with SGA Advisor to make all purchases and the distribution plan.
- 9.Submit receipts to SGA Advisor within 24 hours of every purchase.
- 10.Disburse other SGA funds with the President and SGA Advisor, subject to the direction of the Internal Affairs Committee, followed by Senate approval.
- 11.Track, organize, and maintain accurate up-to-date balances on budget.
- 12.Provide budget reports at Senate meetings when necessary.
- 13.Assume mentorship of the Internal Affairs Committee. This includes planning internal events, finance proposal review, and community building.
- 14.Meet with SGA Advisor bi-weekly.
- 15.Meet with the President bi-weekly.
- 16.Maintain organization of the SGA E-board OneDrive.
- 17.Manage the SGA Treasurer email and forward to the necessary party and or respond within 48 business hours.
- 18.Assume other duties as assigned by the President and SGA Advisor.
- 19.Other projects as chosen or assigned.

# VICE PRESIDENT OF COMMUNICATIONS

## **DUTIES OF THE SGA VICE PRESIDENT OF COMMUNICATIONS:**

1. Attend weekly Senate meetings, E-board meetings, and hold office hours.
2. Be a helpful resource to senators, e-board members, and students.
3. Assist with the delivery of training sessions for SGA Senate retreat in the Fall and Spring semesters.
4. Assist with the creation of SGA's goals and strategies to accomplish them.
5. Record and publish the minutes and agenda for all Senate meetings.
6. Record the meeting minutes for all E-Board meetings and save to OneDrive.
7. Document the attendance of Senate at all Senate meetings, SGA events, and committee meetings; notify e-board of any absences.
8. Publish updates on SGA for all students to access via website, Instagram, newsletter, print, etc.
9. Assume mentorship of the External Affairs Committee.
10. Coordinate marketing efforts for e-board sponsored events and senator events along with the help of External Affairs.
11. Submit all Digital Print Center requests for SGA to SGA Advisor for final approval according to established timelines.
12. Responsible for overseeing social media marketing plan in conjunction with External Affairs. Social media marketing plan should include weekly engagement on Instagram.
13. Meet with SGA Advisor bi-weekly.
14. Meet with the President bi-weekly.
15. Maintain organization of the SGA E-board OneDrive.
16. Manage the SGA secretary email and forward to the necessary party and or respond within 48 business hours.
17. Assume other duties as assigned by the President and SGA Advisor.
18. Other projects as chosen or assigned.

# STUDENT REPRESENTATIVE TO THE BOARD OF TRUSTEES (SRBT)

## DUTIES OF THE SGA SRBT:

1. Attend weekly Senate meetings, E-board meetings, and hold office hours.
2. Be a helpful resource to senators, e-board members, and students.
3. Assist with the delivery of training sessions for SGA Senate retreat in the Fall and Spring semesters.
4. Assist with the creation of SGA's goals and strategies to accomplish them.
5. Mentor the Student Affairs Committee. These meetings are open to all students and should have the goal to plan outreach programs that promote the gathering of information around all levels of the student experience.
6. Assist Student Affairs committee members in the creation, drafting, and implementation of initiatives.
7. Attend all full meetings of Board of Trustees (BOT), four meetings per year plus special meetings as they arise.
8. Attend debrief meetings with the Board Liaison after BOT meetings or as necessary.
9. Maintain open lines of communication with the members of SLAB and attend their general meetings.
10. Educate SGA e-board and Senate on the role of the BOT with help from the SGA Advisor.
11. In consultation with the Board Liaison and the SGA Advisor, devise plans by which the BOT and its committees can encounter students and members of SGA.
12. 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.
13. Coordinate the transition for the newly selected SRBT with the SGA Advisor.
14. Submit an end-of-the-year report to SGA and to the BOT and administrators.
15. Maintain relationships with standing student organizations.
16. Maintain communication with Student Organization Council.
17. 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
18. Meet with SGA Advisor bi-weekly.
19. Meet with the President bi-weekly.
20. Maintain and organize the SGA E-board OneDrive.
21. Manage the SGA student trustee email and forward to the necessary party and or respond within 48 business hours.
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 speak and vote on behalf of their constituents being represented at all times.
- Must attend e-board training and senate training.
- Any issue in meeting requirements will be addressed through the Supervisor of the Eboard and the Student Employment office.

## ADDITIONAL 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 claim membership to the Student Affairs committee and attend all regular meetings of that committee.

## TERM LIMITS:

- Students can serve no more than two consecutive terms in the same executive board role.

# **SGA EXECUTIVE BRANCH ELECTIONS!**

## **POSITIONS ELECTED BY THE STUDENT BODY:**

- President
- Executive Vice President
- Vice President of Finance
- Vice President of Communications

**THE STUDENT REPRESENTATIVE TO THE BOARD OF TRUSTEES WILL ACCEPT APPLICATIONS BEGINNING IN FEBRUARY AND WILL BE ELECTED BY THE BOARD OF TRUSTEES & ASSUME OFFICE AT THE BOT MAY MEETING.**

## **ELECTION PROCESS:**

Executive Board Elections will be every April.

Executive Board roles President, Executive Vice President, VP of Finance, and VP of Communications will be open to current members of SGA.

SGA will host an Election Day to give candidates the opportunity to give speeches and the CCC community to ask questions. Immediately following this event, ballots will become available to students on the Engage Portal.

Access to results will be monitored by the SGA Advisor and Director of Student Organizations and Leadership. The candidate with the majority vote will assume office the following Fall semester.

## **SPECIALTY ELECTIONS:**

In the event that any SGA Executive Board member is unable to fulfill their full term, a Specialty Election will be held.

- Only voting members of the senate will be allowed to vote.
- Specialty elections will be decided by a majority vote.
- Specialty election votes will be cast on individual ballots and counted by the Advisor of SGA.