



STUDENT GOVERNMENT ASSOCIATION OF DOÑA ANA COMMUNITY COLLEGE

Executive Positions Job Duties

EXECUTIVE POSITION	JOB DUTIES
<p>President</p>	<p>Represent the student body when invited by other student organizations; represent the students at all executive board meetings, and when involved in community activities; plan and prepare agenda for each general and executive meeting; oversee elections, announce the date and establish committee(s) to conduct the elections; appoint standing committees and serve as an officer on such committees; attend and represent the student body at DACC administrator meetings; spend a minimum of 2 hours per week in the SGADACC Office; oversee general meetings; assist with preparation/set-up/clean-up and work at student activities as needed; perform other duties as assigned by the Student Activities Officer; maintain a 2.5 GPA. Officer will be terminated for failure to comply with assigned job duties after two warnings.</p>
<p>Vice President</p>	<p>Serve as assistant to the President, and in the presidents absence or inability to serve, perform the duties of the office at all functions; assist and coordinate work of the committees; represent the president at various functions when requested by the president; spend a minimum of 2 hours per week in the SGADACC Office; assist with preparation/set-up/clean-up and work at student activities as needed; perform other duties as assigned by the SGADACC President or the Student Activities Officer; maintain a 2.5 GPA. Officer will be terminated for failure to comply with the assigned job duties after two warnings.</p>
<p>Secretary</p>	<p>Keep minutes of all meetings; keep a record of attendance at all meetings; oversee all correspondence of the SGADACC, with no correspondence to be mailed without the approval of the President and the Student Activities Officer. Spend a minimum of 3 hours per week in the SGADACC Office; assist with preparation/set-up/clean-up and work at student activities as needed; perform all other duties assigned by the SGADACC President or the Student Activities Officer; maintain a 2.5 GPA. Officer will be terminated for failure to comply with the assigned job duties after two warnings.</p>
<p>Treasurer</p>	<p>Conduct an audit at the beginning of each fiscal year with the assistance of the accounting office; maintain an individual record of finances of the SGADACC accounts; work with the Executive Committee to establish a yearly budget for approval by the SGADACC, Student Activities Officer, and Campus Student Services Officer; coordinate all expenditures of SGADACC monies ensuring all procedural requirements have been followed and authorizations have been obtained; provide a report of finances at each meeting and after each semester, report a balance sheet. The report will include total monies spent, encumbered, and the balance available to spend; spend a minimum of 3 hours per week in the SGADACC office; assist with preparation/set-up/clean-up and work at student activities as needed; perform other duties as assigned by the SGADACC President or the Student Activities Officer; maintain 2.5 GPA. Officer will be terminated for failure to comply with the assigned job duties after two warnings.</p>