

**SGA POSITION:** Event and Program Coordinator

**POSITION SUMMARY:**

The SGA event and program coordinator is an executive board position. This individual manages and coordinates all SGA programs and events in conjunction with the other SGA members (governors).

**ELIGIBILITY REQUIREMENTS:**

- Minimum GPA of 3.0
- Must be enrolled for a minimum of six credits after the official deadline for withdrawal has passed
- Be up to date with payments of tuition and fees
- Be in good academic standing
- Must have completed and earned a passing grade in at least 50% of the credits for which the student was registered after the official deadline for withdrawal in the prior semester
- Able to serve in office for a full academic year

**DUTIES AND RESPONSIBILITIES:**

- Attends all regular and special meetings of the SGA.
- Responsible for compiling, drafting and updating a complete social calendar for SGA approval.
- Establishes and executes SGA signature programs and events which include, but are not limited to, Welcome Week, voter registration, SGA ambassador programs and town halls.
- Meets with the parliamentarian on a monthly basis.
- Serve in at least two standing committees of the Student Government.
- Hold office hours.
- Collaborates with the governor of public relations regarding promoting events.

**SERVES ON THE FOLLOWING COMMITTEES:**

- College Association Budget Committee\*

\* Attends in the absence of the treasurer. The SGA Constitution states that all SGA governors must serve in at least two SGA standing committees. Each standing committee must meet at least once per month (SGA Constitution Article X).