

**SGA POSITION:** Secretary

**POSITION SUMMARY:**

The SGA secretary is an executive board position. This individual prepares and maintains all documentation related to SGA correspondence and meetings.

**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.
- Produce all minutes and recordings of SGA and executive board meetings.
- If absent, arranges for another member of SGA to record minutes.
- Posts meeting minutes on the college's SGA webpage.
- Responsible for sending meeting minutes to be archived in the campus library.
- Prepares correspondence on behalf of the SGA and the executive board.
- Maintains all correspondence to and from the SGA and shares correspondence with the other governors.
- Tracks SGA member attendance and budget requests.
- Submits a typed monthly report specific to the president and parliamentarian.
- Responsible for maintaining at least one bulletin board outside of the SGA office suite.
- Responsible for posting the previous meeting's minutes on the bulletin board within one week of the next meeting.
- Meets with the parliamentarian on a monthly basis.
- Serves in at least two standing committees of the Student Government.\*
- Holds office hours.

\* 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).