

**SGA POSITION:** Treasurer

**POSITION SUMMARY:**

The SGA treasurer is an executive board position. The treasurer prepares and maintains all documentation related to SGA's budget and spending.

**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 for a full academic year

**DUTIES AND RESPONSIBILITIES:**

- Attends all regular and special meetings of the SGA.
- Responsible for keeping an account of all SGA receipts and expenditures.
- Prepares and presents a bi-weekly written budget report at general SGA meetings which is distributed to all SGA governors via e-mail at least three days in advance of weekly SGA meetings.
- Serves in at least two standing committees of the Student Government.
- Meets weekly with the SGA event and program coordinator to prepare and process purchase orders for all SGA sponsored events.
- Responsible for processing stipends for all SGA governors.
- Receives bills and prepares check requests.
- Responsible for preparing all SGA purchase requisitions.
- Submits a typed monthly report to the president and parliamentarian.
- Meets with the parliamentarian on a monthly basis.
- Holds office hours.

**SERVES ON THE FOLLOWING COMMITTEES:**

- College Association Budget Committee\*
- College Association Board of Directors

\*The College Association Budget Committee is a committee in which the treasurer must serve. This partially satisfies the SGA constitutional requirement that all SGA governors must serve in at least two SGA standing committees. SGA standing committees must meet at least once per month (SGA Constitution, Article X).

