MID-CONTINENT UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION
POSITION DESCRIPTIONS AND REQUIREMENTS

President

❖ Presides at all meetings and calls additional meetings as necessary
❖ Calls Student Government Association meetings to order
❖ Sets the Student Government Association meeting agenda
❖ Closes Student Government Association meetings
❖ Serves as a liaison between the Student Government Association and the administration
❖ Provides support to other Student Government officers
❖ Delegates tasks to members of the Student Government Association to ensure timely completion of directives
❖ Attends all Student Government Association meetings and events
❖ Must have and maintain a 2.75 GPA minimum
❖ Must be a Junior or Senior
❖ Must complete at least 12 credit hours per semester
❖ Exemplifies the qualities set out in the Mid-Continent Student Leader Expectations

Vice-President

❖ Performs all Presidential duties in the absence of the President
❖ Assist President in completion of SGA projects and objectives
❖ Serves as a liaison between the Student Government Association and the administration
❖ Provides support to other Student Government officers
❖ Delegates tasks to members of the Student Government Association to ensure timely completion of directives
❖ Attends all Student Government Association meetings and events
❖ Must have and maintain a 2.75 GPA minimum
❖ Must be a Junior or Senior
❖ Must complete at least 12 credit hours per semester
❖ Exemplifies the qualities set out in the Mid-Continent Student Leader Expectations
Secretary

- Maintains and distributes meeting minutes for weekly Student Government Association meetings
- Maintains attendance records for Student Government Association officers
- Maintains running budget for each event
- Maintains contact with venues where events are to be held
- Prepares all documents for the Student Government Association
- Plans and Supervises the election process for new Student Government Association members
- Assists the President and Vice President in ensuring timely completion of Student Government Association directives
- Attends all Student Government Association meetings and events
- Must have and maintain 2.5 GPA minimum
- Must be a junior or senior
- Must complete at least 12 credit hours per semester
- Exemplifies the qualities set out in the Mid-Continent Student Leader Expectations

Historian

- Maintains record of every event held by the Student Government Association
- Maintains student attendance records for events held by the Student Government Association
- Maintains budget data for each event held by the Student Government Association
- Maintains Student Government Association supply closet
- Maintains Student Government Association by-laws and makes changes as necessary
- Assists the Student Government Association in the completion of Student Government Association directives
- Attends all Student Government Association meetings and events
- Must have and maintain 2.5 GPA minimum
- Must be rising sophomore, junior, or senior
- Must complete 12 credit hours per semester
- Exemplifies the qualities set out in the Mid-Continent Student Leader Expectations
Publicist

- Responsible for the promotion of all Student Government Association activities
- Designs and creates marketing material to promote Student Government Association events and elections
- Maintains Student Government Association bulletin boards with the assistance of SGA Representatives
- Maintains previous marketing campaign data
- Assists the Student Government Association in the completion of Student Government Association directives
- Attends all Student Government Association meetings and events
- Must have and maintain 2.5 GPA minimum
- Must be a rising sophomore, junior, or senior
- Must complete 12 credit hours per semester
- Exemplifies the qualities set out in the Mid-Continent Student Leader Expectations

Chair of Community Service

- Develops relationships with organizations which would benefit from community service
- Responsible for planning community service activities for the entire campus on Community Service Days
- Maintains data on prior places where MCU has served with contact and service information
- Sets up community service opportunities for the Student Government Association
- Assists the Student Government Association in the completion of Student Government Association directives
- Attends all Student Government Association meetings and events
- Must have and maintain 2.5 GPA minimum
- Must be a rising sophomore, junior, or senior
- Must complete 12 credit hours per semester
- Exemplifies the qualities set out in the Mid-Continent Student Leader Expectations
**Men’s Athletic Representative**

- Serves as a liaison between the Men’s Athletic Teams and the Student Government Association.
- Communicates athletic schedules at weekly Student Government Association meetings.
- Communications Student Government Association events to athletic coaches.
- Represents the interests and needs of the Men’s Athletic Teams to the Student Government Association.
- Assists the Chair of Marketing in creating and maintaining publicity that reaches the entire student body.
- Assists the Student Government Association in the completion of Student Government Association directives.
- Attends all Student Government Association meetings and events.
- Must have and maintain 2.5 GPA minimum.
- Must be a rising sophomore, junior, or senior.
- Must complete 12 credit hours per semester.
- Exemplifies the qualities set out in the Mid-Continent Student Leader Expectations.

**Women’s Athletic Representative**

- Serves as a liaison between the Women’s Athletic Teams and the Student Government Association.
- Communicates athletic schedules at weekly Student Government Association meetings.
- Communicates Student Government Association events to athletic coaches.
- Represents the interests and needs of the Women’s Athletic Teams to the Student Government Association.
- Assists the Chair of Marketing in creating and maintaining publicity that reaches the entire student body.
- Assists the Student Government Association in the completion of Student Government Association directives.
- Attends all Student Government Association meetings and events.
- Must have and maintain 2.5 GPA minimum.
- Must be a rising sophomore, junior, or senior.
- Must complete 12 credit hours per semester.
- Exemplifies the qualities set out in the Mid-Continent Student Leader Expectations.
Commuter Representative

- Serves as a liaison between the commuter student body and the Student Government Association.
- Represents the interests and needs of commuter students to the Student Government Association.
- Assists the Chair of Marketing in creating and maintaining publicity that reaches the entire student body.
- Assists the Student Government Association in the completion of Student Government Association directives.
- Attends all Student Government Association meetings and events.
- Must have and maintain 2.5 GPA minimum.
- Must be a rising sophomore, junior, or senior.
- Must complete 12 credit hours per semester.
- Exemplifies the qualities set out in the Mid-Continent Student Leader Expectations.