

UMA-Ellsworth Center Student Association Responsibilities

Officer Positions and Their Responsibilities

President

1. Attends and acts as chairperson for all SA meetings
2. Drafts meeting agendas in consultation with the Student Services Coordinator
3. Manages SA budget and expenses with Student Services Coordinator
4. Initiates procedures to fill vacancies
5. Aids in the planning of SA sponsored events and activities
6. Must attend and assists in most SA sponsored events and activities
7. Maintains accurate files of SA meetings, minutes and activities

Vice President

1. Assumes the presidency when that office becomes vacant
2. Attends all SA meetings
3. Presides over SA meetings in the absence of the President
4. Aids in the planning of SA sponsored events and activities
5. Must attend and assist in most SA sponsored events and activities
6. Leads meetings when requested by SA president

Secretary

1. Attends all SA Meetings
2. Accurately records all actions taken and assignments at official SA meetings
3. Publishes and distributes the meeting agenda to the members of the SA no less than three days prior to a meeting
4. Provides the members of the SA with minutes of the previous meeting no later than one week following a meeting
5. Maintains files pertinent to the duties of the Secretary and archived records of the SA
6. Aids in the planning of SA sponsored events and activities
7. Must attend and assist with many SA sponsored events and activities

Non-Officer Positions and Their Responsibilities

Student Representatives

1. Attend meetings as you are able.
2. Provide input and suggestions for student activities/events.
3. Sit on subcommittees for planning events.
4. Attend and support events.
5. Work to build a community of UMA Ellsworth Students.
6. Provide input for distance representative to the SGA.