

Article IV - Executive Board Officers

Positions: President, Vice-President, Secretary, Treasurer, Parliamentarian, Communications Director, Hospitality Director, Student Spirit Coordinator, Club/Organization Liaison.

A. Responsibilities of all SGA Executive Board Officers

1. Remain a member in good standing.
2. Attend their respective class meetings.
3. Report to the advisor weekly.
4. Assist with or attend all SGA-sponsored activities.
5. Attend at least 2 Principal's Leadership meetings in the first semester (including the mandatory August meeting), and at least two Principal's Leadership meetings in the second semester.
6. Timely completion of all paperwork, agendas, minutes, budget reports, including event write-ups, attendance reports, purchase orders, etc.

B. Appointment Process

1. Any SGA Officer wishing to fulfill a position on the Executive Board must undergo the appointment process: a. Meet candidate eligibility criteria as stated in Article IX. b. Submit a complete application form. c. Interview with the SGA Advisor for the upcoming school year. d. Eligible candidates must serve at least one term as an Elected Class Officer to qualify for Executive Board nomination.
2. A secret-ballot vote among the officers for the current and upcoming school year will determine who will fill the positions.

C. Make Up of Executive Board

1. The Executive Board will consist of no more than 10 members, one of whom will be a freshman elected by fellow freshmen.
2. Seniors may comprise no more than one-half of the total number of students serving on SGA Executive Boards.
3. Serving on the SGA elected or Executive Boards does not guarantee a position in successive years.

D. Duties

1. Attend all Principal's leadership meetings.
2. Chair at least one SGA project/event.
3. Report to their assigned SGA officer and/or sponsor weekly.
4. Attend all Executive Board and SGA meetings and assist with SGA events.
5. Timely completion of all paperwork, including project write-ups and financial paperwork.
6. Resignation: Resignation will be subject to the same rules as stated in Article VIII.

Article V - SGA Executive Board Duties

President

1. Will be a rising Senior.
2. Will work with the secretary to prepare meeting agendas.
3. Will work with the advisor to schedule monthly meetings.
4. Will appoint committee chairpersons.
5. Will preside over public relations and represent SGA off campus.
6. Will execute the mandates of the SGA.
7. Will attend Principal's Leadership meetings.
8. Will attend all SGA meetings.
9. Will ensure officers meet all attendance requirements.

Vice-President

1. Will be a rising Senior.
2. Will assume the position of the president upon the removal or resignation of the president.
3. Will coordinate incoming freshman nominations.
4. Will attend all SGA meetings.
5. Will keep membership records up to date.

Secretary

1. Will keep minutes and attendance records for SGA meetings up to date.
2. Within 48 hours of said meetings, the secretary will supply two copies of the minutes to the SGA Advisor.
3. Will notify the President of any attendance as soon as they arise.
4. Will be responsible for all correspondence and thank you letters.
5. Will be responsible for issuing news releases about SGA activities to the school newspaper and local media, with administration approval.
6. Will attend all SGA meetings.

Treasurer

1. Will be responsible for maintaining accurate records of the financial condition of the SGA main account, in collaboration with the Bookkeeper.
2. Will sign all deposit forms and purchase reports with the advisor.
3. Will provide a budget report at one of the monthly SGA meetings.
4. Will be familiar with all financial forms and responsible for ensuring they are completed accurately.
5. Will keep all financial documents on file and provide requested documents within 24 hours.

Parliamentarian

1. Will maintain order at all SGA meetings in accordance with Robert's Rules of Order.
2. Will provide answers to Parliamentary questions.
3. Will conduct voting at all SGA meetings and rule by majority.
4. Will support all classes in the rule of law and order.

Communications Director

1. Will manage official SGA social media accounts.
2. Will oversee SGA email communications.
3. Will maintain digital announcement boards.
4. Will coordinate with Class Vice Presidents on grade-level social media.
5. Will ensure consistent branding and messaging.

Student Spirit Director

1. Will serve as the lead coordinator for pep rallies and spirit weeks.
2. Will coordinate student spirit holiday engagement activities.
3. Work with spirit groups to develop basketball game themes.
4. Coordinate football spirit wall themes.
5. Collaborate with PTC to procure supplies for spirit-related activities.
6. Collaborate with teams for special events such as state games or season kickoffs.

Club/Organization Liaison

1. Meet monthly with leaders of other clubs/organizations to discuss events.
2. Share schedules to avoid conflicts.
3. Coordinate multi-club/organization service projects to collaborate on large initiatives and avoid competing efforts.
4. Coordinate faculty appreciation days to work together or avoid conflicts.

Hospitality Director

1. Oversee hospitality and appreciation events.
2. Will secure dates and locations for events.
3. Will secure quotes for anything necessary for events.
4. Establish student committees for events.
5. Coordinate decorations, supplies, and volunteers.
6. Will work PTC on joint events.

Article VI – Class Officer Position, Responsibilities and Duties

A. Responsibilities of Elected Class Officers of SGA

1. Attend all SGA meetings or submit a written excuse to the SGA sponsor: a. 24 hours in advance to receive an excused absence. b. Elected Class Officers may request no more than 1 excused absence per semester.
2. Comply with parliamentary procedure at all meetings.
3. Serve on at least one SGA committee a year.
4. Represent classmates' views on issues discussed at meetings.
5. Must attend all class meetings.
6. Will report to their sponsor weekly or as called upon.
7. Attended at least two Principal's Leadership meetings per semester.

B. Duties of Elected Class Officers

President

1. Will prepare an agenda for and preside over class meetings.
2. Will give 2 days' notice for class meetings held off cycle w/ advisor approval.
3. Will keep order and enforce parliamentary procedure.
4. Will count as two votes in the event of a tie.
5. Will appoint committee chairpersons.
6. Will represent their class at off-campus meetings.
7. Will execute the mandates of their class.
8. Will attend all SGA meetings.

Vice-President

1. Will assume the position of the President upon the removal or resignation of the President.
2. Will manage all official class social media accounts.
3. Will manage class GroupMe or approved communication platforms.
4. Will represent the President at any meetings/events the President is unable to attend.
5. Will attend all SGA meetings.

Secretary

1. Will keep minutes and attendance records of all class meetings.
2. Will work with the class President to prepare the meeting agenda.
3. Will notify the President of the attendance issue as soon as they arise.
4. Will provide a copy of the minutes to the Executive President and advisor within 48 hours of the meeting.
5. Will keep activity files up to date.
6. Will be responsible for all class correspondence, including thank-you notes.

7. Will be responsible for collecting and distributing materials and mail.

Treasurer

1. Will be responsible for maintaining accurate records of the class budget's financial condition, along with the Bookkeeper and advisor.
2. Will sign all deposit forms and purchase orders with the advisor.
3. Will make a budget report for the monthly SGA meeting and provide a copy to the executive treasurer and advisor.
4. Will ensure all purchase orders and supporting documents are submitted to the bookkeeper two days before items or funds are needed.
5. Will be familiar with all financial forms and responsible for ensuring they are completed accurately.
6. Will keep all financial documents *in a binder* and provide requested documents within 24 hours.