Petition for SGA Vice President of Campus Activities

Job Description

A. The Vice President of Campus Activities shall work to integrate Christian faith in coordinating and providing a variety of co-curricular activities of social, recreational, spiritual, cultural, and educational value to the Sterling College Community.

B. The Vice President of Campus Activities shall chair the weekly officer meeting of the Campus Activities Board and communicate its concerns to the General Assembly.

C. The Vice President of Campus Activities shall be accountable to the Executive Cabinet and the Student Activities Director for the administration of the Campus Activities Board budget. This responsibility includes the allocation of funds as budgeted and ending the year in a balanced budget situation.

D. The Vice President of Campus Activities will be an active member of the Finance Committee.

E. The Vice President of Campus Activities shall process all requisitions from the Activities Board with the assistance and approval of the Executive Treasurer.

F. The Vice President of Campus Activities shall keep the General Assembly informed and updated on all Campus Activity information.

G. The Vice President of Campus Activities is responsible for ensuring that other officers within the Campus Activities Board are performing their duties satisfactorily as outlined in the Constitution and Bylaws. This will be determined by a periodic, formal review of performance. If performance is to be found unsatisfactory as determined by the Vice President of Campus Activities and the staff advisor, pay shall be withheld. This action shall be reported to the Dean of Students.

H. The Vice President of Campus Activities shall be available to take part in the actual implementation of any Campus Activities Board programs.

I. The Vice President of Campus Activities shall be responsible for Last Blast. These events are to be coordinated with representatives from throughout the college community (i.e. Student Life Office, Admissions, Alumni, Athletics, etc.).

J. The Vice President of Campus Activities should be available to meet with the CAB Executive Chair and the Student Activities Director as requested.

K. During Spring Semester the Vice President of Campus Activities is required to present his/her position to the person who has been elected to take the position for the following year. Options include but are not limited to:

-meeting one on one from April 1 to the end of the semester
-creating throughout the year a staff advisor approved resource manual to be passed on
-participating in the meetings and activities of the new cabinet members
-introducing/connecting the new officer to advisors and resources relevant to the position of the Vice President of Campus Activities.

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Please acquire 25 signatures supporting your desire to run for SGA Vice President of Campus Activities. Do not sign the petition of another person running for this office. This petition MUST be returned to the Student Government Office NO LATER THAN **Friday, March 11, 2005 at 5:00 p.m.**