Petition for SGA Vice President of Student Services

Job Description

A. The Vice President of Student and Community Services shall oversee the selection of the Stir and Yearbook editors and the Events Coordinator.

B. The Vice President of Student and Community Services shall oversee the Leadership Retreat at the beginning of the Fall Semester (in conjunction with the Dean of Students) and Study Snacks. These events are to be coordinated with representatives from throughout the college community (i.e. Student Life Office, Admissions, Alumni, Athletics, etc.) as necessary.

C. The Vice President of Student and Community Services shall be accountable to the Executive Cabinet and the General Assembly for the administration of the Leadership Retreat and Study Snacks budget. This responsibility includes the allocation of funds as budgeted and ending the year in a balanced budget.

D. The Vice President of Student and Community Services shall oversee Homecoming and other special events of the Association. These events are to be coordinated with representatives from throughout the college community (i.e. Student Life Office, Admissions, Alumni, Athletics, etc.). The Vice President of Student Services shall work with the SGA Events Coordinator to communicate with the college community, but shall retain final responsibility for such communication.

E. The Vice President of Student and Community Services is accountable to the Executive Cabinet and the General Assembly for the administration of the Homecoming budget. This responsibility includes the allocation of funds as budgeted and ending the year in a balanced budget situation.

F. The Vice President of Student and Community Services shall serve as an SGA representative on the Community Life Committee. The committee shall be a joint venture of SGA and Student Life. The two representatives will be responsible for reporting business of the Community Life Committee back to the General Assembly

G. The Vice President of Student and Community Services shall serve on the Homecoming Committee for Sterling College and is responsible for reporting the business of the Committee to the Executive Cabinet and the General Assembly.

H. The Vice President of Student and Community Services shall serve on the Sterling College Food Service Committee and is responsible for reporting the business of that committee to the Executive Cabinet and the General Assembly.

I. During Spring Semester the Vice President of Student and Community Services 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:
    a. meeting one on one from April 1 to the end of the semester
    b. creating throughout the year a staff advisor approved resource manual to be passed on
    c. participating in the meetings and activities of the new cabinet members
    d. introducing/connecting the new officer to advisors and resources relevant to the position of Vice President of Student Services.

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Please acquire 25 signatures supporting your desire to run for SGA Vice President of Student Services. 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.**