

Student Government Job Descriptions

2015-16

Elected Positions

President:

- Preside as Chairman of Student Government (SG) meetings and assemblies
- Coordinate the interests of the Student Body with those of the administration and faculty in order to maintain and serve the interest of the college as a whole
- Be committed first to the students and then to the administration in times of differences of opinion
- Provide leadership and a structure of professional and personal accountability for the entire Student Government team
- Contribute actively to the Senior Leadership Team, regularly attending SLT meetings and reporting back to the SG
- Appoint Institutional Committee Representatives for the academic year
- Oversee convocation and graduation responsibilities as delegated by the Dean of Faculty
- Keep regularly assigned office hours
- Meet regularly with the Student Government Advisor, the Vice President of Community Life, and the President of WPC
- Oversee voting and elections for ASWPC student leadership positions
- Must maintain a 2.5 GPA
- Be of Junior or Senior class standing

Vice President:

- Serve supporting role to the President as defined by the current President and Vice President
- Fulfill all duties of the President in his/her absence or inability to act.
- Preside as Co-Chairperson of the Student Senate with SDC Representative
- Serve as a liaison between the Student Senate and the Student Government
- Have general supervision of all sponsored clubs
- Lead the budgeting allocation process of the clubs
- Keep up to date budget of clubs and Student Government
- Present a financial statement to the SG monthly and/or when requested
- Serve as the ASWPC Parliamentarian, insuring that all Student Government meetings are governed according to Robert's Rules of Order Revised
- Keep regularly assigned office hours
- Must maintain a 2.5 GPA
- Meet regularly with the Student Government Advisor

Commuter Representative:

- Advocate for the interests of commuter students in the decisions of the ASWPC
- Maintain and improve spaces designed for Commuter Student use
- Collaborate with the CAB and ASWPC chartered clubs and organizations to provide programming for commuter students
- Develop personal relationships with commuter students and develop avenues of communication in order to facilitate programming
- Keep regularly assigned office hours

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- Must maintain a 2.5 GPA
- Meet regularly with the Student Government Advisor

Appointed Positions

The positions of Communications and Operations Manager, Student Chaplain, SDC Rep, and Head RA are appointed to individuals who have gone through the application process and have been selected by their respective ASWPC leadership team.

Communications and Operations Manager:

- Oversee all student publicity/publications on campus concerning the ASWPC
- Collect ASWPC semester events and upload to The Shield and Gmail calendar
- Administrate the Potty Mouth, Chapel Announcements, and Monitor Announcements each week
- Keep an accurate and up-to-date file system
- Acquire and maintain the supplies necessary for use in campus publications
- Keep regularly assigned office hours
- Open records at any reasonable time to any Student Government member
- Record all minutes of Student Government, Student Senate and General Assembly meetings in accordance with Article I, Section 6; Article III, Section 9; and Article V, Section 6 of the ASWPC Bylaws
- Schedule office hours of all Student Government members
- Acquire supplies necessary for the day-to-day operations of the office (i.e. general office supplies, pens, paper, etc.)
- Keeping a notebook of all passed Student Senate motions and amendments beginning with the semester of the academic year, which his/her term spans
- Having a thorough knowledge of the motions passed concerning each office
- Must maintain a 2.5 GPA
- Meet regularly with the Student Government Advisor