



*Student Government Association*

## **CCD Student Government Association Position Descriptions**

### **President**

#### Requirements –

- Enrolled in a minimum of six (6) credit hours at the Community College of Denver for fall and spring semesters, excluding the summer semester.
- Maintain a minimum cumulative grade point average (GPA) of 2.75.
- Completed a minimum of twelve (12) credit hours at the Community College of Denver, prior to assuming office.
- Candidates for President must have served for one semester as a member of SGA or one semester as a student club officer prior to being nominated for president.

#### Description –

- The President must at all times represent the Community College of Denver in an honorable and respectable fashion, always promoting our school and our students in a positive light.
- Serve as the spokesperson for SGA.
- Provide ten hours of service to CCD weekly.
- Serve as ex-officio member on all SGA committees.
- Conduct all SGA meetings.
- Communicate with students and discuss their needs.
- Provide SGA information to students through social media, flyers, word of mouth. It may be necessary to meet with certain groups or individuals to discuss their particular needs.
- Coordinate and organize events.



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## **Vice-President**

### Requirements

- Enrolled in a minimum of six (6) credit hours at the Community College of Denver for fall and spring semesters, excluding the summer semester.
- Maintain a minimum cumulative grade point average (GPA) of 2.75.
- Completed a minimum of twelve (12) credit hours at the Community College of Denver, prior to assuming office.

### Description

- Provide eight hours of service to CCD weekly.
- Participate on SGA Committees.
- Update SGA notebook regularly.
- Maintain all bulletin boards and information cases with current SGA projects, events, office hours, and meeting times. The Vice-President serves as public relations manager.
- Communicate with students and discuss their needs.
- Table at SGA and CCD events.
- Provide SGA information to students through social media, flyers, word of mouth.
- Conduct committees in the event the President is absent.
- Conduct meetings in the event the President is absent.
- In the event that the President resigns, the Vice-President will assume the presidency.



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## **Treasurer**

### Requirements

- Enrolled in a minimum of six (6) credit hours at the Community College of Denver for fall and spring semesters, excluding the summer semester.
- Maintain a minimum cumulative grade point average (GPA) of 2.75.
- Completed a minimum of twelve (12) credit hours at the Community College of Denver, prior to assuming office.

### Description

- Provide eight hours of service to CCD weekly.
- Chair the SGA budget committee.
- Supervise expenditures made by SGA.
- Maintain up-to-date budget.
- Serve as the spending authority for SGA.
- Conduct meetings in the event both the President and Vice-President are absent.
- Generate reports for SGA officers based on conversations with students, the Director of Student Life, committee meetings, community service, and budget information.
- Participate in planned events.
- Communicate with students and discuss their needs.
- Table at SGA and CCD events.
- Provide SGA information to students through social media, flyers, word of mouth.



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## **Student State Advisory Representative (SSAC) Representative**

### Requirements

- Enrolled in a minimum of six (6) credit hours at the Community College of Denver for fall and spring semesters, excluding the summer semester.
- Maintain a minimum cumulative grade point average (GPA) of 2.75.
- Completed a minimum of twelve (12) credit hours at the Community College of Denver, prior to being elected.

### Description

- Provide six hours of service to CCD weekly.
- Participate on SGA Committees.
- Attend all SSAC Functions.
- Attend monthly SSAC meetings at the designated Community College location in the State.
- Willing and able to do extensive inter-state travel. (Note: travel expenses will be reimbursed.)
- Maintain communication between SSAC and SGA.
- Communicate with the students and discuss their needs.
- Table at SGA and CCD events.
- Provide SGA information to students through social media, flyers, word of mouth.



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## **Student Advisory Committee to the Auraria Board (SACAB) Representative**

### Requirements

- Enrolled in a minimum of twelve (12) credit hours at the Community College of Denver for fall and spring semesters, excluding the summer semester.
- Maintain a minimum grade point average (GPA) of 2.75.
- Completed no less than twelve (12) credit hours at the Community College of Denver, prior to being elected.
- Resident of Colorado for at least three (3) years prior to being elected.

### Description

- Attend weekly SACAB meetings and functions.
- Chair one SACAB committee.
- Participate on SGA committees.
- Provide six hours of service to CCD weekly.
- Maintain communication between SACAB and SGA.
- Participate in planned events.
- Communicate with the students and discuss their needs.
- Table at SGA and CCD events.
- Provide SGA information to students through social media, flyers, word of mouth.



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## **Student Representatives (Auraria, Advanced Manufacturing Center (AMC), Lowry)**

### Requirements

- Enrolled in a minimum of six (6) credit hours at the Community College of Denver for fall and spring semesters, excluding the summer semester.
- Maintain a minimum cumulative grade point average (GPA) of 2.75.

### Description

- Provide four hours of service to CCD weekly.
- Participate on SGA Committees.
- Maintain a clean and organized environment in the SGA office on their campus.
- Communicate with the students and discuss their needs.
- Table at SGA and CCD events.
- Participate in SGA planned events.
- Communicate with respective campuses.
- Communicate with the students and discuss their needs.
- Provide SGA information to students through social media, flyers, word of mouth.