



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

### **President**

- The President must at all times represent the Community College of Denver in an honorable, respectable, fashion, always promoting our school and our students in a positive light
- Serve as the spokesperson for SGA
- Ten hours of service to the school weekly
- Serve as ex-officio member on all SGA committees
- Conduct all SGA meetings
- Communicate with the students and discover their needs
- Get Student Government information out to the students; flyers, word of mouth, etc. It may be necessary to meet with certain groups or individuals from time to time to discuss their particular needs.
- Help coordinate and organize events

### **Vice-President**

- Eight hours of service to the school weekly
- Participate in Committees
- Keep CCD Student Government notebook up to date
- Keep all Student Government boards and cases updated with current Student Government projects, events office hours, and meeting times. Essentially the Vice-President serves as public relations manager.
- Communicate with the students and discover their needs
- Sit at Student Government tables
- Get Student Government information out to the students; flyers, word of mouth, etc.
- Covering committees for the President in his/her absence
- Filling in at meetings in his/her absence
- In the event that the President resigns, the Vice-President will assume the presidency

### **Treasurer**

- Eight hours of service to the school weekly
- Must chair budget committee
- Shall supervise expenditures made by Student Government
- Must maintain up-to-date budget
- Serve as spending authority for Student Government
- Shall conduct meetings in the absence of both the President and the Vice-President.
- Reports are generated by the treasurer from talking to students, Student Activities Director, committee meetings, and his/her community service, as well as the up to date budget information.
- Participate in planned events
- Communicate with the students and discover their needs
- Sit at Student Government tables.
- Get Student Government information out to the students; flyers, word of mouth, etc.



### **SACAB Representative**

- Attend weekly SACAB meetings and functions
- Chair one SACAB committee
- Participate in Committees
- Six hours of service to the school weekly
- Maintain communication between SACAB and SGA
- Participate in planned events
- Communicate with the students and discover their needs.
- Sit at Student Government tables.
- Get Student Government information out to the students; flyers, word of mouth, etc.

### **SSAC Representative**

- Six hours of service to the school weekly
- Participate in Committees
- Attend All SSAC Functions
- Attend monthly SSAC meeting at the designated Community College in the State.
- Be willing to do extensive inter-state traveling.
- Maintain communication between SSAC and SGA
- Communicate with the students and discover their needs.
- Sit at Student Government tables.
- Get Student Government information out to the students; flyers, word of mouth, etc.

### **Student Representatives (Auraria, AMC, Lowry)**

- Four hours of service to the school weekly
- Participate in Committees
- Help maintain a clean and organized environment in the CCD Student Government office.
- Communicate with the students and find out what their needs are.
- Sit at Student Government tables.
- Participate in planned events
- Communicate with respective campuses
- Communicate with the students and discover their needs.
- Sit at Student Government tables.
- Get Student Government information out to the students; flyers, word of mouth, etc.