

SGA POSITION: President**POSITION SUMMARY:**

The SGA president serves as chief executive officer of the Student Government Association (SGA) and its executive board, and assumes primary responsibility for the fulfillment of the SGA duties and purposes.

ELIGIBILITY REQUIREMENTS:

- Minimum GPA of 3.2
- Must be enrolled for a minimum of six credits after the official deadline for withdrawal has passed
- Be up to date with payments of tuition and fees
- Be in good academic standing
- Must have completed and earned a passing grade in at least 50% of the credits for which the student was registered after the official deadline for withdrawal in the prior semester
- Able to serve for a full academic year

DUTIES AND RESPONSIBILITIES:

- Prepares the agenda for all SGA and executive board meetings and must distribute the agenda to all members of the appropriate body by e-mail at least three (3) days before the meeting is to take place, as well as announcing the meeting in a manner that satisfies the requirements of the open meeting law.
- Notifies the SGA on any upcoming events before or during weekly meetings that immediately precede the date of the event.
- Presides at all SGA weekly and executive board meetings.
- Appoints the members and chairs of all SGA standing and ad-hoc committees and serves as ex-officio member of all committees except as otherwise described in the SGA Constitution.
- Maintains proper and orderly procedures at all meetings with the assistance of the parliamentarian and mentor.
- Receives monthly reports from the other governors and forwards to the SGA secretary.
- Drafts a monthly report on the state of SGA and distributes it via e-mail to all government members no later than the first SGA meeting of the current month.
- Serves as the principle representative and spokesperson for the SGA and its constituents to LaGuardia students, faculty and administration, and to the general public (or may designate another governor to speak on behalf of the SGA).
- Serves as a signatory for College Association checks.
- Establishes and presents long, medium, and short-term goals to the SGA.
- Votes last on every procedure or proposal.
- Strategically proposes and plans events and programs for the SGA to sponsor with the assistance of the program and events coordinator.
- Serves in at least two standing committees of the Student Government.
- Appoints a committee to plan the inauguration for members of the next SGA.
- Meet with the parliamentarian on a monthly basis.
- Holds office hours.

SERVES ON THE FOLLOWING COMMITTEES:

- University Student Senate (USS) - second delegate
- College Senate
- Auxiliary Enterprises Board
- President's Cabinet
- College Association Budget Committee – chair*
- College Association Board of Directors
- Technology Fee Committee
- External Affairs Committee*

*The College Association Budget Committee and the External Affairs Committee are two committees in which the president must serve. This satisfies the SGA constitutional requirement that all SGA governors must serve in at least two SGA standing committees. Each standing committee must meet at least once per month (SGA Constitution, Article X).