



SGA Campus Officer Roles & Expectations

President

- Be the face of the CLTCC throughout the community and at the college
- Supervises all things going on within the organization
- Prepares the agenda for meetings in conjunction with the Secretary/Treasurer
- Oversees meetings and ensure the day, time, location are advertised to the student body for each meeting or all officers if an Executive Meeting
- Understand and follow the guidelines outlined by the Constitution and Bylaws
- Serves as a liaison between the SGA and Administration in conjunction with the SGA Advisor through proper Chain of Command
- Provides support to other officers

Vice President

- Be the face of the CLTCC throughout the community and at the college
- Assists the President with all duties
- Ensures records of all activities are recorded and filed properly with the SGA Advisor
- Assumes president's duties if they are absent or otherwise incapacitated
- Creates posts for the schools social media accounts about SGA events to give to Campus Dean/Marketing through the SGA Advisor
- Provides support to other officers

Secretary / Treasurer

- Be the face of the CLTCC throughout the community and at the college
- Assumes vice president's duties if they are absent or otherwise incapacitated
- Take accurate minutes at every meeting
- File minutes in their appropriate place through the SGA Advisor
- Send minutes to the SGA Advisor, officers and representatives timely after each meeting
- Maintains a calendar of SGA meetings and activities

- Photographs events
- Provides support to other officers

Program Representative (Campus Level)

Assist officers to ensure organization is ran effectively

- 1st point of contact for students to ensure SGA's engaging in effective activities
- Communicate SGA activities and events to their constituents
- This position is ideal for 1st semester students

SGA Officer Acknowledgement Form

I have read and understand the roles and expectations as an SGA officer for Central Louisiana Technical College. I understand that I am to uphold a certain level of integrity while fulfilling this leadership role both while on campus and off campus. I will refrain from negatively representing the college in a way that would be deemed as inappropriate by Administration. I have read the Student Code of Conduct located in our CLTCC Student Handbook on our website.

Student Name

Date

Student Signature