



SGA College Officer Roles & Expectations

President

- Be the face of the CLTCC throughout the CenLa community and the college level
- Responsible for SGA representation at all 8 campuses
- Prepares the agenda for meetings in conjunction with the Secretary/Treasurer
- Chairs meetings and ensure the day, time, location are advertised to the Senate body for each meeting (coordinate through college advisor)
- Understand and follows the mission statements for: CLTCC, LCTCS, COSBP
- Possibly serve as a College of Student Body Presidents (COSBP) Board member (Business Formal attire)
- Possibly serve as other student board members: LCTCS/LOSFA (Business Formal attire)
- Represents CLTCC on state and national level will require some travel out of state

Vice President

- Ready and willing to step into the president's duties in the event of absence or otherwise incapacitated
- Assists the President with any duties assigned to him/her
- Ensures records of all activities are recorded and filed properly with the SGA College Advisor
- Co-chairs meetings and confirms the day, time, location are advertised to the Senate body for each meeting (coordinate through college advisor)
- Ensures training material/events through AGSA are tracked and made available to all campuses
- Tracks Program Reps program at each campus to ensure each program has at least a primary & secondary student rep.

Secretary / Treasurer

- 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 College Advisor, after approval submits minutes at the beginning of each monthly meeting for approval
- Maintains a calendar of SGA meetings and tracks events activities college wide
- Tracks budgetary expenditures & is responsible for double checking the budget of each campus by way of a monthly reports from each campus Secretary/Treasurer
- Work alongside CFO at main campus for current balance spreadsheet

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