**Vice President of Public Relations**

Job Description

V.P. of Public Relations (Marketing):

1. Be an active and involved executive member of Student Government Association (SGA) and take part in developing strategies and policies aligned with the SGA organizational goal.
2. Be responsible for all SGA publications and publicity for all events, while creating posters and

flyers for events.

1. Must take pictures at all events and have them organized and filed electronically.
2. Keep an up-to-date file of all publicity techniques and contacts used.
3. Chair any Marketing committees.
4. Create contact list for local marketing contacts.
5. Create press releases for events.
6. Maintain and update SGA Brochure.
7. Make photography requests through the Arizona Western College Marketing Department.
8. Submit activities to all community and college calendars.
9. Complete other duties as assigned.
10. Submit an end-of-the-year report to the President by the end of April.

**Vice President of Finance**

Job Description

V.P. of Finance:

1. Be an active and involved executive member of Student Government Association (SGA) and take part in developing strategies and policies aligned with the SGA organizational goal.
2. Prepare a budget for SGA programming and expenses for each semester.
3. Maintain records of all income and expenditures in the SGA account during the term.
4. Prepare and submit a monthly financial report to be given at all SGA meetings.
5. Assist with the development of short and long-term strategic planning for success of various events.
6. Lead efforts in fundraising solicitations; develop fundraising alliances, while leading and directing

all fundraising efforts.

1. Complete other duties as assigned.
2. Submit an end-of-the-year financial report with all incomes and expenditure for the academic year to the SGA President.

**Vice President of Development**

Job Descriptions

V.P. of Development:

1. Be an active and involved executive member of Student Government Association (SGA) and take part in developing strategies and policies aligned with the SGA organizational goal.
2. Assume the duties of the President during his/her absence and succeed to that office upon resignation or disqualification of the President.
3. Present charters and activity request forms to SGA for approval.
   * Process all club charters and activities requests.
4. Is prepared to present to SGA.
5. Oversees all student clubs and organizations by corresponding frequently with club presidents.
   * Meet once a month with clubs and report progress to SGA.
   * AWC Leadership Council
6. Assist with club advisor manual updates.
7. Be able to collaborate with the President in completing SGA goals/objectives.
8. Complete other duties as assigned.
9. Submit an end-of-the-year report to the President by the end of April.

**Vice President of Programming**

Job Description

V.P. of Programming:

1. Be an active and involved executive member of Student Government Association (SGA) and take part in developing strategies and policies aligned with the SGA organizational goal.
2. Appoint and supervise chair members for all events.
3. Keep up-to-date files on all programs and after-action reports with assistance from VP of Records.
4. Actively facilitate and stage all SGA events, insuring smooth functioning from beginning to end.
5. Must be present at all SGA events or appoint a representative who is approved by the advisor.
6. Be energetic, alert, creative, hardworking, and able to take immediate action when needed.
7. Effectively run Student Activities Board (SAB) meetings and all communications.
   * Including SAB Facebook page.
8. Complete other duties as assigned.
9. Submit an end-of-the-year report to the President.

**Vice President of Records**

Job Description

V.P. of Records:

1. Be an active and involved executive member of Student Government Association (SGA) and take part in developing strategies and policies aligned with the SGA organizational goal.
2. Carry out all official SGA correspondence.
3. Keep accurate attendance records at SGA meetings and events.
4. Keep written minutes of SGA meetings, type in a timely manner, and maintain a complete and current file of such minutes.
5. Publish minutes and notes on SGA Blackboard.
6. Prepare meeting agendas in conjunction with President and SGA advisor.
7. Inform all SGA members of any special meetings that will occur.
8. Keep updated list of times and dates **(IMPORTANT)**
9. Plan, prioritize, organize and follow through with all SGA needs.
10. Collect Activity After-Action Reports and maintain SGA files.
11. Complete other duties as assigned.
12. Submit an end-of-the-year report to the President.

**Representative of South Yuma County**

Job Descriptions

Representative of South Yuma County:

1. Be an active and involved executive member of Student Government Association (SGA) and take part in developing strategies and policies aligned with the SGA organizational goal.
2. Be the South Yuma County representative for San Luis Campus.
3. Communicate regularly with all San Luis clubs.
4. Be a representative for San Luis Family Night/main campus and other events.
5. Maintain connections with San Luis and Main Campus staff.
6. Read South Yuma County (SYC) monthly report.
7. Attend and provide a report at Student Leadership commission.
8. Organize or assist a student leadership activity per semester.
9. Regularly inform and update San Luis calendar with AWC main campus events.
10. Maintain San Luis event calendar
    * Update San Luis bulletin board.
11. Complete other duties as assigned.
12. Submit an end-of-the-year report to the President.

**Representative of La Paz County**

Job Descriptions

Representative of La Paz County:

1. Be an active and involved executive member of Student Government Association (SGA) and take part in developing strategies and policies aligned with the SGA organizational goal.
2. Be the La Paz County representative for Parker and Quartzsite Campus.
3. Communicate regularly with all Parker and Quartzsite clubs.
4. Be a representative for Parker and Quartzsite Family Night/main campus and other events.
5. Maintain connections with Parker/Quartzsite and Main Campus staff.
6. Read (SYC) monthly report.
7. Attend and provide a report at Student Leadership commission.
8. Organize or assist a student leadership activity per semester.
9. Regularly inform and update Parker calendar with AWC main campus events.
10. Maintain Parker event calendar
    * Update Parker bulletin board.
11. Complete other duties as assigned.
12. Submit an end-of-the-year report to the President.

**Vice President of Student Health and Safety**

Job Descriptions

V.P. of Student Health and Safety:

1. Be an active and involved executive member of Student Government Association (SGA) and take part in developing strategies and policies aligned with the SGA organizational goal.
2. Appoint and supervise chair members for Student Health and wellness events.
3. Keep up-to-date files on all programs and after-action reports with assistance from VP of Records.
4. Actively facilitate and stage all Student Health and Wellness events, insuring smooth functioning from beginning to end.
5. Must be present at all Health and wellness events or appoint a representative who is approved by the advisor.
6. Be energetic, alert, creative, hardworking, and able to take immediate action when needed.
7. Meet with Director of Diversity, Inclusion and AccessABILITY.
   * Including clubs run by that director, events held by the health and wellness department.
8. Complete other duties as assigned.
9. Submit an end-of-the-year report to the President

**Vice President of Sustainability**

Job Descriptions

V.P. of Sustainability:

1. Be an active and involved executive member of Student Government Association (SGA) and take part in developing strategies and policies aligned with the SGA organizational goal.
2. Maintain a sustainable council and campus for all of our students.
3. Be actively involved in the Sustainability Fair.
4. Constantly be trying to improve our campuses and community’s environment with sustainable options.
5. Communicate with campus and community sustainable organizations.
6. Be a sustainable representative.
7. Must be able to receive opinions, ideas, and feedback in a positive manner.
8. Must be able to effectively communicate ideas to council while taking into consideration their needs.
9. Complete other duties as assigned.
10. Submit an end-of-the-year report to the President.

**Vice President of Community Service**

Job Description

V.P. of Community Service:

1. Be an active and involved executive member of Student Government Association (SGA) and take part in developing strategies and policies aligned with the SGA organizational goal.
2. Actively involve yourself in the community by reaching out to existing ties that have already been established by SGA while creating new ones.
3. Present community service ideas to see which would best suit SGA.
4. Coordinate all community service opportunities with other agencies and/or companies. The location, proper contact information, and details should be worked out prior to the day of community service.
5. Must be able to receive opinions, ideas, and feedback in a positive manner.
6. Must be able to effectively communicate ideas to the group while taking into consideration their needs.
7. Complete other duties as assigned.
8. Must submit and End of the Year Report to the President. This report should include all community service activities, a participation roster, everyone’s community service hours, and helpful information on coordinating this particular event.
9. Submit the end-of-the-year report to the President.

**President**

Job Descriptions

President:

1. Responsible for arranging a weekly meeting for the Student Government Association (SGA) Executive Committee and a weekly meeting for SGA.
2. Required to commence, guide, preside and adjourn SGA meetings while in session.
3. Is responsible for delegating power and duties among all members of the SGA, or according to his/her evaluation of each individual situation. May assign duties to the vice-president and other officers of SGA.
4. The president is to be a liaison between faculty, staff, the student body and the surrounding community. Therefore, the President should establish an open and communicative relationship with all faculty members, staff and students that pertain to his/her campus. The president will also be working with individuals and organizations outside of the school and a similar relationship should also be established.
5. Responsible for sharing information given by faculty and staff to SGA and ultimately the entire AWC student body.
6. It is the duty of the President to assist the Student Activities Specialist in making community organizations aware of the SGA’s presence and allocate information that will both help the Student Body and AWC.
7. Responsible for making the weekly minutes public after collecting them from the V.P. of Records, also responsible for proofing the weekly agenda and making changes before forwarding them to the Student Activities Specialist.
8. Required to schedule a meeting with the Dean of Campus Life and the Vice President of Student Services weekly to report SGA progress and seek permission or advice on any matter that is pending.
9. Must help inform the AWC students, faculty and staff members of any and all activities in which SGA is participating.
10. Must actively seek leadership opportunities throughout the community, state, and nation.
11. Required to schedule development seminars.
12. Must supervise all SGA activities.
13. Must work as a representative for AWC including but not limited to: staff, students, faculty, SGA, and AWC clubs and organizations.
14. Other duties as assigned.