



A. The President

1. The President shall serve as the spokesperson and represent the SGA in a professional, respectable manner at various functions.
2. Serve as a member of the SGA Senate.
3. The President must always represent Arizona Western College (*AWC*) in an honorable and respectable fashion, always promoting our school and our students in a positive light.
4. Exercise such other power as has been granted to him/her by the SGA, in accordance with this Constitution and bylaws.
5. Compile end-of-the-year reports.
6. Service to the Student Government Association performed weekly as defined in the Bylaws.
7. Serve as an ex-officio member on assigned Arizona Western College and SGA committees as defined in the Bylaws.
8. Serves as on assigned Arizona Western College committees.
9. Conduct all SGA Executive Branch meetings.
10. Communicate and disseminate Student Government information to the campus community and meet with groups or individuals to discuss their needs.
11. Help coordinate and organize events.
12. Participate in planned events.
13. Support in the reporting of SGA information to the Arizona Western College District Governing Board, President Cabinet, and other applicable College Committees or Membership(s).

B. The Vice President

1. Supports the President in their responsibilities. As the liaison between the Student Senate and the Executive Branch, the Vice President chairs all Senate meetings.
2. In their absence, the vice president assumes the position of President pro tern.
3. Participates in committees as deemed necessary by the Executive Branch and College Administration.
4. Actively participates in Student Government meetings.
5. Support in the reporting of SGA information to the Arizona Western College District Governing Board, President Cabinet, and other applicable College Committees or Membership(s).
6. Serves as on assigned Arizona Western College committees.
7. Participate in planned events.



C. The Parliamentarian

1. Advise the SGA on proper parliamentary procedure according to Robert's Rules of Order.
2. Ensure that all meetings are conducted fairly and in accordance with established rules.
3. Assist in the drafting of policies and resolutions in compliance with the SGA's Constitution.
4. Serve as a neutral party to maintain order during meetings.
5. Support in the reporting of SGA information to the Arizona Western College District Governing Board, President Cabinet, and other applicable College Committees or Membership(s).
6. Serves as on assigned Arizona Western College committees.
7. Participate in planned events.

D. The Treasurer

1. Prepare an annual budget and ensure that funds are used in accordance with SGA policies.
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 of office.
4. Lead any fundraising efforts of the SGA.
5. Shall supervise expenditures made by SGA.
6. Prepare and submit a financial report to meetings
7. Submit an end-of-the-year financial report, with all incomes and expenditures for the academic year, to the President by the end of April.

E. The Secretary

1. Maintain accurate and up-to-date records of all meetings and decisions made by the SGA.
2. Records the official business of the Executive Branch. Submits meeting minutes to an online archive
3. Prepares the meeting agendas and oversees communication and promotional outlets
4. Maintain the official archives of the SGA's records.
5. Carry out all official SGA correspondence.
6. Prepare and maintain a list of all members and officers of the SGA.



7. Keep accurate attendance records of SGA events.
8. Responsible for assisting the Vice-President in the organization of the Student Senate.
9. Keep written minutes of SGA meetings and maintain a complete and current file of such minutes
10. Provide notice of meetings to all members and stakeholders.
11. Distribute copies of SGA minutes and agendas to the advisor, president, and vice presidents and post copies for the student body.
12. Submit an end-of-the-year report to the President by the end of April.

F. The Public Relations Director

1. Be responsible for all communication between the SGA and the student body.
2. Manage all social media accounts and digital platforms used by the SGA.
3. Organize publicity for events, campaigns, and initiatives.
4. Work with the Secretary to ensure proper dissemination of information about meetings and events.
5. Maintain a positive public image for the SGA.