

Elected Officer Responsibilities & Duties

Spring 2024

**Executive Ticket (President & Vice President of Senate)**

Purpose: The SGA President is responsible for the SGA budget and SGA member accountability, and non-elected /non-voting members of the SGA team (for example: judicial branch, marketing, sustainability, etc.) The SGA Vice President oversees Senate meeting including schedule, agenda, and running the weekly meetings.

* Total Work Hour Commitment: 20-25 hours per week
* Attend weekly Senate meeting (Friday afternoons), chair meeting, and advisor check in meetings, etc.
* Meet with CU system leadership, CU Denver Chancellor and Vice Chancellors
* Guide and direct members of SGA in strategic initiatives and projects
* This position begins in May of 2024 and works over the summer to prepare for the next academic year

**Senators**

Purpose: Senators serve as members at large within the SGA Senate and specifically serve on a committee within SGA. Their responsibilities and duties are outlined below but may also include other projects or assignments from their committee. All senators must:

* Total Work Hour Commitment: Up to 7 hours per week
* Attend weekly SGA Meetings. Meetings will occur on Fridays in the timeframe between 1:00 PM and 3:00 PM.
* Attend weekly committee meetings. Meetings time and dates vary by committee. Current Committees:
	+ Finance and Funding Committee
		- Purpose: Allocates student fee funds to recognized student organizations with the intent of enhancing the quality of campus life through cultural, educational, and recreational activities.
		- Meetings: Friday morning or afternoon (after the SGA Senate Meeting)
	+ Civic Engagement Committee
		- Purpose: Exploring and researching issues pertinent to the CU Denver Student Body and community, coordinating campus outreach, and community service for the Student Government Association.
		- Meetings: To be determined based on member availability
* Beyond committee meetings, Senators will complete committee tasks, work desk shifts in the SGA office, and attend other meetings based on assigned projects, tabling events, etc.
* Attend and complete all required trainings including all trainings required of CU Denver employees and trainings specifically for SGA members.
* This position begins in August of 2024

 **College Council**

Purpose: College Council Representatives provide recommendations as an advisory council to SGA and act as a liaison between their respective schools/colleges to the governing body.

* Total Work Hour Commitment: Up to 15 hours per week
* 7 members – on per college or school. These members must be an enrolled student within a major in the college/school they represent.
* College Council members gather student feedback and provide to the College/ School. Meet with their College
* Meet with the Dean/Associate Dean on a regular basis to share student feedback
* Meetings: To be determined based on member availability
* This position begins in August of 2024

 **SACAB Representative (Student Advisory Committee to the Auraria Board)**

Purpose: Serve as the CU Denver voting student representatives to the AHEC Board of Directors on all matters pertaining to tri-institutional shared governance and liaison between AHEC and the CU Denver student body. Attend various AHEC meetings to provide student feedback. SACAB representatives must have 3 years of residency in Colorado to be elected or hired into these positions, per State Statue.

* Total Work Hour Commitment: Up to 20 hours per week
* Attend SACAB Meetings: Typically Fridays from11 AM-12 PM
* Serve office hours in the SACAB office
* Serve as the Chair of 1-2 SACAB committees
* Represent CU Denver in meetings with Auraria Higher Education Center (AHEC) staff members
* Attend other meetings or programs as designated by SACAB
* This position begins in August of 2024 but may include summer work (training sessions organized by SACAB)

 **Director, Student Services Review Committee**

Purpose: Manage process for student review and input on student services inside the Student Success unit, DEI unit, and tri-institutional shared student services.

* Total Work Hour Commitment: Up to 15 hours a week
* Responsible for organizing Student Service presentations to the Senate each fall
* Reports student service updates at Senate meetings
* Works with staff from the University Finance team
* This position will begin as early as July of 2024, in collaboration with the University Finance team, to begin the fall presentation request process. Start date TBD.

 **Chair, Events and Planning**

Purpose: Promote, plan, and execute a wide variety of events and activities for the benefit of the CU Denver Campus Community

Lead event planning committees throughout the academic year

* Total Work Hour Commitment: Up to 15 hours a week
* Responsible for reporting on committee updates at Senate meetings
* Meetings: To be determined based on member availability
* This position begins in August of 2024

 **Other SGA Positions/Roles**

Various non-elected/non-voting positions are hired by the incoming executive officers based on their needs. Applications are typically released in May.

* Total Work Hour Commitment: Varies based on position. See posting details on Handshake.
* Example Positions
	+ Judicial committee (1 Chief Justice and 2 Associate Justices)
	+ Marketing (1-2 members)
	+ Elections Commissioners (2-3 members)
	+ Chief of Staff
	+ Senate Secretary
	+ Parliamentarian