



Edgecombe Community College

Student Government Association

Position Descriptions & Application

2023-2024

President

Qualifications – To seek and hold the office of President, candidate must:

1. Have and maintain a minimum GPA of 3.25. Failure to do so will result in immediate removal from office.
2. Have completed at least 12 semester hours, and be currently enrolled in at least six semester hours.

Responsibilities of the President:

1. Call and preside over all Student Government Association meetings.
2. Represent the student body in appropriate affairs with the administration, faculty, Board of Trustees, and students from other schools.
3. The President shall be an ex-officio member of the Board of Trustees. The President must also be available to attend and report at the Board of Trustees meetings as scheduled.
4. Attend scheduled events:
 - a. N4CSGA Divisional meetings
 - b. N4CSGA Fall & Spring conference
 - c. ECC SGA scheduled activities
5. Appoint the chairperson and members of all standing student committees and require reports from them.

Vice-President

Qualifications – To seek and hold the office of Vice-President, candidate must:

1. Have and maintain a minimum GPA of 3.0. Failure to do so will result in immediate removal from office.
2. Have completed at least 12 semester hours, and be currently enrolled in at least six semester hours.

Responsibilities of the Vice-President:

1. Assume the duties of the President in his/her absence
2. He/she will supervise all elections.
3. He/she shall act as the liaison to club advisors regarding student activities.
4. Prepare and submit Vice-Presidential report at each scheduled monthly SGA meeting.

Secretary

Qualifications – To seek and hold the office of Secretary, candidate must:

1. Have and maintain a minimum GPA of 2.5. Failure to do so will result in immediate removal from office.
2. Have completed at least 12 semester hours, and be currently enrolled in at least six semester hours.

Responsibilities of the Secretary:

1. Attend all meetings and to keep accurate minutes.
2. He/she shall serve as recording secretary and corresponding secretary, and have sufficient typing and/or word processing skills.
3. Required to have minutes typed with sufficient copies made for distribution at SGA meetings, and available upon request from administration.

Treasurer

Qualifications – To seek and hold the office of Treasurer, candidate must:

1. Have and maintain a minimum GPA of 2.5. Failure to do so will result in immediate removal from office.
2. Have completed at least 12 semester hours, and be currently enrolled in at least six semester hours.

Responsibilities of the Treasurer:

1. Keep accurate financial records and handle with the assistance of the SGA Advisor all financial affairs concerning the Student Government Association.
2. He/she shall also prepare and provide financial reports at the SGA meeting.
3. Review financial report with SGA Advisor prior to SGA meeting.
4. Be knowledgeable of ECC Business Office procedures and policies.
5. Assume the duties of Secretary in his/her absence.

Public Information Officer

Qualifications – To seek and hold the office of Public Information Officer, candidate must:

1. Have and maintain a minimum GPA of 2.5. Failure to do so will result in immediate removal from office.
2. Have completed at least 12 semester hours, and be currently enrolled in at least six semester hours.

Responsibilities of the Public Information Officer:

1. Prepare all SGA activity information for advisor approval prior to upcoming events.
2. Create, distribute and post upon approval all SGA activity information.
3. Keep accurate up-to-date record of the activities of the SGA.
4. Responsible for organizing the SGA scrapbook.

Parliamentarian

Qualifications – To seek and hold the office of Parliamentarian, candidate must:

1. Have and maintain a minimum GPA of 2.5. Failure to do so will result in immediate removal from office.
2. Have completed at least 12 semester hours, and be currently enrolled in at least six semester hours.

Responsibilities of the Parliamentarian:

1. Be knowledgeable of Roberts Rule of Order or willing to learn.
2. Keep order at all the SGA meetings and sponsored events.
3. Promote parliamentary procedures to the Student Government Association.

Curriculum Representative

Qualifications – To seek and hold the office of Curriculum Representative candidate must:

1. Have and maintain a minimum GPA of 2.0. Failure to do so will result in immediate removal from office.
2. Have completed at least 12 semester hours, and be currently enrolled in at least six semester hours.

Responsibilities of the Curriculum Representative:

1. Report all concerns of students from the academic division he/she represents to Executive Board.
2. Keep a log of suggestions and present to the Executive Board at monthly SGA meeting.

College & Career Readiness Representative

Qualifications – To seek and hold the office of College & Career Readiness Representative, candidate must:

1. Must complete at least 12 hours of lab time per week.
2. Submit a letter of recommendation from the College & Career Readiness Director.

Responsibilities of the College & Career Readiness Representative:

1. Represent the best interest of College & Career Readiness.
2. Communicate with classmates regarding campus happenings.
3. Keep a log of suggestions, and present it to the Executive Board at monthly SGA meeting.

Early College Representative

Qualifications – To seek and hold the office Early College Representative, candidate must:

1. Have and maintain a minimum GPA of 2.0. Failure to do so will result in immediate removal from office.
2. Have completed at least 6 semester hours, and be currently enrolled in at least six semester hours.
3. Submit a letter of recommendation from Early College Liaison.

Responsibilities of the Early College Representative:

1. Represent the best interest of the Early College.
2. Communicate with classmates regarding campus happenings.
3. Keep a log of suggestions and present to the Executive Board at monthly SGA meeting.

If you are interested in applying for a SGA Executive Board position, please complete and submit the [SGA Application](#). For additional information contact any of the following advisors:

SGA Advisor, Courtney Baggett baggettc@edgecombe.edu
Dean of Students, Tony Rook rookt@edgecombe.edu