**SGA Position:** President

**POSITION SUMMARY:**

The SGA president serves as chief executive officer of the Student Government Association (SGA) and its executive board, and assumes primary responsibility for the fulfillment of the SGA duties and purposes.

**ELIGIBILITY REQUIREMENTS:**

* Minimum GPA of 3.0
* Completed a minimum of 24 credit hours.
* Must be enrolled for a minimum of six credits after the official deadline for withdrawal has passed
* Be up to date with payments of tuition and fees
* Be in good academic standing
* Able to serve for a full academic year

**DUTIES AND RESPONSIBILITIES:**

* Prepares the agenda for all SGA and executive board meetings and must distribute the agenda to all members of the appropriate body by e-mail at least three (3) days before the meeting is to take place, as well as announcing the meeting in a manner that satisfies the requirements of the open meeting law.
* Notifies the SGA on any upcoming events before or during monthly meetings that immediately precede the date of the event.
* Presides at all SGA weekly and executive board meetings.
* Maintains proper and orderly procedures at all meetings with the assistance of the Vice President and SGA Advisor.
* Receives monthly reports from the other governors and forwards to the SGA secretary.
* Drafts a monthly report on the state of SGA and distributes it via e-mail to all government members no later than the first SGA meeting of the current month.
* Serves as the principle representative and spokesperson for the SGA and its constituents to Coastal Alabama students, faculty and administration, and to the general public (or may designate another governor to speak on behalf of the SGA).
* Establishes and presents long, medium, and short-term goals to the SGA.
* Votes last on every procedure or proposal.
* Serves in any committee appointed to by the college.
* Appoints a committee to plan the inauguration for members of the next SGA.
* Meet with the Vice President & SGA Advisor on a monthly basis.
* Responsible for layout of elections each year. Timeline must be submitted by January 31st of each year.
* President has deciding vote in case of a tie.
* Maintains a transition binder throughout the duration of term.

**Serves on the following committees:**

* Appeals Committee
* Institutional Effectiveness Committee
* Any other committees appointed to