**SGA POSITION:** Secretary

**POSITION SUMMARY:**

The SGA secretary is an executive board position. This individual prepares and maintains all documentation related to SGA correspondence and meetings.

**ELIGIBILITY REQUIREMENTS:**

* Minimum GPA of 2.5
* Completed a minimum of 12 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 in office for a full academic year

**DUTIES AND RESPONSIBILITIES:**

* Attends all regular and special meetings of the SGA.
* Produce all minutes and recordings of SGA and executive board meetings.
* If absent, arranges for another member of SGA to record minutes.
* Posts meeting minutes on the college’s SGA webpage.
* Prepares correspondence on behalf of the SGA and the executive board.
* Maintains all correspondence to and from the SGA and shares correspondence with the other governors.
* Tracks SGA member attendance and budget requests.
* Submits a typed monthly report specific to the president and parliamentarian.
* Meets with the Vice President on a monthly basis.
* Responsible for all social media requests through MARCO.
* Maintains records of all SGA documents
* Maintains a transition binder throughout the duration of term.