**SGA POSITION:** Treasurer

**POSITION SUMMARY:**

The SGA treasurer is an executive board position. The treasurer prepares and maintains all documentation related to SGA’s budget and spending.

**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 for a full academic year

**DUTIES AND RESPONSIBILITIES:**

* Attends all regular and special meetings of the SGA.
* Responsible for keeping an account of all SGA receipts and expenditures.
* Prepares and presents a monthly written budget report at general SGA meetings which is distributed to all SGA governors via e-mail at least three days in advance of monthly SGA meetings.
* Submits a typed monthly report to the president and vice president.
* Meets with the vice president on a monthly basis.
* Maintains a transition binder throughout the duration of term.