**SGA POSITION:** Vice President

**POSITION SUMMARY:**

The SGA vice president presides in the absence of the president and serves as the principal liaison between SGA members and the executive board.

**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.
* Submits a typed monthly report to the president and advisor.
* The vice president is responsible for assuming the role of president in case of a permanent vacancy; therefore, it is imperative that the vice president be familiar with the duties and responsibilities associated with that position. Please refer to the description of the SGA president.
* Meets with the president and SGA advisor on a monthly basis.
* Reviews constitution and bylaws every year.
* Responsible for layout of elections each year. Timeline must be submitted by January 31st of each year.
* Maintains a transition binder throughout the duration of term.