Organization Name: Student Government
Position Title: President
Supervisor: Dean of Students/Appointed Designee

QUALIFICATIONS
- Full time, currently enrolled student.
- Maintain a cumulative GPA of 2.3 or better during tenure of leadership position.
- Must have completed at least 50 credit hours of work toward a Bachelor’s degree, 30 must have been completed at LTU.
- Must not have any standing discipline cases with the university

LEADERSHIP AND UNIVERSITY REQUIREMENTS
- Comply with all rules, regulations and procedures of the Division of Student Affairs and Lawrence Technological University, as they relate to the position and to the operation of the organization.

BASIC DUTIES
- Attend Division of Student Affairs sponsored training and orientation sessions for Student Government.
- Represent LTU students’ needs and issues in a positive, professional, and ethical manner.
- Limit extra/co-curricular activities such that duties of office may be performed effectively and efficiently.
- Be thoroughly familiar with and uphold/follow Student Government Constitution.
- Schedule, post, and keep weekly office hours.
- Keep SG Advisor informed; this includes establishing a schedule to meet with the Advisor on a regular basis.
- Attend SG meetings, including those of the Senate and Executive Board.
- Meet with the Dean of Students regularly.
- Attend appropriate SG Standing Committee meetings.

SPECIFIC DUTIES
- Establish and maintain operating procedures for the SG Executive Board.
- Schedule Executive Board and Senate Meetings
- Set Agendas for Executive Boards and Senate Meetings.
- Work in conjunction with other SG officers and SG Advisor to schedule and plan appropriate SG training and orientation sessions, including a Summer Retreat.
- Represent Student Government and LTU student body on University committees/boards, as appropriate; shall also inform Student Appointments Board of Committee openings.
- Address the student body about University issues.
- Make all Senator and Standing Committee appointments, as outlined in the Constitution.
- Establish ad-hoc SG Committees, as necessary and appropriate.
- Other duties not specified in this description may need to be fulfilled per the organization's constitution or to successfully uphold the mission and goals of the organization.
Student Government

Executive Vice President

Dean of Students/Appointed Designee

QUALIFICATIONS
- Full time, currently enrolled student.
- Maintain a cumulative GPA of 2.3 or better during tenure of leadership position.
- Must have completed at least 50 credit hours of work toward a Bachelor’s degree, 30 must have been completed at LTU.
- Must not have any standing discipline cases with the university

LEADERSHIP AND UNIVERSITY REQUIREMENTS
- Comply with all rules, regulations and procedures of the Division of Student Affairs and Lawrence Technological University, as they relate to the position and to the operation of the organization.

BASIC DUTIES
- Attend Division of Student Affairs sponsored training and orientation sessions for Student Government.
- Represent LTU students’ needs and issues in a positive, professional, and ethical manner.
- Limit extra/co-curricular activities such that duties of office may be performed effectively and efficiently.
- Be thoroughly familiar with and uphold/follow Student Government Constitution.
- Schedule, post, and keep weekly office hours.
- Keep SG Advisor informed; this includes establishing a schedule to meet with the Advisor on a regular basis.
- Attend SG meetings, including those of the Senate and Executive Board.
- Meet with the Dean of Students regularly.
- Attend appropriate SG Standing Committee meetings.

SPECIFIC DUTIES
- Assist President with all administrative duties, and assume duties of SG President in his/her absence.
- Serve as Executive Board liaison to the SG Senate.
- Meet with the President to review issues and plan Senate Meeting Agendas.
- Work in conjunction with other SG officers and SG Advisor to schedule and plan appropriate SG training ad orientation sessions, including a Summer Retreat.
- Represent SG and LTU Student Body on University committees, as appropriate.
- Serve as ex-officio member of all SG Standing Committees where “Chair” role is not assigned; attend committee meetings to offer counsel and hear and/or bring issues.
- Chair SG Senate meetings in absence of President.
- Vote on the floor of SG Senate Meetings in instances of a tie (deadlocked) vote.
- Prepare and distribute (with assistance of SG Treasure) the accomplishments/activities resulting from distribution of SG funds.
- Other duties not specified in this description may need to be fulfilled per the organization’s constitution or to successfully uphold the mission and goals of the organization.
STUDENT GOVERNMENT
EXECUTIVE BOARD POSITION DESCRIPTION

Organization Name: Student Government
Position Title: Vice President of Public Relations
Supervisor: Dean of Students/Appointed Designee

QUALIFICATIONS
- Full time, currently enrolled student.
- Maintain a cumulative GPA of 2.3 or better during tenure of leadership position.
- Must have completed at least 50 credit hours of work toward a Bachelor’s degree, 30 must have been completed at LTU.
- Must not have any standing discipline cases with the university

LEADERSHIP AND UNIVERSITY REQUIREMENTS
- Comply with all rules, regulations and procedures of the Division of Student Affairs and Lawrence Technological University, as they relate to the position and to the operation of the organization.

BASIC DUTIES
- Attend Division of Student Affairs sponsored training and orientation sessions for Student Government.
- Represent LTU students’ needs and issues in a positive, professional, and ethical manner.
- Limit extra/co-curricular activities such that duties of office may be performed effectively and efficiently.
- Be thoroughly familiar with and uphold/follow Student Government Constitution.
- Schedule, post, and keep weekly office hours.
- Keep SG Advisor informed; this includes establishing a schedule to meet with the Advisor on a regular basis.
- Attend SG meetings, including those of the Senate and Executive Board.
- Meet with the Dean of Students as needed.
- Attend appropriate SG Standing Committee meetings.

SPECIFIC DUTIES
- Produce/distribute minutes of SG Senate Meetings no less than five days prior to next Senate Meeting.
- Take attendance at SG Senate meetings and keep absence/tardiness log; notify resident when individuals are on absence away from potential violation of attendance policy.
- Maintain SG email account.
- Meet with the President and Vice President to review issues/plan Senate Meeting agendas.
- Assist SG members with production, duplication, and mailing of all necessary paperwork, including, but not limited to, materials associated with SG Senate Business and SG Standing Committees.
- Maintain filing and back-up filing system for SG materials/paperwork (computer and hard copy), includes drafting and/or updating procedural guide on SG filing operations for use by SG members.
- Notify SG/University committees of appointments made by President.
- Work in conjunction with other SG officers and SG Advisor to schedule and plan appropriate SG training ad orientation sessions, including a Summer Retreat.
- Other duties not specified in this description may need to be fulfilled per the organization’s constitution or to successfully uphold the mission and goals of the organization.
Organization Name: Student Government
Position Title: Vice President of Finance
Supervisor: Dean of Students/Appointed Designee

QUALIFICATIONS
- Full time, currently enrolled student.
- Maintain a cumulative GPA of 2.3 or better during tenure of leadership position.
- Must have completed at least 50 credit hours of work toward a Bachelor’s degree, 30 must have been completed at LTU.
- Must not have any standing discipline cases with the university

LEADERSHIP AND UNIVERSITY REQUIREMENTS
- Comply with all rules, regulations and procedures of the Division of Student Affairs and Lawrence Technological University, as they relate to the position and to the operation of the organization.

BASIC DUTIES
- Attend Division of Student Affairs sponsored training and orientation sessions for Student Government.
- Represent LTU students’ needs and issues in a positive, professional, and ethical manner.
- Limit extra/co-curricular activities such that duties of office may be performed effectively and efficiently.
- Be thoroughly familiar with and uphold/follow Student Government Constitution.
- Schedule, post, and keep weekly office hours.
- Keep SG Advisor informed; this includes establishing a schedule to meet with the Advisor on a regular basis.
- Attend SG meetings, including those of the Senate and Executive Board.
- Meet with the Dean of Students as needed.
- Attend appropriate SG Standing Committee meetings.

SPECIFIC DUTIES
- Attend financial and computer record keeping training sessions, as needed, in order to understand budgeting system of the University.
- Maintain accurate/up-to-date computerized records for all financial transactions associated with Executive Board and Senate budgets.
- Prepare fiscal year budgets for all accounts, in consultation with SG Advisor, includes preparing year-end-reports and presenting budget recommendations for the following fiscal year.
- Prepare Treasurer’s reports for Senate meetings, including balances in each budget and expenses to date.
- Act as a liaison to Student Organizations requesting funds, and preparation of all associated materials/guidelines.
- Work in conjunction with other SG officers and SG Advisor to schedule and plan appropriate SG training ad orientation sessions, including a Summer Retreat.
- Other duties not specified in this description may need to be fulfilled per the organization’s constitution or to successfully uphold the mission and goals of the organization.