Job Description – Committee Chair Position of Student Government Association

**Title:** Chair (Last Name)

**Reports to:** SGA Senate and the Executive Committee

**Job Purpose:**

To guide and promote leadership for the respective seven committees while actively participating in the democratic processes of SGA and the Executive Committee.

**Primary Responsibilities and Accountabilities:**

1. Must attend all Senate meetings and abide by the attendance policy.
2. Must put in at least 5 hours a week at the SGA office.
3. Educate the committee members about the specific rules and procedures that occur during SGA meetings.
4. Make sure their senators understand and abide by the Speaker’s Rules.
5. Hold at least one committee meeting a week.
6. Attend all Executive Committee meetings to advise and report to the President and Vice-President.
7. Produce a weekly report, oral or written, to be presented to the Senate.
8. Keep their office space clean and organized.

**Compensation:** a stipend of $65 a week