



# **STUDENT GOVERNMENT**

## **2023 EXECUTIVE BOARD POSITION DESCRIPTIONS**

**Position Title:** President

**Administration Contact:** Staff Advisor

**Compensation:** \$700 for full-term (\$350 per semester)

### **QUALIFICATIONS**

- Currently enrolled student
- Maintain a cumulative GPA of 3.0 or better during tenure of position
- Must have completed at least 60 credit hours of work toward a Bachelor's degree (30 at Lawrence Tech)

### **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 Student Government

### **BASIC DUTIES**

- Attend any Division of Student Affairs sponsored training and orientation sessions related to Student Government
- Represent LTU students' needs and issues positively, professionally, and ethically
- Limit extra/co-curricular activities such that duties of the office may be performed effectively and efficiently
- Be thoroughly familiar with and uphold the Student Government Constitution
- Attend Student Government meetings, including those of the Senate, Executive Board, and any standing committees
- Meet with the Dean of Students regularly
- Establish and maintain operating procedures for the Executive Board
- Schedule and set agendas for Executive Board and Senate meetings

### **SPECIFIC DUTIES**

- Work in conjunction with other Executive Board officers and Administrators to schedule and plan appropriate training and orientation sessions
- Serve as the Chief Executive Officer of Student Government and Chairman of the Executive Board
- Recommend an Executive Cabinet to be approved by the Student Senate
- Attend all meetings of the Executive Board and Student Senate
- Investigate problems affecting students and present them to the Student Senate
- Act as a liaison between the Student Government and the administration of Lawrence Technological University
- Call the Student Senate and Executive Board into special sessions when necessary
- Speak within the Student Senate but hold no vote

\*Other duties not specified in this description may need to be fulfilled per the Student Government Constitution



# **STUDENT GOVERNMENT**

## **2023 EXECUTIVE BOARD POSITION DESCRIPTIONS**

**Position Title:** Executive Vice President

**Administration Contact:** Staff Advisor

**Compensation:** \$600 for full-term (\$300 per semester)

### **QUALIFICATIONS**

- Currently enrolled student
- Maintain a cumulative GPA of 2.7 or better during tenure of position
- Must have completed at least 30 credit hours of work toward a Bachelor's degree (15 at Lawrence Tech)

### **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 Student Government

### **BASIC DUTIES**

- Attend any Division of Student Affairs sponsored training and orientation sessions related to Student Government
- Represent LTU students' needs and issues positively, professionally, and ethically
- Limit extra/co-curricular activities such that duties of the office may be performed effectively and efficiently
- Be thoroughly familiar with and uphold the Student Government Constitution
- Attend Student Government meetings, including those of the Senate, Executive Board, and any standing committees
- Assist the Student Government President with all administrative duties and assume the duties of President in his/her absence
- Meet with the President to review issues and plan Senate meeting agendas

### **SPECIFIC DUTIES**

- Work in conjunction with other Executive Board officers and Administrators to schedule and plan appropriate training and orientation sessions
- Serve as the Chairman of the Student Senate and cast the tie-breaking vote
- Attend all meetings of the Executive Board and Student Senate
- Introduce legislation into the Student Senate as necessary and ensure that all boards and committees report bi-weekly to the Student Senate
- Investigate problems affecting students and present them to the Student Senate
- Act as a liaison between the Student Government and the administration of Lawrence Technological University
- Serve as an ex-officio member of all Student Government Committees

\*Other duties not specified in this description may need to be fulfilled per the Student Government Constitution

- Serve as the student representative to the Staff and Faculty Senate of Lawrence Technological University
- Call the Student Senate into special sessions when necessary

\*Other duties not specified in this description may need to be fulfilled per the Student Government Constitution