



## Smith Student Government Association

### 2019 Fall Election and Appointments

#### *Available Positions*

#### **SGA Cabinet ([see Bylaws for more information](#))**

##### **I. SGA Secretary**

A. Commitment Level: High, 8-10 hours per week

1. *Cabinet Meetings, Tuesdays 7-9pm*
2. *Senate Meetings, Thursdays 7-9pm*
3. *Public Relations Committee (TBD)*
4. *Five College Meetings (TBD)*
5. *Weekly Office Hours*

B. Requirements: Sophomore, Junior, or Senior

C. Description:

1. Transcribes meeting notes for Cabinet and Senate meetings
2. Manages SGA office and email
3. Assists Cabinet and Senate with organizational and administrative needs
4. Chairs the Public Relations Committee

##### **II. Class of 2023 President**

A. Commitment Level: High, 6-8 hours per week

1. *Cabinet Meetings, Tuesdays 7-9pm*
2. *Class Cabinet Meetings (TBD)*
3. *Senate Meetings, 7-9pm (not mandatory but highly encouraged)*

B. Requirements: First Year

C. Description:

1. Organizes various social events that create unity within the class, and class fundraisers

2. Maintains communication within their class, especially through regular meetings with the class representatives
3. Acts as a liaison between the SGA, the administration, and their respective classes

### **SGA Senate ([see Bylaws for more information](#))**

#### **I. All-Campus Senator (11 positions available)**

A. Commitment Level: Medium-Low, 2-3 hours per week

1. *Senate Meetings, Thursdays 7-9pm*
2. *Committee Meetings (of your choice)*

B. Requirements: None

C. Description:

1. Enact new legislation, oversee all bylaw changes, and keep all students informed about the activities of the SGA
2. Work to charter, support, and review all organizations of the SGA
3. Work in conjunction with the SGA Cabinet to accomplish campus-wide initiatives

### **Senior Class Cabinet ([See Bylaws for more information](#))**

#### **I. Vice President**

A. Commitment Level: Medium, 4-5 hours per week

1. *Class Cabinet Meetings (TBD)*
2. *Senate Meetings, Thursdays 7-9pm*

B. Requirements: Senior

C. Description:

1. Maintains communication with their class through the class website, a class newsletter, and/or meetings with class representatives
2. Acts as a Senator for the duration of their term, and provides Senate summaries to their Class Cabinet
3. If the class decides to hold meetings with the class representatives, the student calls, presides over and, in conjunction with the class president, sets the agenda for class representative meetings
4. Upon graduation, the senior class vice president shall serve as the Class Vice President for the Alumnae Association of Smith College for five years

#### **II. Treasurer**

A. Commitment Level: Low, 2-3 hours per week

1. *Class Cabinet Meetings (TBD)*

B. Requirements: Senior

C. Description:

1. Manages the Class' finances
2. Upon graduation, the senior class treasurer shall serve as the Class Treasurer for the Alumnae Association of Smith College for five years

### **III. Secretary**

A. Commitment Level: Low, 2-3 hours per week

1. *Class Cabinet Meetings (TBD)*

B. Requirements: Senior

C. Description

1. Records minutes of the Class Cabinet and the of the Class Representatives meetings
2. Handles the correspondence of the Cabinet such as class e-mail and distribution of the class newsletter
3. Upon graduation, the senior class secretary shall serve as the Class Secretary for the Alumnae Association of Smith College for five years

### **IV. Social Chair**

A. Commitment Level: Low, 2-3 hours per week

B. Requirements: Senior

C. Description:

1. Helps with promotion and organization of class social activities for the college archives
2. Is responsible for publicizing class events
3. Upon graduation, the senior class social chair shall serve as the Class Social Chair for the Alumnae Association of Smith College for five years

### **V. Historian**

A. Commitment Level: Low, 2-3 hours per week

B. Requirements: Senior

C. Description:

1. Keeps pictorial and written records of class events
2. Submits items (pictures, articles, memorabilia, etc.) to the Smith College Archives
3. Publicizes class events.
4. Upon graduation, the senior class historian shall serve as the Class Historian for the Alumnae Association of Smith College for five years

## **First Year, Sophomore, and Junior Class Cabinets**

[\(see Bylaws for more information\)](#)

### **I. Vice President**

A. Commitment Level: Medium, 4-5 hours per week

1. *Class Cabinet Meetings (TBD)*

2. *Senate Meetings, Thursdays 7-9pm*

B. Requirements: Member of Respective Class

C. Description:

1. Maintains communication with their class through the class website, a class newsletter, and/or meetings with class representatives
2. Acts as a Senator for the duration of their term, and provides Senate summaries to their Class Cabinet
3. If the class decides to hold meetings with the class representatives, the student calls, presides over and, in conjunction with the class president, sets the agenda for class representative meetings

### **II. Treasurer**

A. Commitment Level: Low, 2-3 hours per week

1. *Class Cabinet Meetings (TBD)*

B. Requirements: Member of Respective Class

C. Description:

1. Manages the Class' finances

### **III. General Cabinet Member**

A. Commitment Level: Low, 2-3 hours per week

B. Requirements: Member of Respective Class

1. *Appointment Only -- no campaigning/running in election necessary*

C. Description:

1. Aides Cabinet in organizing various social events that create unity within the class, and class fundraiser

## **Committees**

*(all positions are filled through appointments unless otherwise noted;  
most commitment levels are low; most meeting times are TBD)*

### **I. Finance Committee [\(see Bylaws for more information\)](#)**

A. Available Positions: 4 seats

B. Requirements:

1. *Any Class Year*

2. *Cannot be currently serving as a board member for any organization*

C. The Finance Committee works with the Organization Resources Committee (ORC) to allocate monies from the discretionary fund throughout the year as appropriate; assists organizations in the planning and execution of events; guides new organizations through the SGA chartering process; and works on long-term projects that address the concerns and interests of student organizations. Committee members must commit to weekly meetings on *Wednesdays from 7-9pm*. Members are expected to come to meetings prepared to discuss the applications for funding. Members must be able to review, discuss, and implement the equitable allocation of funding across organizations and individuals, without regard to political bent or personal interactions.

II. **Elections and Appointments Committee** ([see Bylaws for more information](#))

A. Available Positions: 4 seats

B. Requirements:

1. *Any Class Year*

C. Description:

1. The committee will be split up into 2 separate groups, elections and appointments. 4-5 students will be appointed to each group (4-6 in total for the committee). The committee will work to organize and conduct all Smith Student Government Association elections, and appoint students to positions on SGA Committees as listed in the bylaws, requested by the administration, or requested by SGA Cabinet and Senate. The committee will establish and publicize both the Fall and Spring Election timelines, supervise and oversee all college and class elections, oversee the balloting, and coordinate campus wide voter registration and get out the vote efforts.

III. **Academic Honor Board** ([see Bylaws for more information](#))

A. Available Positions:

1. Vice Secretary (**elected position**)

a) Requirement: *sophomore*

b) Description: prepares materials for meetings, aides honor board secretary, serves as secretary the following year (their junior year)

2. Class Representative (*appointed position*)

a) Junior Representative

b) Sophomore Representative

c) Ada Representative

B. General Requirements:

1. *Must be in good academic and honor board standing*

C. Description:

1. The Academic Honor Board oversees that every student upholds the Smith College Academic Honor Code. They hear cases of infractions of the code

and vote on sanctions, ranging anywhere from a warning to expulsion. The board is busiest when the student body returns to school in September and February, as most violations are reported during finals and the reading period. The honor board selects class representatives every spring for open vacancies. All class representatives are selected through an application and interview process, and have tenure until their graduating year.

**IV. Curriculum Committee** ([see Bylaws for more information](#))

A. Available Positions: 4-5 seats

B. Requirements:

1. *Any Class Year*

C. Description:

1. The Curriculum Committee serves as a resource for academic representatives, department liaisons and the student body (both traditional and nontraditional students) informed of curriculum concerns and changes. The committee works in partnership with the Smith College Committee on Academic Priorities, the Sherrerd Center for Teaching and Learning, and members of the administration.

**V. Sustainability Committee** ([see Bylaws for more information](#))

A. Available Positions: 2 seats

B. Requirements:

1. *Junior or Senior*

C. Description:

1. The Sustainability Committee strives to promote a healthy atmosphere at Smith College. By working with the Office of Sustainability, its members foster ongoing relationships with environmental organizations like these and the Student Government Association. Its primary focus is to continue to improve and initiate Smith College's sustainability efforts.

**VI. Advisory Board to the Resource Center for Gender and Sexuality (RCGS)**

A. Available Positions: 2 seats

B. Requirements:

1. *Any Class Year*

C. The resource center provides a space for many different communities at Smith to come together. This board is looking for students who would like to help the space foster more queer community as well as more activism at Smith. The board is very interested in supporting the queer organizations on campus as well as forwarding and expanding Smith discussions on diversity.

**VII. Bookstore Advisory Committee**

A. Available Positions: 2-4 seats

B. Requirements:

1. *Any Class Year*

C. Description:

1. The Bookstore Advisory Committee is a recently formed committee that deals with issues regarding the Smith College bookstore. Student representatives will engage in conversation with the bookstore management team along with other members of the administration and faculty. Through this committee, students will learn more about the bookstore industry and its constituent roles and responsibilities. *The committee meets two times per a semester.*

**VIII. Campus Planning Committee**

A. Available Positions: 1 seat

B. Requirements:

1. *Any Class Year*
2. *Holds interests in design, construction, sustainability, etc.*

C. Description:

1. The Campus Planning Committee is involved in formulating and implementing plans for the campus including facilities, landscape and traffic flow. The committee's work includes reviewing plans for major building projects, setting standards for campus beautification and overseeing decisions about changes in external appearance.

**IX. Committee on Educational Technology**

A. Available Positions: 2-3 seats

B. Requirements:

1. *Any Class Year*

- C. CET is charged with evaluating the current uses of educational technologies at Smith and formulating long-term plans for its future development and support. One of CET's responsibilities is to review applications for funding for Curricular Initiatives in Educational Technology. Committee members must prepare for meetings by reading and understanding materials circulated for review, assist in setting short and long-term plans and goals, and actively participate in project or program planning and implementation. Students should stay informed about current issues affecting educational technology. and communicate the work of the committee to other students, and bring their feedback to meetings. Members also will offer feedback on proposed revisions to policies, programs and procedures.

**X. Library Advisory Committee**

A. Available Positions: 2 seats

B. Requirements:

1. *Any Class Year*

C. Description:

1. The Committee shall review the Library operating budget, capital budget requests, space, staffing, long-range planning, and other Library matters. The Committee may make recommendations on these matters to the Provost and Dean of the Faculty. It shall consider the way in which the Library's policies and practices can best meet the curricular and scholarly needs of its users. The faculty members of the Committee shall have the responsibility of conveying to the Committee as a whole the faculty's concerns.

**XI. Committee on Missions and Priorities**

A. Available Positions: 1 seat

B. Requirements:

1. *Junior*

C. Description:

1. The Committee on Mission and Priorities shall, in consonance with the mission of the College, advise the President on long-range planning for the financial, human and physical resources of the College. The Committee shall solicit, generate and review proposals for major new projects and initiatives, assess progress in achieving the goals of current initiatives, and recommend priorities for the allocation and reallocation of resources. Per the code, two students (a junior and a senior) serve on the committee, each with staggered terms of two years. *Time commitment: two years.*