Student Government Association
Responsibilities of Officers

SGA Mission:
The mission of the SGA is to act as the self-governing body representing the interests of students and to pursue activities and initiatives that encourage and support student community at Landmark College.

Responsibilities of the SGA include defining and representing student concerns to the administration; serving as a reliable source of information to the student body; coordinating student-centered activities; and collaborating with other student organizations and the administration.

The Executive Board of the SGA is comprised of the following officers:

Responsibilities of the President:
1. Serve as the Chief Executive Officer of the SGA; carry out the mandates, policies, and directives of the Student Senate and Executive Board
2. Preside over and direct Senate and Executive Board meetings
3. Oversee SGA activities and promote and communicate activities to the student body
4. Collaborate and coordinate activities with other student organizations
5. Coordinate communication and participation in student affairs with the administration
6. Oversee the SGA budget and fund-raising activities
7. Oversee the election process of new Senate members

Responsibilities of the Vice-President:
1. Assist the President in fulfilling the above responsibilities
2. Chair committees as requested
3. Assume responsibilities of the President when the President is absent or unable to perform his or her duties
4. Perform other duties as the President or Executive Board may assign

Responsibilities of the Secretary:
1. Record minutes and take attendance at SGA meetings and make minutes available to members
2. Record minutes of Executive Board meetings and make minutes available to officers
3. Distribute or make available the agenda for SGA meetings prior to scheduled meetings
4. Provide notice of special meetings or events to the Senate or student body
5. Provide and securely maintain records, reports, nomination forms, publications, and any other documents related to SGA business
6. Make available nomination forms for candidates seeking Senate positions
7. Perform other duties as the President or Executive Board may assign

Responsibilities of the Treasurer:
1. Serve as the Chief Financial Officer of the SGA
2. Approve expenditures of SGA funds
3. Maintain accurate records of all receipts and expenditures
4. Report on financial status budget, including expenses, revenues, and budget on a regular basis
5. Perform other duties as the President or Executive Board may assign

March 28, 2006
Student Government Association  
Officer Nomination Process

**Term of Office:**
President, Vice-President, Secretary, and Treasurer (Officers) of the Student Government Association are elected to office in the Spring semester and sworn into office at the beginning of the Fall semester. The term of office is one year.

Officers elected in the Spring 2006 will serve from the beginning of the Fall 2006 through the Spring 2007 semesters.

**Eligibility for Candidacy:**
1. Students must be in good standing with the College to run for office; students on academic or social probation are not eligible
2. Students are eligible to run for only one office concurrently
3. Students are eligible to run for office if they have not held that office for two consecutive terms previously
4. Students who run for office must complete and sign the nomination form and submit the form to the Dean of Students’ Office by the nomination deadline; students who fail to complete the nomination form by the deadline will be declared ineligible
5. Students must prepare and present a brief statement explaining why they are running for office

**Nomination Process Checklist:**

- Read the description of Responsibilities of Officers, Term of Office, and Eligibility for Candidacy
- Complete and sign the **Nomination Form** (available on the SGA web site and sent via e-mail on April 3rd)
- Collect 20 signatures of other students at Landmark College who support your candidacy
- Turn in the **Nomination Form** before 5:00 PM on Thursday, April 6, 2006 to the Dean of Students’ office in the SSC, 2nd Floor
- Receive notification of eligibility by 5:00 PM on April 7, 2006
- Begin campaigning for office after receiving approval of eligibility
- Prepare and present a brief statement explaining why you are running for office at the SGA meeting on April 10, 2006

Elections will be held during lunch and dinner on April 12, 2006 and newly elected officers will be announced via e-mail as soon as votes are tabulated.
Student Government Association
Officer Nomination Form

I, ___________________________________________ (print your name), am running for the following Executive Board office of the SGA (circle only one):

President          Vice-President          Secretary          Treasurer

If elected, I agree to fulfill the responsibilities of the office to which I am elected to the best of my abilities and to attend all SGA and Executive Board meetings unless otherwise excused.

Signed: _______________________________ Date: ____/_____/2006

Briefly state your reason(s) for seeking the above SGA Executive Board office:

I, the undersigned student at Landmark College, support _______________________ (candidate name) for the office of _______________________ in the Student Government Association (SGA) for the Fall 2006-Spring 2007 term (please sign legibly):

1. ______________________________________ 11. _____________________________________
2. ______________________________________ 12. _____________________________________
3. ______________________________________ 13. _____________________________________
4. ______________________________________ 14. _____________________________________
5. ______________________________________ 15. _____________________________________
6. ______________________________________ 16. _____________________________________
7. ______________________________________ 17. _____________________________________
8. ______________________________________ 18. _____________________________________
9. ______________________________________ 19. _____________________________________
10. _____________________________________ 20. ___________________________________