



STUDENT GOVERNMENT ASSOCIATION

SGA Structure

Student Government Association

The Dominica State College Student Government Association (SGA) is a group of students charged with **managing a wide range of events, activities, programs, policies and initiatives** around the DSC campus. Just as in other forms of government, members who provide the highest levels of leadership are elected by the student body.

The purpose of this organization is to be a voice for the students attending the DSC and for shaping policies that affect the student body. The SGA also gives students the opportunity to develop leadership skills and through their work they give students a safe place to be able to go to for issues and concerns that they may be having with higher authorities.

The current structure currently consists of a President, Vice President, Treasurer, Secretary, Public Relations Officer and two (2) committee members. The current Executives have been elected through a process where they would contest as a team to ensure every position was filled. However an effective group would reflect individual representatives across different majors and faculties. Hence, my recommendation to revise the structure to include:

1. President
2. Vice President
3. General Secretary
4. Treasurer
5. Faculty Representatives (FAAT, FAS, FGS, FHS, FOE)
6. 1st Year At-Large Representative
7. 2nd Year At-Large Representative
8. Student Sports Representative
9. Club Representative

The responsibilities of the **PRESIDENT** include to:

- Preside at all regular sessions of the meetings;
- Have authority to call special meetings;
- See that all meetings are conducted in an orderly manner;
- Appoint all standing committees, except the Election Committee;
- Act as a representative of the Student Body at all official functions;
- Provide for organizational structure and procedures;
- Attend all committee and delegation meetings, if possible;
- The President shall not have voting privileges except to have a vote to break a tie in balloting on an issue, in which case there will be a deciding vote.

- Present student concerns and suggestions to the Director, Student Activities.
- Attend all Board meetings and be an active member as a student representative of the DSC's Board of Governors.

The responsibilities of the **VICE PRESIDENT** shall be to:

- Assume all the duties of the President in his or her absence;
- Assist the President whenever called upon;
- Attend all student government meetings;
- Be a voting member of the SGA;
- Be an active member as a student representative in one of DSC's participatory governance committees;
- Work to handle bylaws, and other SGA Club Handbook.

The responsibilities of the **GENERAL SECRETARY** shall be to:

- Take, distribute and post all minutes of the Student Government Association meetings via email to DSC announcements, DSC Faculty and DSC Community;
- Be responsible for all necessary correspondence;
- Keep a file of all records, including the bylaws;
- Be an active member as a student representative in one of DSC's participatory governance committees;
- Keep an active member roster;
- Prepare agenda items for student meetings;
- Be a voting member of the SGA;
- Assume the duties of the President if he or she and the Vice-President are absent.

The responsibilities of the **TREASURER** shall be to:

- Keep a record of acquisition and disbursement of student government funds;
- Keep a record of any student government account;
- Make a financial report at the second student government meeting of each month;
- Be a voting member of the SGA;

- Be an active member as a student representative in one of DSC's participatory governance committees.

The responsibilities of the **PUBLIC RELATIONS OFFICER** shall be to:

- Publicize the activities of the SGA through social media and email;
- Serve as the liaison between SGA and the community;
- Be a voting member of the SGA;
- Be an active member as a student representative in one of DSC's participatory governance committees.

The responsibilities of the **FACULTY REPRESENTATIVE** shall be to:

- Faculties include:
 - Representative for Faculty of Applied Arts & Technology
 - Representative for Faculty of Arts & Sciences
 - Representative for Faculty of Education
 - Representative for Faculty of General Studies
 - Representative for Faculty of Health Sciences
- Report to their department club, the meeting minutes of the SGA meetings;
- Serve as liaison between the departments;
- Be a voting member of the SGA;
- Be an active member as a student representative in one of DSC's participatory governance committees;
- Shall host monthly office hours meeting with the program for gathering concerns and suggestions for their constituent base of field;
- Set up a meeting with the Dean of Academic Affairs every two months to share concerns of the students;
- Work to build relationships with the Department Chairs.

The responsibilities of the **1st YEAR AT-LARGE REPRESENTATIVE** shall be to:

- Actively engage with 1st year students to understand and advocate for their challenges and concerns;
- Attend regular scheduled meetings;
- Serve as a liaison between first year students and the Student Government Association.

The responsibilities of the **2nd YEAR AT-LARGE REPRESENTATIVE** shall be to:

- Actively engage with 2nd year students to understand and advocate for their challenges and concerns;
- Attend regular scheduled meetings;
- Serve as a liaison between second/third year students and the Student Government Association.

The responsibilities of the **STUDENT SPORTS REPRESENTATIVE** shall be to:

- In cooperation with the Sports Coordinator plan athletic events;
- Insure athletic facilities and equipment are maintained;
- Check out athletic equipment from the Student Activities office;
- Coordinate the release and return of sports equipment from department;
- Be a voting member of the SGA;
- Be an active member as a student representative in one of DSC's participatory governance committees.

The responsibilities of the **CLUB REPRESENTATIVE** shall be to:

- Serve as a liaison between the student clubs and the SGA responding to their input and advocating on their behalf;
- Be responsible for conducting meetings with the recognized representatives of all DSC clubs which are known as Club Ambassadors.
- keep the SGA updated with activities and concerns of clubs;
- keep the Club Handbook and updates by the last week of the academic year.
- Be a voting member of the SGA
- Be an active member as a student representative in one of DSC's participatory governance committees.

NOMINEE ELIGIBILITY

Students being nominated