

## **E-Board Roles and Responsibilities**

### **Time commitment of Executive Board positions:**

- Weekly Executive Board meetings
- Weekly Senate meetings (historically held Tuesdays at 7 p.m.)
- Other Senate related events throughout the year (ex. Day at the Capital, Hendrickson Forum)

*\*\* Note that responsibilities may vary depending on the needs of Senate.*

### **Section 2: The Vice President for Academic Affairs**

- A. The Vice President for Academic Affairs shall be a member of any and all academic committees on the Winona Campus.
- B. The Vice President for Academic Affairs shall be a voting member, with full floor privileges, of the Faculty Body and other Faculty committees.
- C. The Vice President for Academic Affairs shall be a member of the General Education Curriculum Committee, the Education Standards Committee, and the Curriculum Committee.
- D. The Vice President for Academic Affairs shall be the liaison between the Student Success Center of Saint Mary's University and the Student Senate. They shall work with the Student Success Center in promoting academic success through career services, advising, disability services, the writing studio, and tutoring.
- E. The Vice President for Academic Affairs shall perform the duties of the President in the absence or inability of the President to perform said duties.

### **Section 3: The Vice President for Financial Affairs**

- A. The Vice President for Financial Affairs shall be responsible for budgeting and controlling funds derived from the student activity fee.
- B. The Vice President for Financial Affairs shall chair the Finance Committee.
- C. The Vice President for Financial Affairs shall make timely reports on the financial situation of the student activities fee to the President for the Student Senate.
- D. The Vice President for Financial Affairs shall perform the duties of the President in the absence or inability of the President and Vice President for Academic Affairs .

## **Section 5: The Vice President for Public Affairs**

- A. The Vice President for Public Affairs shall attempt to involve Saint Mary's University students and Saint Mary's University student government in politics on the campus level, in the Winona community, and on the statewide level.
- B. The Vice President for Public Affairs shall act as a liaison between the Saint Mary's University Winona Campus and the Minnesota Private College Council, hereon known as MPCC, and the Minnesota Association of Private College Students, hereon known as MAPCS.
- C. The Vice President for Public Affairs shall serve as a member of the MAPCS Advisory Board, and, as such, is required to attend all MAPCS meetings and conferences, held in various locations around Minnesota.
- D. The Vice President for Public Affairs shall be responsible for coordinating a Get-Out-The-Vote effort when any and all elections occur. This shall be in conjunction with all political organizations on the Winona Campus.
- E. The Vice President for Public Affairs shall be active in lobbying efforts sponsored by MPCC and MAPCS. These lobbying efforts shall be from January through April and this person shall organize a group of Winona campus members to attend lobbying sponsored by MPCC and MAPCS.
- F. The Vice President for Public Affairs shall be the liaison between the Student Senate and the Admissions office of Saint Mary's University. They shall work with the Admissions office to promote Saint Mary's and the Student Senate to prospective students.
- G. The Vice President for Public Affairs shall be the liaison between the Student Senate and the Alumni Office of Saint Mary's University. They shall work with the alumni office to promote Saint Mary's and the Student Senate to alumni.
- H. The Vice President for Public Affairs shall make the Winona Campus aware of community events occurring in the Winona County area.
- I. The Vice President for Public Affairs Shall chair the Legislative Affairs Committee.
- J. The Vice President for Public Affairs shall attend or appoint a senator to attend all Winona Community Relations Committee meetings.
- K. The Vice President for Public Affairs shall organize at least one per semester community event and or volunteer experience for the Winona Campus Community e.g. MNDOT Highway Cleanup Program.

- L. The Vice President for Public Affairs shall perform the duties of the President in the absence or inability of the President, Vice President for Academic Affairs, and the Vice President for Financial Affairs.

#### **Section 6: The Vice President for Campus Affairs**

- A. The Vice President for Campus Affairs shall work with departments and administration on issues regarding campus affairs.
- B. The Vice President for Campus Affairs shall be the coordinator for all student organization constitutions.
- C. The Vice President for Campus Affairs shall help all interested parties in becoming a Student Senate recognized organization.
- D. The Vice President for Campus Affairs shall sit on the Facilities Committee of the Winona Campus of Saint Mary's University.
- E. The Vice President for Campus Affairs shall sit on the Safety Concerns Committee of the Winona Campus of Saint Mary's University.
- F. The Vice President for Campus Affairs shall address concerns dealing with Maintenance, Campus Safety, and parking on Campus.
- G. The Vice President for Campus Affairs shall co-chair the Student Concerns Committee.
- H. The Vice President for Campus Affairs shall be the student liaison to the Outdoor Leadership Office.
- I. The Vice President for Campus Affairs shall perform the duties of the President in the absence or inability of the President, Vice President for Academic Affairs, Vice President for Financial Affairs, and the Vice President for Public Affairs.

#### **Section 7: The Vice President for Student Life**

- A. The Vice President for Student Life shall work with departments and administration on issues regarding student life.
- B. The Vice President for Student Life shall sit on the Dean's Advisory Committee of the Winona Campus of Saint Mary's University.
- C. The Vice President for Student Life shall sit on the Student Life Committee of the Winona Campus of Saint Mary's University.

- D. The Vice President for Student Life shall address concerns dealing with the Wellness Center, Residence Life, Student Life, Student Activities, Intramurals, Food Service, and the Bookstore.
- E. The Vice President for Student Life shall co-chair the Student Concerns Committee.
- F. The Vice President for Student Life shall meet with the President of Student of the Student Activities Committee.
- G. The Vice President for Student Life shall perform the duties of the President in the absence or inability of the President, Vice President for Academic Affairs, Vice President for Financial Affairs, Vice President for Public Affairs, and the Vice President for Campus Affairs.

### **Section 8: The Vice President of Media and Communications**

- A. The Vice President of Media and Communications shall be the chief graphic and web designer of the Student Senate. They will also be responsible for public relations issues, elections, and advertising.
- B. The Vice President of Media and Communications shall create, update, and otherwise manage a Student Senate social media accounts.
- C. The Vice President of Media and Communications shall create and update generic organization websites.
- D. The Vice President of Media and Communications shall ensure photographs are taken of all activities of the Student Senate.
- E. The Vice President of Media and Communications along with the Vice President for Social Affairs shall create and design flyers, posters, and other notices for senate purposes and will also create press releases and other public relations material as needed.
- F. The Vice President of Media and Communications shall be the liaison between the Student Senate and the Marketing and Communications office of Saint Mary's University. They shall work with the Marketing and Communications office to engage the student body on branding and general promotion of Saint Mary's University of Minnesota.
- G. The Vice President for Media and Communications shall be the liaison between the Student Senate and IT Helpdesk and Institutional Technologies offices of Saint Mary's University. They shall work with the offices to help improve the technology of Saint Mary's University students.

- H. The Vice President for Media Communication shall coordinate Student Senate elections in conjunction with the President of the Student Senate.
- I. The Vice President of Media and Communications shall perform the duties of the President in the absence or inability of the President, Vice President for Academic Affairs, Vice President for Financial Affairs, Vice President for Public Affairs, Vice President for Campus Affairs, and the Vice President for Student Life.

### **Section 9: The Vice President for Multicultural Affairs**

- A. The Vice President of Multicultural Affairs shall be the student chair of the Solidarity Council which is responsible for representing and advocating for the diversity and diversity initiatives on the Winona, campus including but not limited to diversity related clubs. International Student Center, Diversity related clubs and the Study Abroad office.
- B. The Vice President for Multicultural Affairs shall sit on the Student Activities Committee and help to plan multicultural activities on campus.
- C. The Vice President for Multicultural Affairs shall be the liaison between the Student Senate and the First Generation Initiative of Saint Mary's University. They shall work with the First Generation Initiative office to promote Saint Mary's first generation student initiatives and support those in the program.
- D. The Vice President for Multicultural Affairs shall be the liaison between the Student Senate and the De LaSalle Language Institute and International Student Center of Saint Mary's University. They shall work with these offices to improve the experience of all international students on campus.
- E. The Vice President for Multicultural Affairs shall be the liaison between the Student Senate and the Study Abroad Office of Saint Mary's University. They shall work with the Study Abroad office to promote Saint Mary's to promote the merits of international travel and studies for students.
- F. The Vice President for Multicultural Affairs shall perform the duties of the President in the absence or inability of the President, Vice President for Academic Affairs, Vice President for Financial Affairs, Vice President for Public Affairs, Vice President for Campus Affairs, Vice President for Student Life, and the Vice President of Media and Communications

### **Section 10: The Executive Assistant**

- A. The Executive Assistant shall record and publish the minutes of each session of the Student Senate.

- B. The Executive Assistant shall be the custodian of all the documents of the Student Senate.
- C. The Executive Assistant shall publish and distribute the agenda.
- D. The Executive Assistant shall be responsible for recording the absence of a Senator from a session of the Student Senate.
- E. The Executive Assistant shall co-chair the Senate Ethics Committee.