



EIU STUDENT GOVERNMENT ASSOCIATION

EIU EXECUTIVE VICE PRESIDENT - JOB DESCRIPTION

The role of the **EIU EXECUTIVE VICE PRESIDENT** hereinafter referred to as “EVP” shall be to serve as an advocate on behalf of the EIU student body to the EIU Administration in university functions, issues and matters. The EVP shall serve as the Chief Public Affairs Officer of the EIU Student Body. The EVP shall serve as student representative on external university matters and affairs. The EVP shall have the power to appoint EIU student representatives to serve on standing university committees. The EVP shall serve as the presiding officer over the EIU Student Action Team (SAT) and shall act as Interim Speaker of the Senate in the case of absence, removal or resignation of the Speaker of the Senate. The EVP shall serve as the EIU student representative to the Illinois Board of Higher Education (IBHE) Student Advisory Committee.

Furthermore, the EVP shall be held to higher standards of excellence, empowered to make executive decisions and take executive action on behalf of the EIU Student Body. The EIU Executive Vice President shall carryout duties as set forth in the EIU Student Government constitution, the bylaws, and/or assigned by the SLO. The EIU Executive Vice President shall serve an official term in office from July 1- June 30 of each school year from time of election or appointment.

The **EIU EXECUTIVE VICE PRESIDENT** shall be responsible for the overall coordination and planning of SG “Signature” projects, activities and initiatives that include but are not limited to the following:

- 1. EIU Student Action Team Lobby Days**
- 2. EIU Student Voter Registration Action Drives**



The **EIU EXECUTIVE VICE PRESIDENT** shall be responsible for:

1. Regularly interacts and meets with EIU administration on university matters
2. Regularly promotes student outreach and social interactions within the EIU Student Body
3. Regularly attends EIU Student Government sponsored events/activities as required.
4. Regularly serves on university committees as a representative of the EIU Student Body.
5. Annually oversee student representation and appointments to university-wide committees
6. Annually provides a SG Executive End of the Year Report
7. Establish and maintain regular weekly/bi-weekly meetings with SG Advisor(s)
8. Maintains regular office hours of at least **8-10 hours per week.**
9. Regularly attends all EIU Student Government general body & executive meetings.
10. Regularly attends Spring/Fall SG Executive Transition/Orientation.
11. Maintaining accurate files, records, reports in conducting EIU Student Government business.
12. Maintain good disciplinary **AND** academic standing with a minimum 2.75 cumulative GPA



13. Shall have all expenditures approved in advance and assist with budget allocation process.
14. Shall adhere to SG policy and procedures in the EIU Student Body Constitution & By-laws
15. Shall contribute and complete **10** hrs of EIU community service per semester.



EIU EXECUTIVE VICE PRESIDENT - Project List

Project	Deadline	Completed
Shall establish weekly SG Execs. Office Hours.		
Shall establish weekly/bi-weekly 1:1 meetings with SG Graduate Advisor (s) .		
Shall establish weekly/bi-weekly SG Executive Meetings to insure communication and collaboration		
Shall establish monthly SG Executive Meetings with EIU President & VP Student Affairs .		
Shall attend SG Executive Officer Transition/Orientation Meetings .		
Shall develop an annual budget of anticipated expenditures associated with EVP projects, activities or initiatives		
Shall maintain "master" file of all documents, memos, letters, etc. associated with EVP programs, activities or initiatives.		
Shall have a working knowledge and understanding of SG Constitution & By-laws and university procedures.		
Shall establish and ensure the execution of EVP goals, platform initiatives, responsibilities and commitments.		
Shall establish 1-4 " New " SG Initiatives per year		
Shall review and establish timelines/deadlines/budget proposals for ALL EVP "Signature" projects, programs or initiatives each semester. i.e. – SAT Lobby Days, Voter Registration Drives, etc.		
Shall establish timeline to recruit, select and appoint student representative to university-wide committees.		



Shall oversee the review selection and appointment of EIU student representatives to the EIU Student Action Team		
Shall oversee planning and coordination of the “ EIU Votes! ” Student Voter Registration Drive(s)		
Shall serve as student representative to IBHE Student Advisory Committee		
Shall establish a SG Exec. End of the Semester Report at the close of each semester reporting the status of the EVP programs/projects/initiatives.		
Shall complete SG Executive Officer’s Evaluation Process – Semester		
Shall oversee transition of the next EVP explaining their role, duties, responsibilities during the last month of the current EVP term of office		