



EIU STUDENT GOVERNMENT ASSOCIATION

EIU STUDENT BODY PRESIDENT - JOB DESCRIPTION

The role of the **EIU STUDENT BODY PRESIDENT** hereinafter referred to as “SBP” 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 SBP shall serve as the Chief Executive Officer of the EIU Student Body. The SBP shall serve as the student representative at functions both in and outside of the university. The SBP shall serve as the student representative to the Council on University Planning & Budgeting Committee (CUPB). The SBP shall have the power to appoint EIU student representatives to serve on standing university committees.

Furthermore, the SBP 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 SBP shall oversee work in collaboration with the SGA officers and committees to oversee AB budget allocation process. The EIU Student Body President shall carryout duties as set forth in the EIU Student Government constitution, the bylaws, and/or assigned by the SLO. The EIU Student Body 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 STUDENT BODY PRESIDENT** shall be responsible for the overall coordination and planning of SGA “Signature” projects, activities and initiatives that include but are not limited to the following:

- 1.) EIU First Night**
- 2.) EIU Student Presidential Advisory Cabinet**
- 3.) Fall/Spring Student Government On-Line Elections**
- 4.) “It’s On Us” Sexual Assault Awareness Campaign**



The **EIU STUDENT BODY 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 SGA Executive End of the Year Report.
7. Establish and maintain regular weekly/bi-weekly meetings with SGA Graduate 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/Summer SGA 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 SGA policy and procedures in the EIU Student Body Constitution & By-laws



EIU STUDENT BODY PRESIDENT - Project List

Project	Deadline	Completed
Shall establish weekly Office Hours		
Shall establish weekly 1:1 meeting with SGA Graduate advisor (s)		
Shall establish weekly/bi-weekly SGA Executive Meetings to insure communication and collaboration		
Shall establish monthly SGA Executive Meetings with EIU President & VP Student Affairs		
Shall establish 2-4 SGA Summer Projects		
Shall oversee development of SGA budget/budget allocation process that outlines anticipated expenses associated with SBP projects, activities or initiatives		
Shall maintain "master" file of all documents, memos, letters, etc. associated with SBP programs, activities or initiatives		
Shall have a working knowledge and understanding of SGA Constitution & By-laws and university procedures; shall strive to uphold them as associated with the powers and job performance of the SBP		
Shall establish and ensure the execution of SBP goals, platform initiatives, responsibilities and commitments.		
Shall oversee "EIU/LLC Student Government Alliance" Reception/Meeting - promote SGA's working together to foster idea sharing, collaboration, and cooperation between the EIU and LLC Student Government Leaders.		
Shall establish 1-4 " New " SGA Initiatives per year		
Shall review and establish timelines/deadlines/budget proposals for ALL SBP "Signature" projects, activities or		



initiatives each semester. i.e. – First Night, EIU Student Government Presidential Cabinet Fall/Spring Student Government On-Line Elections, SGA It’s On Us Campaign, etc..		
Shall establish timeline to promote, review and approve student representative appointments to university-wide committees		
Shall oversee the promotion, review and selection of student representatives to the EIU Student Government Presidential Cabinet		
Shall oversee planning and coordination of the “ EIU First Night ” School Spirit Event		
Shall deliver the <i>State of the University Address</i> at least once per semester		
Shall oversee SGA Executive Officer’s Evaluation Process – semester/mid-term		
Shall Coordinate and plan Fall/Spring SGA Executive Retreats – scheduling, planning, facilitation		
Shall serve as student representative and speaker on behalf of student body during EIU Fall Convocation		
Shall oversee the annual SGA Executive Program Review & Assessment of ALL SGA Executive projects, activities, initiatives		
Shall oversee SGA Candidates Elections Packet Materials		
Shall establish annual SGA Meet & Greet Social event for “new” EIU Students		
Shall oversee annual review and approval of SGA Budget Presentation & Allocation Process		



Shall compile a SBP “End of the Year” Report & Master Notebook		
Shall oversee transition of the next SBP explaining his/her role, duties, responsibilities during the last month of the current SBP term of office		
Other Administrative Duties as assigned		