

# What is SGA?

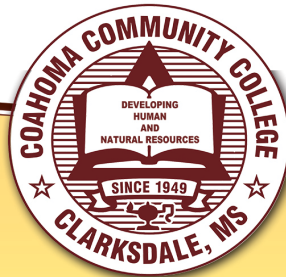
The Student Government Association is the governing body that represents the entire student body at CCC. We are tasked with channeling the voice of the students into positive actions for all students on campus.

The SGA is comprised of three branches: executive, legislative, and judicial. The executive branch, led by the SGA President, implements projects and initiatives, and oversees the day-to-day management of the SGA office. The legislative branch is comprised of the Senate and is tasked with issuing resolutions, acts, and bills which directly affect the lives of students. The judicial branch reviews misconduct cases and ensures the adherence to SGA rules, laws, and operating procedures.

Lastly the SGA is charged with echoing the students voices pertaining to student activities that are related to general student life.

## WELCOME FROM YOUR SGA PRESIDENT

**W**elcome to "Coahoma"! I am truly honored to serve as your SGA President. It is the driving goal of my administration to create a student government that works for and with every student on campus. In order for SGA to truly be effective, we need to hear valuable input from every student. Let us know what your needs and concerns are, and we will work tirelessly to find a solution. The purpose of SGA is not to be above the student but rather about the students. With your help, we can transform our CCC campus into a CCC community.



Feel free to stop by the SGA Office in the Zee. A. Barron Student Union...

### CONNECT WITH SGA



**SERVICE ■ LEADERSHIP ■ INTEGRITY ■ FUN**

# TIGERS

# STUDENT GOVERNMENT ASSOCIATION

## ACTIVITIES

- Holiday/Celebration Parties
- Spring Fest Week Activities
- Holiday/Celebration Parades
- Departmental Decorating Contests
- Midnite Breakfast Club
- So You Think You Got Talent Battle
- Clash of The Classes
- Lazer Tag
- Bubble Soccer
- Homecoming Week Activities
- Tailgating
- President's Gala
- Music/Comedy Concerts
- Karaoke Nights
- PEP Rallies
- Tiger Sports Game Day Themes and Activities
- Basketball Homecoming
- Mr. & Miss C.C.C. Coronation
- Mentorship Activities
- Tiger Family Table/Video Game Night
- Movie Night
- Etiquette Workshops
- Career Workshops
- The Coahoma Male Retention Initiative
- ACT Workshops
- Media Club
- Year Book Staff
- Monday Night Football
- Student Leadership Elections
- Financial Aid Drives

# SGA Initiatives



Community Service, a functional area of Student Involvement & Leadership Development, focuses on providing our students with opportunities to connect to and make a difference in their community. "Paws For A Cause" gives the SGA an opportunity to not only help their community, but also gain hands-on experience in various work fields, build relationships with their peers, and learn valuable networking skills.

The Tiger **"AMBUSH"**, is a club that is part of the Student Government Association for student tiger fanatics to create new ways for students to experience Coahoma Pride. Each year this group works hard to promote school spirit, design the "Spirit Shirt," sponsor pep assemblies, cheer at games, support the Cheer Squad and is one of the driving spirit forces behind school-wide projects and events - membership requirements: Tiger Spirit, good attitude, loud voice, team player, creative mind, appropriate cheering and attendance at CCC functions and events. Volunteer with community initiatives.



Have an idea on how to improve the CCC community? **Ideas to Action** is designed to give you a more direct voice in your SGA. Every idea submission is reviewed by a project-oriented selection committee with the goal of identifying the best ideas. If your submission is selected, you will be given the opportunity to organize your idea with resources provided by SGA.



The Student Government Association holds Town Hall Meetings to provide an opportunity to meet, engage, and hear from the student body on opinions and concerns about their student experience at Coahoma! Come meet with SGA to discuss what CCC is doing well, and areas of growth to support students in all areas of student life.



## 2018 - 19 SGA APPLICATION INSTRUCTIONS

First and foremost, thank you for showing interest in this great organization.

The following positions are available for the 201: -1; school year.

**President (Elected position) (Must have no less than a 3.0 Cumulative GPA)**

**(All other positions must have and maintain no less than a Cumulative 2.5 GPA)**

**Secretary (Elected position)**

**Activities Chairperson (Elected position)**

**Chief of Staff (Elected position)**

### **FALL POSITIONS**

**Public Relations Officer (Appointed Position)**

**Treasurer (Appointed Position)**

**Student Senate Liaison (Appointed Position)**

**You have already accomplished the first step:**

1. Attend the **Pick up/Download Application Pack**

**Next steps are:**

2. Complete the **SGA Application**

- Remember!! 2 letters of recommendation.

**(One must be from a faculty member at CCC)**

3. **Interviews** will be scheduled after applications are reviewed by the Enrollment and Students Services Staff.

- Based on the thoroughness, completeness and timeliness of the application submitted, you will receive an email and/or phone communication informing you of your interview date and time.
- **Attire for interview:** Business Dress

4. **If Selected**, you will receive an email and/or phone communication within 2 business days informing you of the position.

- If you are selected for any **position**. You must maintain the required cumulative GPA the duration of your term.

Thank You & Good Luck

# 2010-2011 SGA Job Descriptions

## President

It is very important that the **President** be something more than a "traffic officer" at meetings. The President is a presiding officer and an administrator, and should set an example for the assembly regarding courtesy, fairness, and the application of rules and must maintain a position of impartiality. An effective President demonstrates poise, assumes a confident posture when approaching the presiding station, and looks over the audience briefly before speaking. The President must be calm, courteous, and speak with a strong, clear voice throughout the meeting. A person presiding at a meeting who has no regular title, or whose position may be temporary, is sometimes addressed as "Mr./Madam Chairperson," or "Mr./Madam Chair."

One of the criticisms often heard is that the President is "unfair" at meetings. It must be remembered that the main function of the President is to run the meeting efficiently and fairly, using the organization's parliamentary authority. The president may explain motions, provided that the interpretation does not favor one side or the other. Except in small board meetings, the chair may not debate a question while presiding. If the chair wishes to debate, he/she relinquishes the chair to the organization's vice-president and resumes the chair after the question has been resolved. The president may vote when it could affect the final outcome (to make or break a tie or to reach or break a two-thirds vote) or when the vote is by ballot.

## Duties

- Be the chief representative and spokesperson for the SGA and its constituency to CCC students, faculty, and administration, and to the general public. Perform as primary student representative to administrators, faculty and staff.
- Prepare in consultation with the Executive Committee, the Tentative Agenda for all General Meetings.
- Convene and preside over meetings of the SGA and its Executive Committee.
- Report to the SGA all action(s) and meetings taken by him/her in the discharge of his/her duties and





**COAHOMA COMMUNITY COLLEGE**  
**2018-19 Fall Student Government Application**

**RETURN TO:** Christopher Dixon, Advisor  
The Office of Enrollment and Student Services  
2<sup>nd</sup> Floor of Zee A. Barron Student Union  
3240 Friars Point Road  
Clarksdale, Mississippi 38614

**Part I – Applicant**

Name: \_\_\_\_\_ SID \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Major: \_\_\_\_\_ Credits Earned: \_\_\_\_\_ CCC Cum. GPA: \_\_\_\_\_

Classification: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

**PART II - Position of Interest – FALL POSITIONS (Applicants must have 2.5 Cum. G.P.A.)**

Please select the positions to which you would like to be considered.

Student Senate Liaison

Public Information Officer

Treasurer

**Part III – Application Packet**

Please include the following in your application, in this order:

1. **Application Form**
2. **1 page Resume:** Outlining campus involvement, work experience, community involvement, and awards and honors received.
3. **2 Letters of Recommendation:** 1 from CCC faculty
4. **Copy of unofficial transcript (must have a 2.5 GPA)**

**Part IV – Interview Process**

Interviews will be scheduled as applications are received. All applications must be time stamped by the SGA Advisor.  
**Applicants will be contacted regarding the interview process either by email and/or phone.**

I, \_\_\_\_\_ hereby authorize and consent to the release of my records, which shall include my GPA, major, confirmation of enrollment, contact information, and conduct status to Coahoma Community College for the purpose of verifying my eligibility for a Student Government Association Leadership Position.

NON-DISCRIMINATION STATEMENT: Coahoma Community College is an equal opportunity institution in accordance with civil rights and does not discriminate on the basis of race, color, national origin, sex, disability, age, or other factors, prohibited by law in any of its educational programs, activities and employment opportunities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Michael Houston, Director of Human Resources/Coordinator for 504/ADA, Title IX Compliance Officer, Office #A100, Vivian M. Presley Administration Building, 3240 Friars Point Road, Clarksdale, Mississippi 38614, Phone: (662) 621-4853, Email: mhouston@coahomacc.edu

responsibilities and in the implementation of its policies and decisions.

- Report to the SGA decisions and actions taken by its Executive Committee in the discharge of its duties and responsibilities and in the implementation of SGA policies.
- Review and sign disbursements and expenditures of the SGA.
- Provide a full written report at the end of his/her term stating the initiatives undertaken by the SGA during his/her term and the status of those initiatives at the end of his/her term, which will serve as governing guidelines for the newly elected, incoming SGA body.
- Make adequate reasonable efforts in responding to issues and events on campus as they arise.
- Represent the SGA at meetings and deliberations of outside agencies as necessary.
- Assume such other responsibilities as SGA may require.
- Submit to the Student Government budgets for the upcoming year.
- Veto acts of the Student Government if deemed necessary.
- Review documents kept by the Secretary/Parliamentarian and Treasurer.
- Appoint campus Representatives of the Student Government. With the consent of the SGA Advisor(s), fill vacancies by appointment as needed.
- Willing to represent students at various college committee meetings.

### **Duties at the SGA Meeting**

- 1. Start meetings at the assigned time and note if a quorum is present.
- 2. Announce the business to come before the assembly in the proper order.
- 3. Recognize members who wish to speak after they rise and address the chair.

- 4. State motions that are presented to the assembly, and if appropriate, put them to a vote, and announce the results of a voting.
- 5. Enforce the rules of the organization relating to debate, order, and decorum.
  - a. Decide all points of order.
  - b. Protect the meeting procedures by refusing to recognize members who offer frivolous or dilatory motions.
  - c. Respond to members regarding parliamentary procedures.
  - d. Use good judgment by keeping debate on the topic that is under consideration germane and by appointing qualified members to committees.
- 6. Expedite business. Use time efficiently, allowing for satisfactory consideration of all items. However, don't conduct business hastily or delay matters to a point where members are bored.
- 7. Adjourn the meeting.

#### **Other Duties of SGA Members (Everyone)**

- Abide by the Coahoma Community College Student Code of Conduct and other College policies. In the case of misconduct, SGA members may be dismissed from their positions. Furthermore, SGA members unable to fulfill the responsibilities of their elected role may be dismissed from their position.
- Attend all meetings and activities as scheduled (more than two unexcused absences may result in dismissal).
- Plan and Participate in College activities (particularly those involving students).
- Attend and participate in SGA Conferences and Workshops (Students eligible to attend SGA Conferences will be determined by the SGA Advisor).



## Vice President

The **Vice President** must be familiar with all the responsibilities of the President and must be ready to preside when called on. At all times the vice president should work in close cooperation with the President.

- Execute the duties and powers of the President in his/her absence.
- Have a voting right in the Student Government when not fulfilling duties of the President.
- Preside for the President at meetings when:
  - a. the President is absent.
  - b. the President wants to debate.
  - c. a personal motion about the President is made.
- Assume the duties of the President if the office becomes unoccupied.
- 
- Perform such duties as the President of the SGA may assign to him/her subject to Senate approval.
- Assist the President and Senate in their committee work.
- Attend all meetings and activities as scheduled (more than two unexcused absences may result in dismissal).

### Other Duties of SGA Members (Everyone)

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## Mr. CCC/ Sergeant at Arms

**Mr. Coahoma Community College** must be a person of high moral conduct and possess boundless school pride and spirit. He must be prepared to serve an integral role at the college, which includes being well-versed in public speaking, maintaining a positive public appearance and self-image, and serving as a college spokesperson. Mr. CCC should excel academically, maintain social and public commitments, and be comfortable in the public eye while serving in this position.

The official position is embraced as an addition to the Student Government Association (SGA) and adds vigor to the spirit of the college for former, current, and future students while exemplifying the motto of the college, “Discover... Grow... Excel.”

### Duties

- Student Representative of Coahoma.
- Tour guide for alumni, future students, and donors
- Establish visitors’ initial impressions of Coahoma and sometimes their only impression.
- Speak on behalf of Coahoma Community College, so your job is a big one.
- Face of what a Coahoma student is like.
- Bring dedication, commitment, and enthusiasm about Coahoma.
- Represent Coahoma well!!! In this position of great influence, please consider how you may be perceived.
- Consider what messages your timeliness and language use send to visitors.
- Be honest, but tactful.
- Play an important role in Coahoma Community College’s recruitment.
- Effort and willingness to share your Coahoma Community College knowledge and enthusiasm helps bring talented students into the Coahoma community each year.

### **Other Duties of SGA Members (Everyone)**

- Abide by the Coahoma Community College Student Code of Conduct and other College policies. In the case of misconduct, SGA members may be dismissed from their positions. Furthermore, SGA members unable to fulfill the responsibilities of their elected role may be dismissed from their position.
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**Sergeant at Arms**, under the direction of the presiding officers, maintains order and decorum among the members and all persons present at a meeting and may even expel persons from the meeting. He may act as doorkeeper and is responsible for admitting only eligible persons. He acts as usher or directs the ushers and is generally responsible for the comfort and convenience of the assembly. In some organizations it is his duty to arrange the meeting equipment, such as chairs and tables. In small organizations he may perform these duties personally, but in large organizations he may have a staff of assistant sergeant at arms. In some organizations the Sergeant at Arms is a paid, permanent official

### **Duties**

- Ability to keep a pleasant demeanor in all situations
- Ability to keep control of difficult situations
- Ability to keep peace at the meetings
- Responsible for all sign in sheets and meeting setups, including refreshments
- Keeps law and order
- Responsible for keeping inventory records pertaining to the block club.
- Retrieving any materials previous block club leader may have upon leaving the club



### **Other Duties of SGA Members (Everyone)**

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## **Miss CCC/ Parliamentarian**

Miss Coahoma Community College must be a person of high moral conduct and possess boundless school pride and spirit. She must be prepared to serve an integral role at the college, which includes being well-versed in public speaking, maintaining a positive public appearance and self-image, and serving as a college spokesperson. Miss CCC should excel academically, maintain social and public commitments, and be comfortable in the public eye while serving in this position.

The official position is embraced as an addition to the Student Government Association (SGA) and adds vigor to the spirit of the college for former, current, and future students while exemplifying the motto of the college, “Discover... Grow... Excel.”

### **Duties**

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- Consider what messages your timeliness and language use send to visitors.
- Be honest, but tactful.
- Play an important role in Coahoma Community College's recruitment.
- Effort and willingness to share your Coahoma Community College knowledge and enthusiasm helps bring talented students into the Coahoma community each year.

### **Other Duties of SGA Members (Everyone)**

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Attend and participate in SGA Conferences and Workshops  
(Students eligible to attend SGA Conferences will be determined by the SGA Advisor).

## **Parliamentarian**

The parliamentarian is an expert in parliamentary procedure who should sit next to the presiding officer during meetings. The parliamentarian speaks to the assembly only when requested and may provide explanations or advice, but not rulings, which are always made by the presiding officer.

## **Duties**

- Ensure that parliamentary rules are being followed and that proper procedures are being used during each meeting motion.
- Attend meetings of the SGA and its Executive Committee and shall be responsible for composing minutes and ensuring that all relevant data is recorded at each General, Executive Committee, and Special Meeting.
- Keep and make available to the Student Government a permanent record of the Constitution of the Student Government Association.
- Represent the SGA at meetings and deliberations of outside agencies as necessary.
- Assume such other responsibilities as SGA may require.
- Email decisions made in the meeting to the appropriate parties as directed by the SGA body.
- Give advice to the President and members during meetings.



- Inform the President of errors in parliamentary procedure if they affect the basic rights of members.
- Give advice to members during times when there is not a meeting in process.

### **Other Duties of SGA Members (Everyone)**

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- Attend all meetings and activities as scheduled (more than two unexcused absences may result in dismissal).
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## Secretary

The secretary maintains the records of an organization and sits close to the presiding officer during meetings to assist and take notes. The secretary must be able to explain the pending business when called upon.

### Duties

- Serve both as recording and corresponding Secretary of the Student Government with a voting right in the Student Government.
- Transmit these minutes within forty-eight (48) hours after each General, Executive Committee, and Special Meeting in electronic format to all Members of SGA.
- Keep non-financial records of the SGA.
- Maintain and oversee all SGA personnel files and computer data.
- Accept proposed meeting agenda items from an SGA member for placement on the General Meeting Agenda.
- Review and sign disbursements and expenditures of the SGA.
- Responsible for taking minutes at all meetings and distributing them via e-mail within one week to the SGA president and advisor. Turn in any taped recordings of meetings to the Officers' Responsibilities 2 - Responsibilities Advisor's office for filing within one week. Be aware that all reports are considered "public domain." Should someone request a copy of any and all reports, they must be made available through the SGA Advisor.
- Create a contact list of all Student Government Officers, Senators, and Representatives and assigned Committee Members. Make this list available to all students.
- Implement a sign-in sheet for all meetings and events.
- Attend all meetings and activities as scheduled (more than two unexcused absences may result in dismissal).

- Work to establish proper office support to the Association.
- Publish all pertinent acts and decisions of the Student Government in the SGA Newsletter or web page following approval of advisor.
- Perform such duties as the President of the SGA may assign to him/her subject to Senate approval.

#### **Other Duties of SGA Members (Everyone)**

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## Treasurer

The treasurer is the SGA's official custodian of the money and the trustee of the accounts and must be able to explain the budget to members.

### Duties

- Serve both as recording and corresponding Treasurer of the SGA with a voting right in the Student Government.
- Establish and maintain audit system for the SGA.
- Deposit all money donated/raised for SGA within 24 hours into the proper account.
- Attend all meetings and activities as scheduled (more than two unexcused absences may result in dismissal).
- Collect and maintain records of monies collected at SGA events.
- Provides financial reports for all SGA meetings and at the request of the President. Be aware that all reports are considered “public domain.” Should someone request a copy of any and all reports, they must be made available through the SGA advisor.
- Manage all SGA budget proposals (staying within the budget planned at the beginning of the academic year). Be willing to provide information to committee chairs when appropriate for project budgets.
- Request the allocation of SGA funds for student scholarships and student initiatives (supplying invoice to the Advisor for requisition payment).
- Provide Treasurer’s reports at the request of the SGA President or Student Government.
- 1. Properly receive and disburse moneys.
- 2. Keep an accurate record of all money received and disbursed.
- 3. Deposit all moneys received in the account of the organization in an approved bank as soon as possible.
- 4. Have the bank signature card include at least one other officer's name.

- 5. Never deposit moneys received by the organization in a personal account.
- 6. Pay only by check as authorized.
- 7. Issue a receipt for moneys received.
- 8. Prepare a report for the regular meetings.
- 9. Prepare an annual report which is audited before it is presented.
- 10. Keep all receipts, bank statements, cancelled checks, etc., for the auditor.
- 11. Collect dues.

### **Other Duties of SGA Members (Everyone)**

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- Attend all meetings and activities as scheduled (more than two unexcused absences may result in dismissal).
- Plan and Participate in College activities (particularly those involving students).

Attend and participate in SGA Conferences and Workshops  
(Students eligible to attend SGA Conferences will be determined by the SGA Advisor).

## Student Activities Chairman

Student Activities Chair- Provides leadership to the Student Activity Council members and sits on the executive SGA board to better connect and fulfill the mission of Student Activities: be a catalyst for community life on the Coahoma Community College campus by creating, planning, and implementing events that fit the student population.

- Desire to work on behalf other people in sometimes stressful environments in a mature and professional manner so that creative, helpful, and strategic solutions can be developed and implemented throughout the year with little recognition and low personal gain.
- Teachable attitude and willingness to be trained to best accomplish any task given by the Director of Student Activities.
  - Attend the following meetings
    - a. Weekly 1-on-1 with Director of Student Activities
    - b. Monthly Student Activities Council planning meetings
    - c. Weekly SGA board meetings
    - d. Monthly campus leadership meetings
    - e. Weekly office hour requirements (4)

The Student Activities Chairman will receive a scholarship and must attend all SGA meetings.

- The SAC will attempt to build an activity/volunteer list.
- The SAC is responsible for providing leadership to the following activities and to make sure that these events are executed properly (this list is not complete):

Ex.)

1. Welcome Week
2. Homecoming
3. School spirit events
4. Seasonal themed parties

5. Student Center Program list

6. Music (bands)

- The SAC will also lead in providing support and work with leaders from Residence Life, Athletic Teams, and Clubs to plan and implement events for their areas.

**Other Duties of SGA Members (Everyone)**

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- Attend all meetings and activities as scheduled (more than two unexcused absences may result in dismissal).
- Plan and Participate in College activities (particularly those involving students).

Attend and participate in SGA Conferences and Workshops

(Students eligible to attend SGA Conferences will be determined by the SGA Advisor).

## **Student Senate Liaison**

The Student Senate Liaison position created by the Division of Enrollment and Student Services to be a liaison between the Student Senate and SGA. In an attempt to bridge the gap between the student Campus Presidents Clubs and Organizations.

The Student Senate Liaison is the connection of campus and commuter students to go to state their comments and concerns about student activities and student life.

This position ensures the same amenities of student activities to all Coahoma Community College students on and off campus.

The goal is to accomplish this while still being, “ Professional Positive and Fun.

### **Duties**

Assist with the Student Activity Council members and sits on the executive SGA board to better connect and fulfill the mission of Student Activities: be a catalyst for community life on the Coahoma Community College campus by creating, planning, and implementing events that fit the student population.

- Work with the Activities Chairman
- Desire to work on behalf other people in sometimes stressful environments in a mature and professional manner so that creative, helpful, and strategic solutions can be developed and implemented throughout the year with little recognition and low personal gain.
- Teachable attitude and willingness to be trained to best accomplish any task given by the Director of Student Activities.
  - Attend the following meetings

- a. Weekly 1-on-1 with Director of Student Activities
- b. Monthly Student Activities Council planning meetings
- c. Weekly SGA board meetings
- d. Monthly campus leadership meetings
- e. Weekly office hour requirements (4)

The Student Senate Liaison will receive a scholarship and must attend all SGA meetings.

- The SSL will attempt to build an activity/volunteer list.
- The SSL is responsible for providing leadership to the following activities and to make sure that these events are executed properly (this list is not complete):

Ex.)

1. Welcome Week
2. Homecoming
3. School spirit events
4. Seasonal themed parties
5. Student Center Program list
6. Music (bands)

- The SSL will also lead in providing support and work with all entities of the institution making sure that all students are informed about activities.
- Plan at least (2) two Campus in the community events at off campus.

### **Other Duties of SGA Members (Everyone)**

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- Attend all meetings and activities as scheduled (more than two unexcused absences may result in dismissal).
- Plan and Participate in College activities (particularly those involving students).



- Attend and participate in SGA Conferences and Workshops (Students eligible to attend SGA Conferences will be determined by the SGA Advisor).

## **Public Information Officer**

The title of public information officer is most commonly used in an organizational setting, though officer may also be referred to as public relations specialists. Public information officers have a variety of job duties, but written and verbal communication is the basis for all they do. They liaise between their organization and the public and may be responsible for issuing press releases, answering queries from the media and arranging interviews with administrators and students. They need at a general knowledge of public relations, communications or a related field, and many have some journalism experience.

### **Duties**

Public information officers gather facts and distribute them to the media. They produce printed and video material about their organization for dissemination to the public. A public information officer may be responsible for organizing special events such as news conferences and awards ceremonies. Maintaining a social media presence may be part of a public information officer's duties. These individuals may work long hours on an irregular schedule, especially when publicized situations or incidents affect the institution under the auspice of the Chief Communications Director.

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- Attend all meetings and activities as scheduled (more than two unexcused absences may result in dismissal).
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# Chief of Staff

## SGA Chief of Staff

- The planning and directing of all financial, administrative and operational activities for the president of the organization.
- Playing an important role of the overview and guidance on projects that are of the utmost importance.
- Directs the workflow of other individuals within the organization.
- Involved in and directs all projects that are viewed as being critical to the origination as a whole.
- Provide strategic guidance to the President.
- Act as a point of contact in between SGA, students and the executive officers of the SGA

## Other Duties of SGA Members (Everyone)

- Abide by the Coahoma Community College Student Code of Conduct and other College policies. In the case of misconduct, SGA members may be dismissed from their positions. Furthermore, SGA members unable to fulfill the responsibilities of their elected role may be dismissed from their position.
- Attend all meetings and activities as scheduled (more than two unexcused absences may result in dismissal).
- Plan and Participate in College activities (particularly those involving students).
- Attend and participate in SGA Conferences and Workshops (Students eligible to attend SGA Conferences will be determined by the SGA Advisor).



# what should I wear?

Recommended standard of dress  
for career fairs and interviews



**Casual**

## how casual is too casual

Your daily attire for classes, working out or just running errands is typically too casual for a professional environment, even if it is a "business casual" one. While business casual has a broad range which allows for greater flexibility and creativity, you should always strive for neat, clean, and well put together.

## stay away from

athletic sneakers/clothing  
rips, holes and wrinkles  
too tight/revealing clothes  
inappropriate logos, images  
and messages

## stock up on

leather shoes and belts  
dark jeans, trousers and  
skirts (knee-length)  
sweater vests/sweater sets  
sport coats/fitted jackets  
button shirts and blouses



**Business Casual**



## going beyond business casual

Every work environment is different and the definition of professional varies by organization and industry. Be sure to check for a dress code.

## for everyone

start with a neutral-color suit  
(solid or very subtle pattern)

## for women

pants or skirt (knee-length  
or longer with hose)  
blouse or shell  
simple jewelry/make-up  
closed-toe leather shoes  
professional bag or small  
purse

## for men

long-sleeved collared shirt  
conservative tie  
polished leather shoes with  
matching color socks  
leather belt the same color  
as shoes  
leather portfolio or case



**Professional**



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