



Thinking about running for the Student Association Executive Committee?

The Student Association Executive Committee is the executive and legislative body of the Student Association. The Executive Committee's primary responsibilities are to represent student interests to the College, the State, and external groups; provide services and programs to the student body, and to responsibly allocate the mandatory student activity fee to organizations.

In addition to attending the weekly SA business meetings, Executive Committee members also *attend a weekly executive meeting, an executive session prior to the SA meeting, bi-weekly meetings with the SA staff members, and sit six office hours per week* (the Student Association President sits eight office hours per week).

Student Association President

- Chairs all executive sessions, pre-meetings, and post-meetings, as well as the weekly SA business meeting;
- Recruits and appoints students with the Executive Committee's advice and consent to SA and College committees;
- Reviews and signs contracts on behalf of all SA-funded organizations;
- Serves as the primary supervisor of Student Association staff and services;
- Serves as a member of the Campus Auxiliary Services (CAS) Board of Directors, College Community Council, and the Geneseo Foundation Board of Directors;
- Is a member of various ad-hoc College committees and may chair additional SA committees as needed;
- Is a delegate to the SUNY Student Assembly and attends approximately 2 state-wide conferences with delegates from all SUNY schools;
- Represents SUNY Geneseo at lobbying events in Albany on behalf of students' issues;
- Coordinates and delegates responsibilities to the other members of the Executive Committee;
- Organizes Executive Committee retreats once per semester to plan for the upcoming semester;
- Remains in Geneseo during the summer to prepare for the following year, coordinate summer business meetings, assist in the yearly audit, sign contracts, supervise staff, and coordinate Student Association activities during summer Orientation sessions.

Student Association Vice President

- Recruits, interviews and appoints students with Executive Committee's advice and consent to the fourteen student positions on the College Senate;
- Acts as the liaison between the Student Association and the College Senate;
- Sits on the College Senate Executive Committee;
- Coordinates and chairs student senator caucuses;
- Fulfills any and all responsibilities of the Student Association President whenever he/she is unable to do so;
- Serves as a liaison between the Executive Committee and the SA Service Manager;
- Assists the Director of Student Affairs with planning and execution of Budget Advocacy Day;
- Remains in Geneseo during the majority of the summer to prepare for the following year, and assist with Student Association activities during summer Orientation sessions;
- Assists the Department of College Union & Activities with the Spring Activities Fair as needed;
- Assists the Student Association President in recruiting and appointing committee members as needed.

Director of Academic Affairs

- Serves as the Chair of the Academic Affairs Committee with duties that include chairing weekly executive sessions, facilitating weekly business meetings, and the supervision of the AAC executive board;
- Coordinates the Family Weekend Mini-Lecture Series with faculty and Activities Commission;
- Coordinates the annual College Bowl Tournament with the Student Association Program Advisor;
- Chairs the Who's Who Among Students in American Colleges and Universities search committee and selects a committee to review the applications;
- Advocates for academic issues on behalf of the student body;
- Serves as a member of the Undergraduate Research Grant Committee;
- Serves as a liaison between the student body, faculty department chairs, the Dean of the College, and Provost.



Director of Business Affairs

- Interprets and enforces Student Association Financial Policies;
- Chairs the Student Association Budget Committee, which is responsible for conducting the annual budget hearings and proposing the Student Association budget;
- Conducts annual inventory of all Student Association equipment;
- Creates agenda for weekly business meetings and ensure all SA forms are current;
- Examines agenda readings for accuracy and clarity;
- Reviews the findings of the annual SA audit and makes a report to the Executive Committee;
- Conducts semesterly officer training sessions for all Student Association-funded organizations;
- Brings financial concerns to the attention of the Executive Committee;
- Helps maintain the SA office equipment including computers and printers;
- Serves in an advisory capacity to the Club Sports Association and is responsible for keeping CSA updated with regards to budgetary and other financial matters and attends weekly CSA meetings.

Director of Inter-Residence Affairs

- Serves as the Chair of the Inter-Residence Council with duties that include chairing weekly executive sessions, facilitating weekly business meetings, and the supervision of the IRC executive board;
- Serves as the representative of the residential student population with administrators, faculty and staff;
- Works with the IRC executive board and General Assembly to plans and facilitate programming, primarily for on-campus students;
- Serves as the liaison between SA/IRC, Residence Life, and the Division of Student and Campus Life;
- Represents SUNY Geneseo at regional and national conferences;
- Remains in Geneseo over most of the summer to assist in summer Orientation sessions.



Director of Public Relations

- Serves as a liaison between the Executive Committee and media organizations;
- Serves as a liaison between the Executive Committee and the SA Graphics Coordinator;
- Develops and maintains a comprehensive public relations campaign throughout the academic year designed to inform the college community about Student Association events, services, and organizations through various forms of publicity;
- Develops promotional materials for the mandatory student activity fee referendum as applicable;
- Plans the First Knight Celebration for new students;
- Creates New Student Record;
- Creates weekly Student Association page for publication in *The Lamron*.

Director of Student Affairs

- Represents SUNY Geneseo at lobbying events in Albany on behalf of students' issues;
- Organizes Budget Advocacy Day;
- Coordinates voter registration efforts for students;
- Coordinates the annual Intercultural Festival;

- Serves as a liaison between the multicultural organizations and special interest organizations and the Executive Committee;
- Responsible for creating and distributing off-campus information packets and serves as the primary liaison between the Executive Committee and off-campus students

Director of Student Programming

- Serves as the Chair of Activities Commission with duties that include chairing weekly executive sessions, facilitating weekly business meetings, and the supervision of the Activities Commission programming board;
- Serves as the primary liaison between the Department of College Union & Activities and the Executive Committee;
- Works with the AC programming chairs, Student Association Program Advisor, and College Union staff to plan and facilitate programming for the campus community;
- Remains in Geneseo over most of the summer to organize programs for the upcoming year and assist in summer Orientation sessions.