



Student Government Association

UNIVERSITY OF COLORADO **DENVER**

Elected Officer Responsibilities & Duties Spring 2023

Executive Ticket (President & Vice President of Senate)

Purpose: The SGA President is responsible for the SGA budget and SGA member accountability, and non-elected /non-voting members of the SGA team (for example: judicial branch, marketing, sustainability, etc.) The SGA Vice President oversees Senate meeting including schedule, agenda, and running the weekly meetings.

- Total Work Hour Commitment: 20-25 hours per week
- Attend weekly Senate meeting (Friday afternoons), chair meeting, and advisor check in meetings, etc.
- Meet with CU system leadership, CU Denver Chancellor and Vice Chancellors
- Guide and direct members of SGA in strategic initiatives and projects
- This position begins in May of 2023 and works over the summer to prepare for the next academic year

Vice President of Graduate Affairs

Purpose: Provide recommendations to SGA and act as a liaison between the graduate student experience and governing body. Serve as a member of the executive team along with the SGA President and Vice President.

- Total Work Hour Commitment: Up to 20 hours per week
- Attend weekly SGA Meetings. Meetings will occur on Fridays in the timeframe between 1:00 PM and 3:00 PM.
- Meets with Council of Deans and other administrators as needed
- This position begins in August of 2023, or earlier per the Executive Officers needs and the availability of the VPGA.

Senators

Purpose: Senators serve as members at large within the SGA Senate and specifically serve on a committee within SGA. Their responsibilities and duties are outlined below but may also include other projects or assignments from their committee. All senators must:

- Total Work Hour Commitment: Up to 7 hours per week
- Attend weekly SGA Meetings. Meetings will occur on Fridays in the timeframe between 1:00 PM and 3:00 PM.
- Attend weekly committee meetings. Meetings time and dates vary by committee. Current Committees:
 - Finance and Funding Committee
 - Purpose: Allocates student fee funds to recognized student organizations with the intent of enhancing the quality of campus life through cultural, educational, and recreational activities.
 - Meetings: Friday morning or afternoon (after the SGA Senate Meeting)
 - Civic Engagement Committee
 - Purpose: Exploring and researching issues pertinent to the CU Denver Student Body and community, coordinating campus outreach, and community service for the Student Government Association.
 - Meetings: To be determined based on member availability
- Beyond committee meetings, Senators will complete committee tasks, work desk shifts in the SGA office, and attend other meetings based on assigned projects, tabling events, etc.
- Attend and complete all required trainings including all trainings required of CU Denver employees and trainings specifically for SGA members.
- This position begins in August of 2023

College Council

Purpose: College Council Representatives provide recommendations as an advisory council to SGA and act as a liaison between their respective schools/colleges to the governing body.

- Total Work Hour Commitment: Up to 15 hours per week
- 7 members – one per college or school. These members must be an enrolled student within a major in the college/school they represent.

- College Council members gather student feedback and provide to the College/ School. Meet with their College
- Meet with the Dean/Associate Dean on a regular basis to share student feedback
- Meetings: To be determined based on member availability
- This position begins in August of 2023

SACAB Representative (Student Advisory Committee to the Auraria Board)

Purpose: Serve as the CU Denver voting student representatives to the AHEC Board of Directors on all matters pertaining to tri-institutional shared governance and liaison between AHEC and the CU Denver student body. Attend various AHEC meetings to provide student feedback. SACAB representatives must have 3 years of residency in Colorado to be elected or hired into these positions, per State Statute.

- Total Work Hour Commitment: Up to 20 hours per week
- Attend SACAB Meetings: Typically Fridays from 11 AM-12 PM
- Serve office hours in the SACAB office
- Serve as the Chair of 1-2 SACAB committees
- Represent CU Denver in meetings with Auraria Higher Education Center (AHEC) staff members
- Attend other meetings or programs as designated by SACAB
- This position begins in August of 2023 but may include summer work (training sessions organized by SACAB)

Director, Student Services Review Committee

Purpose: Manage process for student review and input on student services inside the Student Success unit, DEI unit, and tri-institutional shared student services.

- Total Work Hour Commitment: Up to 15 hours a week
- Responsible for organizing Student Service presentations to the Senate each fall
- Reports student service updates at Senate meetings
- Works with staff from the University Finance team
- This position will begin as early as July of 2023, in collaboration with the University Finance team, to begin the fall presentation request process. Start date TBD.

Chair, Events and Planning

Purpose: Promote, plan, and execute a wide variety of events and activities for the benefit of the CU Denver Campus Community Lead event planning committees throughout the academic year

- Total Work Hour Commitment: Up to 15 hours a week
- Responsible for reporting on committee updates at Senate meetings
- Meetings: To be determined based on member availability
- This position begins in August of 2023

Other SGA Positions/Roles

Various non-elected/non-voting positions are hired by the incoming executive officers based on their needs. Applications are typically released in May.

- Total Work Hour Commitment: Varies based on position. See posting details on Handshake.
- Example Positions
 - Judicial committee (1 Chief Justice and 2 Associate Justices)
 - Marketing (1-2 members)
 - Elections Commissioners (2-3 members)
 - Chief of Staff
 - Senate Secretary
 - Parliamentarian