

SCHEDULE 2-DEFINITION OF DUTIES

PRESIDENT:

Shall exercise all executing, implementation and appointment powers-described in the bylaws and codes of all branches and the constitution. Shall design policies and implement such and any laws duly passed and approved under the constitution of the Student Government Association. He/she shall protect the sanctity of the students' welfare and the constitution that guides the day to day running of the organization.

EXECUTIVE VICE-PRESIDENT:

Shall assist the President in matters related to policy design and implementation and shall oversee the student senate towards ensuring these goals are met. He/she shall exercise all powers granted by the constitution of this office also.

VICE-PRESIDENTS:

Shall oversee the activities of the permanent divisions of the SGA and shall see that the interests of the student body in this regard are met rigorously. He/she shall make a report of the divisions' activities available to the Chief of Staff on a weekly basis.

COMPTROLLER:

Shall exercise all fiscal powers granted to him/her under the constitution. He/she shall provide reports to the President in a timely manner on the financial viability of the association.

CHIEF OF STAFF:

Shall co-ordinate the bureaucratic structures of the SGA under the direct supervision of the President.

DEPUTY CHIEF OF STAFF:

Shall assist the Chief of Staff and shall receive reports from the directors of Presidential committees on a bi-weekly basis.

SPECIAL ASSISTANT TO THE PRESIDENT:

Shall be delegated duties directly from the president related to the day to day running of the office of the President and in other words- the student government. Also, shall handle details of the President's itinerary, travel and welfare. This privilege shall also be extended to the first Vice-President.

SPECIAL COUNSEL TO THE PRESIDENT:

Shall provide up-to-date advisory to the President on matters relating to the presidential daily routine. This includes upcoming decisions that would affect the student body, details of possible areas of discussions at meeting and press conferences etc.

DIRECTOR OF COMPLAINTS:

Administer and organize complaints for the attention of the office of the President, the bureaucracy and the office of the Senate.

EXECUTIVE SECRETARY:

Shall serve on the E-board as the correspondence secretary and minute's recorder. He/she shall sent notices of meeting as directed by the President and shall provide up to date information on meeting venue, date and time, and shall record minutes of meeting and make such available t the board members in due time.

ASSISTANT EXECUTIVE SECRETARY:

Shall assist the Executive Secretary.

HISTORIAN:

Shall seek to preserve the tradition, records and history of the SGA and implement such projects as directed by the office of the President.

PRESIDENTIAL AIDES, DIRECTORS & OTHER AIDES:

Shall exercise powers granted by this code and as may be transferable by the President.

Signed, Enacted and APPROVED this day: _____

Senate Rules and Administration Chair

Date

PRESIDENT

VICE-PRESIDENT