

Student Government Association Legislative Branch (Student Senate) Position Descriptions

Constituency Senators:

Senators for schools and colleges:

- College of Agriculture and Human Sciences
- School of Architecture
- College of Arts and Sciences
- College of Business
- College of Education
- College of Engineering
- College of Juvenile Justice
- College of Nursing
- Graduate School

Shall serve as liaison between the student government and their respective schools and colleges. The senator shall initiate projects within their respective college to increase the productivity and success of the students as well as advance the interests of their college as a whole. Additionally, he/she shall provide a report to their committee chair at each committee meeting. Also, they shall represent all Honor societies and Dept. Professional organizations as stated in the student handbook and report any issues, suggestions, or ideas to the Senator of Professional and Departmental Organizations. **Must sit on the Academic Affairs Committee.**

Class Presidents:

- Freshman Class President
- Sophomore Class President
- Junior Class President
- Senior Class President

Shall be the liaison between their respective class and the student government and is responsible for developing the class projects through the academic year. Each president is responsible for sponsoring at least one (1) event per month. This includes a meeting, seminar, or a social activity. **Can sit on the committee of their choice.**

Other Constituency Senators:

- Band
- Panther Advisory Leaders
- Pan-Hellenic Council
- Council of Student Organizations
- Campus Activities Board

Shall serve as liaison between their constituents and the Student Government. He/she shall be elected from his/her constituency and shall attend to the needs of his/her constituents. **Can sit on the committee of their choice.**

- Senator of Housing I-II

Senators will work with housing management and residents to see how Student Government can help better our housing facilities. **Must sit on the Auxiliary Services Committee.**

Non-Constituency Senators:

- Senator of Parking

Senator will provide insight on parking regulations. Recommended to sit in on the parking appeals committee. **Must sit on the Auxiliary Services Committee.**

- Senator of Professional and Departmental Organizations

Senator will work with organizations that deal with professions and majors. This includes honor societies. Help and motivate organizations to be the best and produce the best people in their organizations. **Can sit on the committee of their choice but preferably Academic Affairs or Auxiliary Services.**

- Senator of Memorial Student Center

Works with services and facilities in the MSC. Recommend working with others senators who have constituents in the MSC. Senator will have range over all levels of the MSC including Follett Bookstore, Sodexo and Retail Dining Services, Convenience Store, and Student Center Operations. Senator will have informed and all students of all activities taking place in the MSC. **Must sit on the Auxiliary Services Committee.**

- Senator of Career Services & Cluster

Will assist and inform the student body of needed changes that apply to Evan Hall/Career Services. Help with students to successful futures by informing them of internship, co-op, and career fair opportunities. **Must sit on the Auxiliary Services Committee.**

- Senator of Health Services

Senator will be responsible for informing students of what services the health center has to offer. Senator will also be able to work along with the Auxiliary Services Senator to ensure that the quality of food is up to date to health standards. Senator will also have is to maintain students health and to increase students knowledge and awareness to prevent illnesses and injuries of the student body. Will work with. **Must sit on the Auxiliary Services Committee.**

- Senator of Alumni Affairs

Works with the PV Alumni Association and PV Alumni to voice their concerns. They also may work with the Office of Development. **Can sit on the committee of their choice but preferably Auxiliary Services.**

- Senator of Safety

Voice the concerns dealing with the safety of the students. This may include: Police, off campus safety, car thief's, dorm break in's etc. Recommended to work with the Office of Code of Conduct, Prairie View on campus and Prairie View Police Department. **Must sit on the Auxiliary Services Committee.**

- Senator of Intramural Sports

Voices the concerns of all Intramural sports players. May also work to get more intramural sports on campus. Recommended to work with Senator of Athletics and Intramural Department. **Must sit on the Auxiliary Services Committee.**

- Senator of Parks and Recreation

Works to help keep the maintenance of parks and recreational places. Such as, student park, UC basketball courts, alumni field, Prairie View loop (trail), weight rooms, and New Gym. Also, have a constant update of the new rec center. **Must sit on the Auxiliary Services Committee.**

- Senator of Athletics

Voices the concerns of all Athletic department sport players to student body. May also work with senator of intramural sports, and the athletic department. **Must sit on the Auxiliary Services Committee.**

- Senator of Community Development

Works with the community development of Prairie View. This includes getting more business to come to Prairie View. This may include the urban planning of Prairie View the city. Recommended to work with the master's program community development department. **Must sit on the Auxiliary Services Committee.**

- Senator of Enrollment Management

Senator will have range over all levels of enrollment management including Undergraduate Admissions, Registrar's Office, Office of Recruitment and Marketing, New Student Orientation, Student Academic Success. Will also work with the scholarship and financial aid department. Voices all the concerns dealing with the scholarship and financial aid department. **Must sit on the Auxiliary Services Committee.**

- Senator of Auxiliary Services

Senator will be involved with all Auxiliary Services at Prairie View which senator will work directly with campus dining, Housing, Parking management, MSC, Landry Mat and Transportation services. Senator will be in charge of informing students of changes in their dept. availability of services making all services and better accessible to all students. **Must sit on the Auxiliary Services Committee.**

- Senator of Information Technology

Senator will work to bring new technology to Prairie View. **Must sit on the Auxiliary Services Committee.**

- Senator of International Students

Shall serve as liaison between Prairie View's international community and student government. The senator shall advance the interests of the Prairie View's international community in the Student Government. Additionally, they shall help in the organization of all cultural festivities and holidays. **Can sit on the committee of their choice but preferably Auxiliary Services.**

- Senator of External Affairs

Works with the Public Relations of Prairie View. Work with the community development senator with the community development of Prairie View. This may

include the urban planning of Prairie View the city. **Must sit on the Auxiliary Services Committee.**

- Senator of Human Resources and Student Employment

Will work with the Office of Student Employment and see how SGA could help improve and bring more Student Employment jobs during the year. Also, publicize other business that might be hiring (i.e. Outlet). **Must sit on the Auxiliary Services Committee.**

- Senator of Dining Services

Will work with the retail dining services and Sodexo entities on campus and devise new ways in which SGA could help improve its services. Work in tandem with the Senator for Memorial Student Center . **Must sit on the Auxiliary Services Committee.**

Ex-officio Positions (Appointed by the Executive Vice President

- Parliamentarian
 - A Parliamentarian is an expert in rules of order and the proper procedures for the conduct of meetings of deliberative assemblies. Parliamentarians assist organizations in the drafting and interpretation of bylaws and rules of order, and the planning and conduct of meetings.
- Sergeant-at-Arms
 - The 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.
- Chaplain
 - The Chaplain carries out the religious needs of the Student Government Association, opening and closing every meeting by leading the members present in prayer.
- Corresponding Secretary
 - Conduct all correspondence and present the correspondence to the members at Senate meetings.
- Recording Secretary
 - Keep all records of the meetings of the Senate.
- Historian Photographer
 - Create permanent visual images for an exceptional range of creative, technical and documentary purposes.
- Public Relations

- PR officers use all forms of media and communication to build, maintain and manage the reputation of the Student Government Association Legislative Branch.
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