



2017-2018 HUSC Executive Board Position Descriptions

Treasurer

The HUSC treasurer acts as the student congress bookkeeper and keeps updated financial records of the executive board and all HUSC chartered organizations. Responsibilities include writing and signing checks for all HUSC allocated funds, providing administrative forms to students and student organizations authorized to access HUSC funds, process HUSC administrative forms by completing the necessary paperwork for the requests to be filled by the Hamline University accounting Office, convey the results of all budgetary decisions made by eac and or HUSC to the Accounting Office so that any changes may be reflected in the HUSC account, ensure all requested checks are processed. Other duties include serving three office hours per week, maintaining membership in EAC, and attending weekly General Assembly and Executive Board meetings. Desired experience includes accounting/finance experience or coursework.

Secretary

The HUSC secretary maintains and makes public the records of all Student Congress proceedings. Duties include maintaining an attendance record of all Student Congress proceedings, submitting all minutes of regular meetings to the HUSC Council, keeping the Student Congress files up to date, delivering resolutions passed by the Student Congress to individuals specified in the approved motion, scheduling student office hours with President Miller, and distributing proposed amendments to the Constitution and bylaws. Other responsibilities include serving a minimum of three office hours per week and attending weekly General Assembly and Executive Board Meetings. We will look to our secretary to serve on various Hamline and community committees to represent the voice of students and HUSC. The secretary will also play an integral role in organizing many HUSC events, keeping lines of communication open between executive board and general body, and supporting the initiatives of other HUSC executive board members.

Technology Coordinator

The HUSC technology coordinator maintains and updates the HUSC website on a consistent basis. Duties include serving as the student representative on the University Technology Advisory Committee, ensure all the documents on the HUSC website are current and up to date, stay informed about issues concerning campus technology, work with the executive board to update the website with relevant committee and publicity information, update pictures and links on the website, maintain membership in PRC. Other responsibilities include serving a minimum of three office hours each week and attending weekly General Assembly and Executive Board meetings. We will look to our technology coordinator to videotape General Assembly meetings, release month-in-review videos with the assistance of PRC, update the website for easy access to HUSC representative information, work with the secretary to make sure HUSC business is public and accessible, promote easy access to social media sites, and continue to improve our website platform.

Economic Affairs Committee Chair (EAC)

The HUSC Economic Affairs Committee Chair considers economic concerns related to economic and monetary affairs. Duties include chairing the Economic Affairs Committee, keeping tabs and making suggestions based on the monetary needs of HUSC, reviewing and recommending the



student fee in spring, provide proper materials related to budgets to organizations and individuals, consider funding requests, and encourage independent fundraising in student groups. Other responsibilities include weekly EAC meetings, executive board meetings, GA meetings, and three office hours per week. Desired experience includes budgeting and student org involvement.

Public Relations Committee Chair (PRC)

The HUSC Public Relations Committee Chair organizes and presents the public face of HUSC. Duties include chairing the Public Relations Committee, organize how HUSC is represented at all public events, informing the campus community of necessary events, publicize proposed amendments to bylaws and constitution, and working with the technology coordinator to publicize events and month-in-review videos. Duties also include weekly General Assembly and executive board meetings and three office hours a week. Desired experience includes marketing, social media, and journalism.

Student Organization Committee Chair (SOC)

The Student Organizations Committee Chair is responsible for all activities related to student organizations. Duties include chairing the Student Organizations Committee, working close with the student activities office on coordination of campus activities, keep an activities calendar for all chartered orgs, and work with the PRC Chair on promoting chartered org activities. Duties also include working closely with the PAC Chair to review new organization charters, nominate and recruit representatives to serve on the SOC committee, and help to mediate conflict within organizations. Duties also include weekly GA and Executive board meetings, monthly SOC meetings, monthly All Org meetings for leadership development of chartered org leaders, and three office hours per week. Desired Qualifications include org leadership experience and experience in conflict mediation.

Political Affairs Committee Chair (PAC)

The Political Affairs Committee Chair will address all concerns related to political affairs. Duties include chairing the Political Affairs Committee, assign representatives to all standing committees, have a functioning knowledge of HUSC constitution and bylaws and Robert's rules, work with SOC to review current and new chartered organizations, work with the Board of Elected Representatives Chair in the orientation of all new representatives, and run elections. Other duties include weekly GA and executive board meetings, and 3 office hours per week. Desired experience includes policy writing and knowledge of parliamentary procedures.