

SGA Committee Chairs Administrative Responsibilities

- A. Upon appointment, selects members for the committee. Creates a list of committee members including name, address, phone, fax, and email address and forwards the list to the President and the SGA Website Editor.
- B. Sends each committee member a copy of the Committees guidelines.
- C. The Chair (or their designee) is expected to attend four Executive Board meetings at which they will present an oral/written report.
- D. The Chair is expected to attend the Annual Business Meeting at which they will present an oral report on the Committee's annual activities. The Chair will also submit a final written annual report to the SGA Executive Board by December 31.
- E. Ensures that information regarding the Committee's work (i.e. workshops, annual meeting, scholarships, etc.) is distributed to the membership through the appropriate channels (i.e. SGA listserv, SGA Newsletter, and SGA website).
- F. Consults with Treasurer by December 1 to determine the Committee's budget for the next fiscal year.
- G. Forwards to the SGA Archivist any non-current files and turns over the current files to the incoming Chair.
- H. At the end of the year, writes a thank you letter to each Committee member.
- I. Advises the President as to any changes that need to be made to the Committee guidelines.