

# Executive Positions

Questions? Contact us at [studgovt@morningside.edu](mailto:studgovt@morningside.edu) to learn more.



## President

- Serve as head officer of MSG.
- Serve as a voting member of the Board of Directors of Morningside College
- Serve as a member of the alumni board.
- Call and preside over all meetings of the Executive Council and Student Senate
- Serve as a non-voting member of all committees within MSG.
- Be responsible for the selection of student representatives on faculty, student, and joint committees.

## Treasurer

- Organize, supervise, and direct the finances of MSG.
- Maintain an accurate system of records concerning MSG finances.
- Ensure that MSG financial records are available to any interested party.
- Countersign all requisitions to be drawn on MSG funds.
- Regularly report on financial matters to the Student Senate.
- Present all outstanding bills for approval of payment when necessary or requested by Student Senate.
- Use the business office of Morningside College as the repository of all MSG funds.

## Vice President of Student Life

- Serve as President of the Morningside Activities Council (MAC).
- Regularly report business activities concerning MAC to the Student Senate.
- Facilitate or delegate appropriate and necessary duties as designated by the President, Executive Council, or Student Senate.

## Director of Communications

- Promote MSG through the use of social media pages, campus publications, and/or emails to the Student Body.
- Manage the MSG website and social media accounts.
- Be responsible for external communications, publications, and marketing.
- Distribute all campus-wide MSG emails.
- Publicize the mission and purpose of MSG to students.
- Oversee public branding and advertising of MSG.
- Create and maintain relationships with student organizations.
- Oversee groups' registration process.

## Vice President

- Represent student interests and concerns on the Executive Council.
- Be responsible for gathering and responding to student concerns, comments, and suggestions.
- Serve as Constitutionalist for MSG.
- Act as parliamentarian for the Executive Council and Student Senate.
- Counsel students on their rights and responsibilities in academic or disciplinary disputes including referrals to appropriate campus offices.
- Supervise and ensure order and fairness in all elections as directed by the Constitution and By-Laws respectively.
- Organize internal educational events concerning the Student Senate.
- Act as President in the absence of the President

## Secretary

- Maintain the official minutes of the Executive Council and Student Senate.
- Organize an official agenda for every scheduled Student Senate meeting.
- In capacity as attendance overseer.
- Maintain all internal publications, documents, and correspondence.
- Oversee and maintain necessary MSG office supplies.
- Oversee the selection process of all paid and appointed positions outside of the Executive Council.