I. Responsibilities and Duties of SVA Leaders

The SVA Cabinet is comprised of officers/leaders and advisors from the Undergraduate Student Council and the Graduate Student Council.

A. General Leader Responsibilities
   a. Attend monthly SVA council meetings as well as monthly prep meetings (prior to the council meeting).
   b. Attend monthly SVA Cabinet meetings.
   c. Respond to SVA emails within a week.
   d. Regularly post on online forums about upcoming issues, meeting minutes, and other relevant information.
   e. SVA leaders will participate in retreats and trainings.
   f. Maintain open and regular communication with the staff advisor.
   g. Maintain a level of professionalism, including confidentiality of sensitive information.
   h. Adhere to MICA policies and serve as a role model for the MICA community.

B. Specific Responsibilities
   a. Undergraduate Student Council
      i. SVA Undergraduate Student Body President
         1. Represent undergraduate student body at campus events.
         2. Coordinate UG Town Hall Meetings, campus-wide forums, and ad-hoc meetings.
         3. Coordinate UG Cabinet meetings.
         4. Attend monthly Academic Affairs and Student Life Council meetings.
         5. Act as point person for UG Council Vice Presidents.
         6. Serve as the student representative on the Board of Trustees.
         7. Manage the SVA email account.
      ii. Communications Director
          1. Develop PR campaigns to increase awareness of the role of SVA on campus and promote meeting attendance.
          2. Publicize issues of concern to students with flyers, posters, tabling, and Facebook.
          3. Design (and maintain) a “cheat sheet” about key MICA administrators that explains who to contact about what issues.
      iii. Vice President (UG Academic Affairs/ UG Student Life)
          1. Set the agenda for Council meetings following consultation with the membership and advisor.
          2. Print agendas and prepare presentations as needed
          3. Invite guests to Council meetings for reports, as needed for information pertaining to council business
          4. Call meetings of Council to order, and conduct the business of the agenda.
          5. Manage food logistics for meetings.
      iv. Membership Chair (UG Academic Affairs/ UG Student Life)
          1. Recruit new members and representatives
          2. Reach out to existing members; meet with them individually, follow up on their needs, issues, concerns, etc.
          3. Oversee committees and/or sub-committees that form within the council.
      v. Secretary (UG Academic Affairs/ UG Student Life)
          1. Record the proceedings of SVA meetings and distribute the minutes of each meeting through the SVA website and Facebook group.
          2. Send email reminders to representatives about upcoming meetings.
          3. Maintain an accurate list of representatives for their council.
4. Manage sign-in sheet and record attendance of representatives at each meeting in database.
   a. Graduate Student Council Leaders:
      i. Set the agenda for Council meetings following consultation with the membership and advisor.
      ii. Call meetings of Council to order, and conduct the business of the agenda.
      iii. Send email reminders to representatives about upcoming meetings.
      iv. Invite guests to Council meetings for reports, as needed for information pertaining to SVA business.
      v. Oversee any committees or sub-committees that form within the council.
      vi. Assist with meeting setup.
      vii. Record the proceedings of SVA meetings and submit minutes to staff advisor for online posting.
      viii. Maintain an accurate list of representatives for their council.
     ix. Record attendance of representatives at each meeting.
      x. Check the SVA email regularly and respond within a week.

II. Terms of Agreement
   A. SVA Officers’ term will serve a 1-year commitment, beginning in late August and end in May.
   B. SVA Officers will receive a stipend of $400 for the academic year paid in two installments of $200.

III. Qualifications
   A. Good disciplinary and academic standing, with a minimum cumulative GPA of 3.25.
   B. Demonstrated leadership abilities.
   C. A strong desire to work with other students.
   D. SVA Organizational Chart

IV. SVA Organizational Chart