

FIT SGA President's Cabinet Job Descriptions

Purpose and Responsibilities of the President's Cabinet:

The purpose of the President's Cabinet is to enact the legislation passed by the FIT SGA Student Senate and to support the overarching mission and vision of the FIT SGA.

All members of the President's Cabinet shall:

- A. Identify the needs and concerns of the student body and work with the staff, faculty, and administration at FIT to fulfill said needs;
- B. Assist in implementing the legislative agenda of the FIT Student Senate;
- C. Attend all FIT Student Government Association meetings, Cabinet Meetings, Student Senate meetings, trainings, and retreats, where:
 - 1. Absences will be excused upon the discretion of the FIT Student Government Association President; and
 - 2. Missing 50% of a meeting constitutes an absence;
- D. Maintain two office hours per business week
- E. Full the duties outline in an individual cabinet member's job description
- F. Complete mandatory end-of-semester reports and submit to the President in both Fall and Spring semesters;
- G. Train and mentor new FIT Student Government Association members;
- H. Act on behalf of the Student Senate whenever it is not possible to convene and consult with them – such actions will be subject to approval or veto by the Student Senate at the subsequent meeting;

President's Cabinet Eligibility:

In addition to any requirement for eligibility for the FIT SGA, please see the FIT SGA Constitution. In order to serve as a member of the President's Cabinet a candidate must:

- a. Be a full-time, degree-seeking student at FIT for one full semester prior to serving and also be registered for the next academic year;
- b. Maintain a 3.0 cumulative college GPA or above – degree-seeking transfer students with a 3.0 cumulative college GPA are eligible to hold a position on the President's Cabinet;
- c. Not hold a position as President, Vice President, Editor-in-Chief, of any club, organization, or publication;
- d. Not hold a position as Treasurer of any club, organization, or publication while simultaneously serving on the FIT Student Government Association Allocations Committee;
- e. Be available to attend all scheduled meetings of the FIT Student Government Association;

A full breakdown of the individual job descriptions for the members of the President's Cabinet can be found below and on the following pages.

Purpose and Responsibilities of the FIT SGA President:

The President shall be the executive director and primary representative of the FIT Student Government Association and fulfill the duties and responsibilities outlined in the President's job description.

In addition to any responsibilities laid out in this document or the FIT SGA Constitution the FIT SGA President is responsible for:

- A. Lead the FIT SGA serving as the chief executive of the organization
- B. Chair the President's Cabinet including participating in the preparation for the weekly Cabinet Meeting;
- C. Serve as a voting representative on the FIT Board of Trustees; attend FIT Board of Trustee meetings when available;
- D. Meet regularly with FIT Administrators including annual meetings with the FIT SGA Advisor, Dean of Students and President of FIT;
- E. Serve as the chair of the FIT SGA Student Senate in the absence of the Vice President;
- F. Appoint individuals to vacant positions with the approval of the Cabinet
- G. Review and approve expenses related to the President's Cabinet;

President Eligibility:

In addition to any requirement for eligibility for the FIT SGA, please see the FIT SGA Constitution. In order to serve as a President must have completed two (2) consecutive semesters at FIT.

President Remuneration:

The President can receive a stipend up to \$1500.00 per semester. In order to receive a stipend all members of the FIT SGA are responsible for completing, in consultation with the appropriate FIT SGA advisor, a stipend rubric. The stipend rubric will be tailored to the member's specific position on the FIT SGA. Stipend decisions and reviewed by the appropriate FIT SGA Advisor via a Stipend Meeting. Stipend decisions can be appealed to the Dean of Students or representative from Enrollment Management and Student Success.

Purpose and Responsibilities of the FIT SGA Vice President:

The Vice President shall be second in line to the presidency and shall serve as the Chair of the Student Senate and fulfill the duties and responsibilities outlined in the Vice President's job description.

In addition to any responsibilities laid out in this document or the FIT SGA Constitution the FIT SGA Vice President is responsible for:

- A. Assume the duties of the President in their absence or at the request of the President;
- B. Participate in the preparation for the weekly Cabinet Meeting;
- C. Chair the FIT SGA Student Senate including participating in the preparation any and all Senate meetings;
- D. Meet regularly with FIT Administrators including annual meetings with the FIT SGA Advisor, Dean of Students and President of FIT;
- E. In partnership with the Chief of Staff; review and approve the Senate's legislative agenda;
- F. Prepare any submit any and all reports or documents related to the FIT SGA;
- G. Review and approve expenses related to the Student Senate

Vice President Eligibility:

In addition to any requirement for eligibility for the FIT SGA, please see the FIT SGA Constitution. In order to serve as a Vice President must have completed two (2) consecutive semesters at FIT.

Vice President Remuneration:

The Vice President can receive a stipend up to \$1250.00 per semester. In order to receive a stipend all members of the FIT SGA are responsible for completing, in consultation with the appropriate FIT SGA advisor, a stipend rubric. The stipend rubric will be tailored to the member's specific position on the FIT SGA. Stipend decisions and reviewed by the appropriate FIT SGA Advisor via a Stipend Meeting. Stipend decisions can be appealed to the Dean of Students or representative from Enrollment Management and Student Success.

Purpose and Responsibilities of the FIT SGA Chief Of Staff:

The Chief of Staff shall be third in line to the presidency and shall manage the legislative schedule for the Student Senate and President's Cabinet and fulfill the duties and responsibilities outlined in the Chief of Staff's job description.

In addition to any responsibilities laid out in this document or the FIT SGA Constitution the FIT SGA Chief of Staff is responsible for:

- A. Assume the duties of the President or Vice President in their absence or at their request.
- B. Participate in the preparation for the weekly Cabinet Meeting and monthly Senate Meetings;
- C. Serve as a liaison to the SUNY SA;
- D. Meet regularly with FIT Administrators including annual meetings with the FIT SGA Advisor;
- E. Review and approve the Senate's legislative agenda;
- F. Prepare any submit any and all reports or documents related to the FIT SGA;
- G. If necessary, serve as the Chair of the Judicial Branch;

Chief of Staff Remuneration:

Chief of Staff can receive a stipend up to \$1250.00 per semester. In order to receive a stipend all members of the FIT SGA are responsible for completing, in consultation with the appropriate FIT SGA advisor, a stipend rubric. The stipend rubric will be tailored to the member's specific position on the FIT SGA. Stipend decisions and reviewed by the appropriate FIT SGA Advisor via a Stipend Meeting. Stipend decisions can be appealed to the Dean of Students or representative from Enrollment Management and Student Success.

Purpose and Responsibilities of the Director of Communication:

The Director of Communication shall oversee and manage their designated functional area of the FIT SGA include hiring and supervising a team of FIT SGA student-employees and fulfill the duties and responsibilities outlined in the Director's job description.

In addition to any responsibilities laid out in this document or the FIT SGA Constitution the FIT SGA

Director of Communication is responsible for:

- A. Chair the FIT SGA Communications Committee;
- B. Initiate, develop, and execute marketing plans to promote FIT SGA initiatives, events, programs, services, and open positions;
- C. Oversee the FIT Student Government Association's website and all social media outlets;
- D. Meet with the Division of Communications and External Relations at least once per semester;
- E. Create an end-of-semester review for the FIT Student Government Association; and
- F. Perform other duties defined by the President on behalf of FIT SGA;
- G. Review and approve expenses related to the Communication Team

Director of Communication Remuneration:

Director of Communications can receive a stipend up to \$1000.00 per semester. In order to receive a stipend all members of the FIT SGA are responsible for completing, in consultation with the appropriate FIT SGA advisor, a stipend rubric. The stipend rubric will be tailored to the member's specific position on the FIT SGA. Stipend decisions and reviewed by the appropriate FIT SGA Advisor via a Stipend Meeting. Stipend decisions can be appealed to the Dean of Students or representative from Enrollment Management and Student Success.

Purpose and Responsibilities of the Director of Finance:

The Director of Communication shall oversee and manage their designated functional area of the FIT SGA include hiring and supervising a team of FIT SGA student-employees and fulfill the duties and responsibilities outlined in the Director's job description.

In addition to any responsibilities laid out in this document or the FIT SGA Constitution the FIT SGA Director of Finance is responsible for:

- A. Oversee and manage the funds collected via the Student Activity Fee;
- B. Chair the FIT SGA Allocations Committee;
- C. Create monthly treasurer reports for the Student Senate;
- D. In partnership with the Department of Student Life Keep an active electronic record of the Student Activity Fund;
- E. Meet with the Financial Advisor of the Department of Student Life;
- F. Prepare any submit any and all reports or documents related to the FIT SGA;
- G. Review and approve expenses related to the Finance Team

Director of Finance Remuneration:

Director of Finance can receive a stipend up to \$1000.00 per semester. In order to receive a stipend all members of the FIT SGA are responsible for completing, in consultation with the appropriate FIT SGA advisor, a stipend rubric. The stipend rubric will be tailored to the member's specific position on the FIT SGA. Stipend decisions and reviewed by the appropriate FIT SGA Advisor via a Stipend Meeting. Stipend decisions can be appealed to the Dean of Students or representative from Enrollment Management and Student Success.

Purpose and Responsibilities of the Secretary of Academic Affairs:

The Secretaries shall oversee and advocate for their designated functional area of the FIT SGA including chairing specific standing committees and fulfill the duties and responsibilities outlined in the Secretaries' job description.

In addition to any responsibilities laid out in this document or the FIT SGA Constitution the FIT SGA Secretary of Academic Affairs is responsible for:

- A. Chair the following FIT SGA Senate Committees: Academic Support Services, Faculty and Administration, and the Program and Curriculum Committees;
- B. Meet regularly with FIT Administrators including annual meetings with the Vice President for Academic Affairs;
- C. Assist in the Senate Committee selection process;
- D. Participate in the appropriate FIT Faculty Senate Committees as necessary;

Secretary of Academic Affairs Remuneration:

Secretary of Academic Affairs can receive a stipend up to \$800.00 per semester. In order to receive a stipend all members of the FIT SGA are responsible for completing, in consultation with the appropriate FIT SGA advisor, a stipend rubric. The stipend rubric will be tailored to the member's specific position on the FIT SGA. Stipend decisions and reviewed by the appropriate FIT SGA Advisor via a Stipend Meeting. Stipend decisions can be appealed to the Dean of Students or representative from Enrollment Management and Student Success.

Purpose and Responsibilities of the Secretary of Student Affairs:

The Secretaries shall oversee and advocate for their designated functional area of the FIT SGA including chairing specific standing committees and fulfill the duties and responsibilities outlined in the Secretaries' job description.

In addition to any responsibilities laid out in this document or the FIT SGA Constitution the FIT SGA Secretary of Student Affairs is responsible for:

- A. Chair the following FIT SGA Senate Committees: Activities and Programs; Co-Curricular Experiences, and the Health and Wellness Committees;
- B. Meet regularly with FIT Administrators including annual meetings with the Vice President for Student Affairs;
- C. Assist in the Senate Committee selection process;
- D. Participate in the appropriate FIT Faculty Senate Committees as necessary;

Secretary of Student Affairs Remuneration:

Secretary of Student Affairs can receive a stipend up to \$800.00 per semester. In order to receive a stipend all members of the FIT SGA are responsible for completing, in consultation with the appropriate FIT SGA advisor, a stipend rubric. The stipend rubric will be tailored to the member's specific position on the FIT SGA. Stipend decisions and reviewed by the appropriate FIT SGA Advisor via a Stipend Meeting. Stipend

decisions can be appealed to the Dean of Students or representative from Enrollment Management and Student Success.

Purpose and Responsibilities of the Secretary of Campus Affairs:

The Secretaries shall oversee and advocate for their designated functional area of the FIT SGA including chairing specific standing committees and fulfill the duties and responsibilities outlined in the Secretaries' job description.

In addition to any responsibilities laid out in this document or the FIT SGA Constitution the FIT SGA Secretary of Campus Affairs is responsible for:

- A. Chair the following FIT SGA Senate Committees: Buildings and Grounds; Campus Dining and Food Services and the Information Technology and Innovation Committees;
- B. Meet regularly with FIT Administrators including annual meetings with the Vice President for Finance and Administration
- C. Assist in the Senate Committee selection process;
- D. Participate in the appropriate FIT Faculty Senate Committees as necessary;

Secretary of Campus Affairs Remuneration:

Secretary of Campus Affairs can receive a stipend up to \$800.00 per semester. In order to receive a stipend all members of the FIT SGA are responsible for completing, in consultation with the appropriate FIT SGA advisor, a stipend rubric. The stipend rubric will be tailored to the member's specific position on the FIT SGA. Stipend decisions and reviewed by the appropriate FIT SGA Advisor via a Stipend Meeting. Stipend decisions can be appealed to the Dean of Students or representative from Enrollment Management and Student Success.

Purpose and Responsibilities of the Secretary of Diversity and Inclusion:

The Secretaries shall oversee and advocate for their designated functional area of the FIT SGA including chairing specific standing committees and fulfill the duties and responsibilities outlined in the Secretaries' job description.

In addition to any responsibilities laid out in this document or the FIT SGA Constitution the FIT SGA Secretary of Diversity and Inclusion is responsible for:

- A. Chair the FIT SGA Senate Diversity and Inclusion Committee;
- B. Meet regularly with FIT Administrators including annual meetings with Chief Diversity Officer
- C. Assist in the Senate Committee selection process;
- D. Participate in the appropriate FIT Faculty Senate Committees as necessary;
- E. Serve as a liason to the Diversity Council

Secretary of Diversity and Inclusion Remuneration:

Secretary of Diversity and Inclusion can receive a stipend up to \$800.00 per semester. In order to receive a stipend all members of the FIT SGA are responsible for completing, in consultation with the appropriate FIT SGA advisor, a stipend rubric. The stipend rubric will be tailored to the member's specific position on the FIT

SGA. Stipend decisions and reviewed by the appropriate FIT SGA Advisor via a Stipend Meeting. Stipend decisions can be appealed to the Dean of Students or representative from Enrollment Management and Student Success.

Purpose and Responsibilities of the Secretary of Sustainability:

The Secretaries shall oversee and advocate for their designated functional area of the FIT SGA including chairing specific standing committees and fulfill the duties and responsibilities outlined in the Secretaries' job description.

In addition to any responsibilities laid out in this document or the FIT SGA Constitution the FIT SGA Secretary of Sustainability is responsible for:

- A. Chair the FIT SGA Senate Sustainability Committee;
- B. Meet regularly with FIT Administrators including annual meetings with Chair of the Sustainability Council
- C. Assist in the Senate Committee selection process;
- D. Participate in the appropriate FIT Faculty Senate Committees as necessary;
- E. Serve as a member of the FIT Sustainability Council

Secretary of Sustainability Remuneration:

Secretary of Sustainability can receive a stipend up to \$800.00 per semester. In order to receive a stipend all members of the FIT SGA are responsible for completing, in consultation with the appropriate FIT SGA advisor, a stipend rubric. The stipend rubric will be tailored to the member's specific position on the FIT SGA. Stipend decisions and reviewed by the appropriate FIT SGA Advisor via a Stipend Meeting. Stipend decisions can be appealed to the Dean of Students or representative from Enrollment Management and Student Success.

Purpose and Responsibilities of the Secretary of Career Exploration:

The Secretaries shall oversee and advocate for their designated functional area of the FIT SGA including chairing specific standing committees and fulfill the duties and responsibilities outlined in the Secretaries' job description.

In addition to any responsibilities laid out in this document or the FIT SGA Constitution the FIT SGA Secretary of Career Exploration is responsible for:

- A. Chair the following FIT SGA Senate Committees: Alumni Engagement, Careers and Career Development, and the Internships Committee;
- B. Meet regularly with FIT Administrators including annual meetings with the Vice President for Academic Affairs
- C. Assist in the Senate Committee selection process;
- D. Participate in the appropriate FIT Faculty Senate Committees as necessary;
- E. Meet regularly with the Alumni and Engagement Director

Secretary of Career Exploration Remuneration:

Secretary of Career Exploration can receive a stipend up to \$800.00 per semester. In order to receive a stipend all members of the FIT SGA are responsible for completing, in consultation with the appropriate FIT SGA advisor, a stipend rubric. The stipend rubric will be tailored to the member's specific position on the FIT SGA. Stipend decisions and reviewed by the appropriate FIT SGA Advisor via a Stipend Meeting. Stipend decisions can be appealed to the Dean of Students or representative from Enrollment Management and Student Success.