

## **Appendix A: Board Position Descriptions and Terms**

### *Student Government Association*

### Tulane University School of Social Work

Below are the position descriptions and dates of service for positions on the Tulane School of Social Work (TSSW)'s Student Government Association (SGA)'s Board. Unless otherwise stated, all degree-seeking graduate (master or doctoral) students enrolled in TSSW are eligible for any position on the Board.

*(Note: This document may be amended without requiring a full amendment of the TSSW SGA's Constitution and/or Bylaws.)*

#### **President**

**Eligibility:** Graduate or doctoral student (full-time or part-time) enrolled at TSSW in a degree-seeking program.

**Term:** November 1 of election year to October 31 of the following year.

#### **Duties:**

- Ultimate responsibility for the actions and decisions of the SGA and Board;
- Represent the interests of all students enrolled in TSSW for all degree programs and cohorts in meetings and discussions with TSSW staff, faculty, administration in addition to Tulane University officials;
- Facilitate all meetings of the SGA and the Board per timelines established by the Board;
- Serve as member of SGA Senior Leadership Team;
- Serve as backup to GAPSA representatives at meetings, upon request;
- Complete Tulane University's Responsible Host Training within 30 days of assuming position;
- In coordination with the Vice President of Finance, maintain accurate accounting of all financial responsibilities and obligations of SGA monies;
- Serve as a point of contact with other TSSW student organizations wishing to conduct business with the SGA and/or Board;
- Responsible for coordination of activities of the SGA and the Board in agreement with the majority membership;
- Present SGA resolutions, suggestions, and concerns to TSSW administration and/or university officials as needed;
- Facilitate the election of all SGA elections as required by position term dates including any vacancies;
- Ensure that TSSW faculty advisor and school leadership are kept informed of SGA activities;
- Maintain appropriate documentation to be submitted to successors of the SGA;
- Receive student feedback and concerns along with suggestions to facilitate change or improvements within SGA, TSSW student body, and/or TSSW leadership, faculty, and/or staff;
- Provide assistance to SGA vice presidents or other SGA Board representatives, as needed; and,

## **Appendix A: Board Position Descriptions and Terms**

### *Student Government Association*

#### Tulane University School of Social Work

- Other duties as assigned and/or requested of the SGA President by the Board, TSSW, or university officials.

#### **Vice President, Social Work**

Eligibility: Graduate or doctoral student (full-time or part-time) enrolled at TSSW in a social work degree-seeking program.

Term: November 1 of election year to October 31 of the following year.

#### Duties:

- Represent the interests of all social work degree-seeking students enrolled in TSSW, including but not limited to full-time and part-time students, advanced standing students, master's level students, doctoral students, and any other social work certificate or degree-seeking students in meetings or discussions with TSSW staff, faculty, administration in addition to Tulane University officials;
- In absence of the President, facilitate all meetings of the SGA and the Board per timelines established by the Board;
- Serve as member of SGA Senior Leadership Team;
- Serve as back-up to Social Work Education Policy Committee representative or as member in case of position vacancy;
- Complete Tulane University's Responsible Host Training within 30 days of assuming position;
- Responsible for coordination and completion of all duties related to TSSW's honor society for social work students;
- Coordinate in conjunction with Vice President of Finance any fundraising activities for the SGA;
- Coordinate any and all social or educational activities for the social work programs and cohorts including, but not limited to semester mixers and graduation parties;
- Maintain appropriate documentation to be submitted to successors of the SGA;
- Receive student feedback and concerns along with suggestions to facilitate change or improvements within SGA, TSSW student body, and/or TSSW leadership, faculty, and/or staff;
- Provide assistance to SGA President or other SGA Board representatives, as needed; and,
- Other duties as assigned and/or requested of the SGA Social Work Vice President by the Board, TSSW, or university officials.

#### **Vice President, Disaster Resilience Leadership Academy**

Eligibility: Graduate or doctoral student (full-time or part-time) enrolled at TSSW in a disaster resilience leadership academy (DRLA) degree-seeking program.

Term: April 1 of election year to March 31 of the following year.

## **Appendix A: Board Position Descriptions and Terms**

### *Student Government Association*

#### Tulane University School of Social Work

##### Duties:

- Represent the interests of all DRLA degree-seeking students enrolled in TSSW, including but not limited to full-time and part-time students, master's level students, doctoral students, and any other DRLA certificate or degree-seeking students in meetings or discussions with TSSW staff, faculty, administration in addition to Tulane University officials;
- In absence of the President and Social Work Vice President, facilitate all meetings of the SGA and the Board per timelines established by the Board;
- Serve as member of SGA Senior Leadership Team;
- Serve as back-up to DRLA Education Policy Committee representative or as member in case of position vacancy;
- Complete Tulane University's Responsible Host Training within 30 days of assuming position;
- Coordinate in conjunction with Vice President of Finance any fundraising activities for the SGA;
- Coordinate any and all social or educational activities for the DRLA programs and cohorts including, but not limited to semester mixers and graduation parties;
- Maintain appropriate documentation to be submitted to successors of the SGA;
- Receive student feedback and concerns along with suggestions to facilitate change or improvements within SGA, TSSW student body, and/or TSSW leadership, faculty, and/or staff;
- Provide assistance to SGA President or other SGA Board representatives, as needed; and,
- Other duties as assigned and/or requested of the SGA DRLA Vice-President by the Board, TSSW, or university officials.

##### **Vice President, Finance**

Eligibility: Graduate or doctoral student (full-time or part-time) enrolled at TSSW in a degree-seeking program.

Term: November 1 of election year to October 31 of the following year.

##### Duties:

- Serve as member of SGA Senior Leadership Team;
- Responsible for the financial operations of the SGA in compliance with the regulations of Tulane University including, but not limited to the Office of Student Affairs, Student Organizations Office, and the Graduate and Professional Student Association;
- Coordinate all financial related paperwork and reimbursements as requested from the SGA;
- Maintain accurate and current financial documentation, including but not limited to operations manuals, policies and procedures, and other documentation along with transactions whether completed or pending;
- Develop and submit to SGA Senior Leadership Team a budget proposal for the next Tulane fiscal year (Note: Tulane University's fiscal year is July 1 to June 30 of the following year.) in accordance with any timelines required or established;

## **Appendix A: Board Position Descriptions and Terms**

### *Student Government Association*

#### Tulane University School of Social Work

- Coordinate in conjunction with Vice President of Social Work and/or Vice President of DRLA any fundraising activities for the SGA;
- Complete Tulane University's Responsible Host Training within 30 days of assuming position;
- Maintain appropriate documentation to be submitted to successors of the SGA;
- Receive student feedback and concerns along with suggestions to facilitate change or improvements within SGA, TSSW student body, and/or TSSW leadership, faculty, and/or staff;
- Provide assistance to SGA President or other SGA Board representatives, as needed; and,
- Other duties as assigned and/or requested of the SGA Finance Vice President by the Board, TSSW, or university officials.

### **Secretary**

Eligibility: Graduate or doctoral student (full-time or part-time) enrolled at TSSW in a degree-seeking program.

Term: November 1 of election year to October 31 of the following year.

#### Duties:

- Serve as member of SGA Senior Leadership Team;
- Responsible for the administrative operations of the SGA in compliance with the regulations of Tulane University including, but not limited to the Office of Student Affairs, Student Organizations Office, and the Graduate and Professional Student Association;
- Coordinate any required trainings, seminars, and/or workshops required of SGA Board members including, but not limited to Responsible Host training;
- Complete Tulane University's Responsible Host Training within 30 days of assuming position;
- Arrange necessary meeting space for meetings of the SGA Board and full cohort meetings with appropriate TSSW staff;
- Maintain accurate documentation including, but not limited to the following: meeting agendas, minutes, Board meeting voting results, position election results, and attendance logs for SGA Board members (as well as ensure that a Quorum is maintained throughout all meetings as required);
- Distribute meeting agendas at least 12 hours prior to a meeting and meeting minutes within one (1) week following the meeting;
- Maintain appropriate documentation to be submitted to successors of the SGA;
- Receive student feedback and concerns along with suggestions to facilitate change or improvements within SGA, TSSW student body, and/or TSSW leadership, faculty, and/or staff;
- Provide assistance to SGA Senior Leadership Team or other SGA Board representatives, as needed; and,
- Other duties as assigned and/or requested of the SGA Secretary by the Board, TSSW, or university officials.

## **Appendix A: Board Position Descriptions and Terms**

### *Student Government Association*

### Tulane University School of Social Work

#### **Communications Representative**

**Eligibility:** Graduate or doctoral student (full-time or part-time) enrolled at TSSW in a degree-seeking program.

**Term:** November 1 of election year to October 31 of the following year.

**Duties:**

- Review and provide direction, support, or guidance to documentation developed and disseminated from SGA Board to any and all degree-seeking programs, as applicable;
- Coordinate efforts to ensure communication of SGA and TSSW events and related communication are distributed through school listservs as well as cohort Facebook pages, if applicable, for all degree-seeking programs;
- Complete Tulane University's Responsible Host Training within 90 days of assuming position;
- Identify and coordinate issues specific to the technology needs of TSSW's students;
- Identify and develop, edit, or coordinate needs for material to be used for TSSW publications, website, or other social media as desired;
- Maintain appropriate documentation to be submitted to successors of the SGA;
- Receive student feedback and concerns, including but not limited to feedback on TSSW publications, social media, or other publications for dissemination to SGA Board, along with suggestions to facilitate change or improvements within SGA, TSSW student body, and/or TSSW leadership, faculty, and/or staff;
- Provide assistance to SGA Senior Leadership Team or other SGA Board representatives, as needed; and,
- Other duties as assigned and/or requested of the SGA Communications Representative by the Board, TSSW, or university officials.

#### **Diversity & Inclusion Representative**

**Eligibility:** Graduate or doctoral student (full-time or part-time) enrolled at TSSW in a degree-seeking program.

*(Note: This position may also be duplicated at the determination of the SGA Board to ensure that Diversity and Inclusion is maintained in each degree-seeking program – term dates for duplicate positions may be April 1 – March 31 of the following year. While this position is not mandated to be on the TSSW Diversity Coalition, it is recommended that individuals holding this office are regular and active participants of the TSSW Diversity Coalition.)*

**Term:** November 1 of election year to October 31 of the following year.

**Duties:**

- Identify needs and methods to ensure that diversity and inclusion for all populations including, but not limited to: race, gender, age, socioeconomic status, sexual orientation, political affiliation, and/or disability such as physical, developmental, intellectual;

## **Appendix A: Board Position Descriptions and Terms**

### *Student Government Association*

#### Tulane University School of Social Work

- Inform SGA Board of Diversity Coalition's activities and plans as well as any other pertinent issues that the Coalition might need support from the SGA;
- Complete Tulane University's Responsible Host Training within 90 days of assuming position;
- Research and provide information of diversity-related activities for dissemination to all individuals associated with TSSW;
- Collaborate and coordinate efforts with Education Policy Representatives to provide education and other supports as identified related to diversity and inclusion to be included in TSSW curriculum;
- Maintain appropriate documentation to be submitted to successors of the SGA;
- Receive student feedback and concerns, including but not limited to feedback specific to diversity and inclusion, for dissemination to SGA Board along with suggestions to facilitate change or improvements within SGA, TSSW student body, and/or TSSW leadership, faculty, and/or staff;
- Prepare any reports, upon request, specific to diversity and inclusion, related to social work or efforts to support diversity and inclusion within TSSW; and,
- Provide assistance to SGA Senior Leadership Team or other SGA Board representatives, as needed; and,
- Other duties as assigned and/or requested of the SGA Diversity and Inclusion Representative by the Board, TSSW, or university officials.

### **Education Policy Committee Representative**

*(3 positions)*

**Eligibility:** Graduate or doctoral student (full-time or part-time) enrolled at TSSW in a degree-seeking program.

*(Note: There are two positions to be filled by social work degree-seeking students for the Social Work EPC and one position to be filled by a DRLA degree-seeking student for the DRLA EPC.)*

**Terms:** November 1 of election year to October 31 of the following year for social work.  
April 1 to March 31 of the following year for DRLA.

**Duties:**

- Attendance and active participation at all EPC meetings (SGA Vice Presidents may serve as proxy for their respective degree-seeking program's EPC in the event that the representative cannot attend or the position is vacant);
- Communicate relevant issues discussed at EPC meetings to the SGA Board and/or TSSW community;
- Complete Tulane University's Responsible Host Training within 90 days of assuming position;
- Advocate on behalf of the TSSW community around education policy and content issues of importance to TSSW students for their respective degree programs;
- Maintain appropriate documentation to be submitted to successors of the SGA;

## Appendix A: Board Position Descriptions and Terms

### *Student Government Association*

#### Tulane University School of Social Work

- Receive student feedback and concerns along with suggestions to facilitate change or improvements within SGA, TSSW student body, and/or TSSW leadership, faculty, and/or staff;
- Provide assistance to SGA Senior Leadership Team or other SGA Board representatives, as needed; and,
- Other duties as assigned and/or requested of the SGA GAPSA Representative by the Board, TSSW, or university officials.

### **Graduate and Professional School Association (GAPSA) Representative**<sup>1</sup>

*(2 positions)*

**Eligibility:** Graduate or doctoral student (full-time or part-time) enrolled at TSSW in a degree-seeking program.

*(Note: This position should be filled by one social work degree-seeking student and one DRLA degree-seeking student. Preference should be given to ensuring that both degree-seeking programs have equal TSSW representation with GAPSA. In the event that one degree-seeking program does not have a GAPSA member, it may be filled on an interim basis until the next election cycle by an individual from the other program. This interim position must not exceed six (6) months.)*

**Terms:** November 1 of election year to October 31 of the following year for social work.  
April 1 of election year to March 31 of the following year for DRLA.

**Duties:**

- Attendance and active participation at all GAPSA and related Tulane Associated Student Body (ASB) meetings (SGA President may serve as proxy in the event that the representative cannot attend or the position is vacant);
- Communicate relevant issues and funding opportunities discussed at GAPSA/ASB meetings to the SGA Board and/or TSSW community;
- Complete Tulane University's Responsible Host Training within 90 days of assuming position;
- Serve on GAPSA and ASB standing and ad hoc committees relevant to the interests and concerns of the TSSW community;
- Advocate on behalf of the TSSW community around issues affecting and of importance to TSSW students;
- Create opportunities for academic and social enrichment by coordinating with the Tulane Undergraduate Student Government and GAPSA members Maintain appropriate documentation to be submitted to successors of the SGA;
- Maintain appropriate documentation to be submitted to successors of the SGA;
- Receive student feedback and concerns along with suggestions to facilitate change or improvements within SGA, TSSW student body, and/or TSSW leadership, faculty, and/or staff;

---

<sup>1</sup> More information regarding GAPSA can be found at <http://www.tulane.edu/~gapsa> or by reviewing the GAPSA constitution at <http://www.tulane.edu/~gapsa/documents/2014.03.11%20GAPSA%20Constitution.pdf>

## **Appendix A: Board Position Descriptions and Terms**

### *Student Government Association*

#### Tulane University School of Social Work

- Provide assistance to SGA Senior Leadership Team or other SGA Board representatives, as needed; and,
- Other duties as assigned and/or requested of the SGA GAPSA Representative by the Board, TSSW, or university officials.

### **Part-Time Student Representative**

**Eligibility:** Part-time graduate or doctoral student enrolled at TSSW in a degree-seeking program.

*(Note: There should be one representative for each part-time cohort for each of the degree-seeking programs. This position may be duplicated at the determination of the SGA Board to allow for more than one board member in each part-time cohort to support the duties. Part-time representatives may continue without running for re-election each year unless another part-time student in the same cohort wishes to run against them. Based on the make-up of TSSW as of [insert document approval date], this would be one (1) position for each of the MSW part-time cohorts and one (1) position for each of the DRLA part-time cohorts.)*

**Term:** April 1 of election year to March 31 of the following year.

#### **Duties:**

- Represent interests of all part-time, graduate students enrolled in TSSW degree programs;
- Identify and coordinate needs and issues of part-time, graduate students with SGA Board members and TSSW leadership, as needed;
- Complete Tulane University's Responsible Host Training within 90 days of assuming position or provide documentation to SGA Senior Leadership Team why this provision cannot be met within the given time constraints (the part-time representative's may be exempt from this requirement at the approval of the Senior Leadership Team);
- Receive student feedback and concerns, including but not limited to feedback specific to the needs and issues identified by part-time graduate students, for dissemination to SGA Board, along with suggestions to facilitate change or improvements within SGA, TSSW student body, and/or TSSW leadership, faculty, and/or staff; and,
- Maintain appropriate documentation to be submitted to successors of the SGA;
- Provide assistance to SGA Senior Leadership Team or other SGA Board representatives, as needed; and,
- Other duties as assigned and/or requested of the SGA Secretary by the Board, TSSW, or university officials.

### **Wellness Representative**

**Eligibility:** Graduate or doctoral student (full-time or part-time) enrolled at TSSW in a degree-seeking program.

**Term:** November 1 of election year to October 31 of the following year.

#### **Duties:**



## **Appendix A: Board Position Descriptions and Terms**

### *Student Government Association*

#### Tulane University School of Social Work

- Identify needs to address and support the health and well-being of students enrolled in a TSSW graduate degree program;
- Coordinate with Vice-Presidents for Social Work and DRLA accordingly to identify events supporting health and wellness for all TSSW degree-seeking students;
- Complete Tulane University's Responsible Host Training within 90 days of assuming position;
- Coordinate with Communications Representative to publish health and wellness initiatives or activities sponsored by the SGA, TSSW, Tulane University, or the greater New Orleans community of interest to the TSSW student body;
- Maintain appropriate documentation to be submitted to successors of the SGA;
- Receive student feedback and concerns, including but not limited to feedback on health and wellness for dissemination to SGA Board, along with suggestions to facilitate change or improvements within SGA, TSSW student body, and/or TSSW leadership, faculty, and/or staff;
- Provide assistance to SGA Senior Leadership Team or other SGA Board representatives, as needed; and,
- Other duties as assigned and/or requested of the SGA Secretary by the Board, TSSW, or university officials.