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

*Student Government Association*

Tulane University School of Social work

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

*(Document may be amended without an amendment of TSSW SGA’s Constitution and/or Bylaws.)*

**President**

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

Term: First day of spring semester to the last day of fall semester.

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 (OWSEM) within 30 days of assuming position;
* In coordination with the Vice President(s) of Finance, maintain accounting of 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, including strategic planning for SGA meetings with administration;
* Facilitate election of 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,
* 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 degree-seeking program.

Term: The first day of spring semester to the last day of fall semester.

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 - Part-Time Social Work**

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

Term: First day of spring semester to last day of fall semester OR April 1st to March 31st

Duties:

* Serve as a member of SGA Student Leadership Team;
* 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.

**Vice President, Disaster Resilience Leadership Academy (DRLA)**

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

Term: April 1st of election year to March 31st of the following year (note: the election dates are different)

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 *(2 pos. - 1 MSW; 1 PT-MSW)***

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

Term: The first day of spring semester to the last day of fall semester.  
(PT Rep term – May be April 1st to March 31st)

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 in a manual, 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;
* 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;
* 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 (full-time or part-time) enrolled at TSSW in a degree-seeking program.

Term: First day of spring semester to the last day of fall semester.

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, as well as absentee voting polls as soon as possible following meetings;
* 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.

**Communications Representative**

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

Term: The first day of spring semester to the last day of fall semester.

Duties:

* Identify and coordinate issues specific to the technology needs of TSSW’s students;
* 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;
* 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;
* Maintain the biweekly newsletter for the cohort;
* Review and provide direction, support, or guidance to documentation developed and disseminated from SGA Board to any and all degree-seeking programs, as applicable;
* Identify and develop, edit, or coordinate needs for material to be used for TSSW publications, website, or other social media as desired;
* 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 (full-time or part-time) enrolled at TSSW in a degree-seeking program.

Term: The first day of spring semester to the last day of fall semester.

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;
* Regularly and actively participate in the TSSW Diversity Coalition;
* 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.

**Graduate and Professional School Association (GAPSA) Representative *(3 pos. – 2 MSW; 1 DRLA)***

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

Term: First day of spring semester to last day of fall semester. (DRLA rep term, April 1st to March 31st).

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; 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.

**Education Policy Committee Representative *(3 pos – 2 MSW; 1 DRLA)***

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

Term: First day of spring semester to last day of fall semester. (DRLA rep term, April 1st to March 31st.)

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; 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.

**Professional Funds Coordinator**

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

Term: The first day of spring semester to the last day of fall semester.

Duties:

* Work under the Vice President of Finance;
* Complete Tulane University’s Responsible Host Training within 90 days of assuming position;
* Receive professional funds requests from students;
* Reply to students within one (1) week of receiving their request, letting them know the status of their request; update them weekly until request is either denied or received.
* Bring professional funds requests to Senior Leadership Team meetings for voting purposes.
* Once approved, Submit funds requests in person to Jane Rushing at the Uptown Campus within (1) week of voting on them.
* Update the SGA about the status of individual professional funds requests.
* Maintain a binder of copies of professional funds requests and their status of completion. Eli

**Tulane Street Medicine Representative**

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

Term: The first day of spring semester to the last day of fall semester.

Duties:

* Connect TSSW with other graduate programs to meet the needs of our communities homeless.
* Increasing programming and opportunities between Tulane’s School of Social Work with the School of Medicine and School of Public Health
* Create volunteer opportunities for students to learn how to address mental and social health needs in partnership with Tulane medical teams.

**Student Wellness Representative**

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

Term: The first day of spring semester to the last day of fall semester.

Duties:

* Plan and hold one wellness event every semester for each cohort. (This can be achieved through one large event every semester that includes all cohorts, or several individual events).
* 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.

**Campus Safety Representative**

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

Term: The first day of spring semester to the last day of fall semester.

Duties:

* Coordinate at least one (1) campus safety lecture during each semester.
* Complete Tulane University’s Responsible Host Training within 90 days of assuming position;