



Vice President of Internal Affairs Duties

This document can be amended by simple majority vote at a formal meeting without requiring amendment procedures to the By-Laws. Unless the duty being amended is in the Constitution or ByLaws then they must be amended following that process.

It shall be the duty of the SRSGA VP of Internal Affairs to:

- A. Serve a minimum of twelve (12) hours per week. Nine (9) of these hours must be in office hours while the remaining three (3) may consist of time working on SRSGA related business, which must be approved by the SRSGA advisor.
- B. Serve as the chief administrative officer in coordination with the SRSGA President in assuring the functions and duties of SRSGA are appropriately met.
- C. **Meet with the designated counterpart on a bi-weekly basis to discuss relevant matters and ensure effective collaboration.**
- D. Coordinate and submit to all appropriate parties, including the Senate for approval, the minutes of all meetings of the Senate and SRSGA Executive Committee.
- E. **Plan and coordinate monthly large-scale bonding events for all Senate members, as well as the annual end-of-year banquet.**
- F. Create a fundraiser that will allow involvement from all Senators and executive board members at least once per office term.
- G. Execute all directives passed by the President and the Senate.
- H. **Report to the SRSGA on all matters pertinent to their duties through the weekly email or additional emails as needed.**
- I. Help all newly elected members with the transition into their offices, including but not limited to providing all information, instruction, and all related matters regarding corporation contract, union and non-union employees.
- J. Chair the Internal Affairs committee.

