

Created September 2021



## VP OF INTERNAL AFFAIRS

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This document reflects the current duties for the VP of Internal Affairs as outlined in the SRSGA Bylaws and Constitution as of September 2021. Failure to fulfill these duties can result in dismissal as outlined in Article VII, Section 1 of the SRSGA Bylaws.

It shall be the duty of the 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. Coordinate and submit to all appropriate parties, including the Senate for approval, the minutes of all meetings of the Senate and SRSGA Executive Committee.
- D. Create a fundraiser that will allow involvement from all Senators and executive board members at least once per office term.
- E. Execute all directives passed by the President and the Senate.
- F. Report to the SRSGA on all matters pertinent to their duties.
- G. 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.
- H. Chair the Internal Affairs committee.