



<b>Job title</b>	<i>Student Body President, Student Government</i>
<b>Reports to</b>	<i>Crystal Cartwright, Interim Director of Student Activities Office (SAO)</i>

**Job purpose**

The *Student Body President (SBP)* represents student opinion and serves as the primary student voice to the administration. The SBP ultimately is responsible for establishing a guiding vision for the work of the Student Government Board.

**Duties and responsibilities**

Varying from weekly, bi-monthly, monthly, or sporadic commitments, these duties serve as a snapshot of what to expect from the Student Body President:

Summer Preparation / Connections

- Study the Student Government (SG) Constitutional duties of all board members.
- Examine SG Drive, particularly archive of previous board.
- Connect with Student Body Vice-President and SG Advisor regularly to prepare for academic year.
- Introduce yourself and VP via email to: Director of Intercultural Engagement, Provost, Senior Director for Vocation and Alumni Engagement Executive Director, Director of the Center for Vocation and Career, Director of the Office of Multicultural Development.

Nominations

- Responsible for nominating [reaching out and inviting] students for: Student Conduct Hearing Panel, Student Resource, Scholastic Honors Committee, etc.

Board Related Duties

- Collect weekly board reports from each board member and distribute it board-wide every week.
- Close correspondence with Business Manager, PR Manager, and Administrator for cohesion in public and internal facing initiatives and/or updates.

Meet Weekly w/ Student Body Vice-President & Student Government Advisor

- Create agenda for updates and questions for the SG Advisor.
- Set deadlines for when initiatives and proposals will be worked on, proposed, and implemented.

Meet Bi-Monthly w/ President of Wheaton College [President Philip Ryken]

- Create agenda for discussion, updates, and/or inquiries for President.
- Communicate honestly, clearly, and succinctly.

Meet Monthly w/ Vice President of Student Development [Dr. Paul Chelsen]

- Create agenda for discussion, updates, and/or inquiries for the VP of Student Development.
- Communicate honestly, clearly, and succinctly.



Meet Monthly w/ Faculty Council

- Initiative and introduce a working relationship with the Faculty Council Vice Chair.
- Attend and engage in the monthly Tuesday afternoon meetings.
- Record, prepare and verbally communicate a SG report / update on current campus climate, SG initiatives, and pertinent information that faculty could benefit from.

Meet Monthly w/ Faculty Business Meeting

- Record, prepare, and submit to the Provost's office monthly SG report / updates in one week in advance of the monthly faculty business meetings.
- Represent the student body during the monthly Tuesday meetings.

Meet Every Quad w/ Presidents' Advisory Council on Sexual Identity (PACSI)

- Represent student opinion during these once-a-quad meetings that updates administration, staff and faculty on issues regarding sexual identity.
- Actively listen and ask deepening questions that spurs conversation and consideration for undergraduate students.

Quarterly Report to Board of Trustees

- Submit a one page report three weeks in advance of the Trustee weekend (3 times a year).
- Attend one Trustee committee meeting, the Trustee dinner, and full Trustee board meeting.
- Speak on behalf of you and your peers' experiences when addressing the Trustees.
- Demonstrate professionalism and respect during interactions with Trustees.

**Qualifications**

When considering yourself for this position, keep in mind the integrity, work ethic, and discipline necessary to carry out the responsibilities of Student Body President.

Qualifications include:

- Possess excellent leadership, interpersonal and communication skills
- Strong teamwork and collaboration skills
- Motivated and resourceful
- Project and process management capabilities
- Ability to write professional emails and reports
- Strong problem-solving skills and demonstrated ability to take initiative and critically analyze information and procedures in a push toward constant improvement
- Strict attention to detail while able to prioritize issues appropriately
- Must be hands-on and be willing to roll up your sleeves to perform any and all responsibilities needed to ensure success



### Working schedule

While most of the required responsibilities of Student Body President can be incorporated into your schedule flexibly, there are other unique, one-time, or sporadic responsibilities that may be omitted but are an aspect of this role. These are unchanging commitments that must fit your schedule:

#### General Board Schedule

- Weekly 1-hour SAO Office Hours [date/time chosen at beginning of semesters]
- Weekly Wednesday Board Room [3:45 – 5:15 pm]
- Weekly Wednesday Board Dinner [5:15 – 6:15 pm]
- Bi-Monthly Thursday Lower Beamer Office Hours [7 – 8 pm]

#### SBP Schedule

- Bi-Monthly Meeting with President of Wheaton College [time TBD]
- Bi-Monthly Meeting with VP of Student Development [time TBD]
- Monthly Tuesday Faculty Council Meeting [3:30 – 5:00 pm]
- Monthly Tuesday Faculty Business Meetings [4:15 – 5:30 pm]
- Monthly Meeting with PASCI [time TBD]
- Three times a year Trustee Weekend [Friday afternoon, dinner, and Saturday morning]

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<b>Approved by:</b>	<i>Sarah Yoon, 2019-20 Student Body President</i>
<b>Date approved:</b>	<i>February 12th, 2020</i>
<b>Reviewed:</b>	<i>February 12th, 2020</i>