



| | |
|-------------------|--|
| Job title | <i>Student Body Vice President, Student Government</i> |
| Reports to | <i>Director of Student Activities Office (SAO)</i> |

Job purpose

The *Student Body Vice President (SBVP)* supports and leads the Student Government board with the Student Body President in effectively representing the Wheaton College Student Body to the College Administration and vice versa.

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 Vice-President:

Immediately Post-Election

- Appoint any members of Student Government Board to any position for whatever reason unfilled by election, in addition to the three members of the Administrative Cabinet.
- Hold board members accountable to attending current Student Government board meetings.

Summer Preparation

- Study the Student Government Constitution, and understand all SG roles.
- Maintain contact with Student Body President and Student Government Advisor.
- Work with Administrative Cabinet to finalize Wheatie Card and SG T-Shirts before arrival on campus in August.
- Construct and organize training sessions for board at Honeyrock in August.

Board Related Duties

- Prepare a verbal weekly report for the Boardroom meeting.
- Closely work with board members to instruct and/or provide information for their initiatives.
- Maintain close correspondence with Business Manager, PR Manager, and Administrator for cohesion in external and internal 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 humbly, 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 Development Council

- Maintain a prompt, dependable, attentive presence, and be prepared to speak if necessary.



Meet Monthly w/ Faculty Business Meeting

- Maintain a prompt, dependable, attentive presence, and be prepared to speak if necessary.

Meet Quarterly with the Board of Trustees Finance Committee Meeting:

- Send a one-paragraph biography of yourself at the beginning of the school year to the Student Body President for the Board of Trustees approval.
- Before the Trustee meeting, read up on agenda and/or materials and be prepared to speak on behalf of the student body.

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 Vice-President.

Qualifications include:

- Humility -- the ability to be wrong
- Possess excellent communication skills, both written and oral
- Strong teamwork and collaboration skills
- Motivated and resourceful
- Project and process management capabilities
- Ability to behave professionally across a variety of contexts
- 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
- Excellent time-management skills
- Willing to work “overtime” and devote more time to issues as needed and work with the complex schedules of staff and other students

Working schedule

While most of the required responsibilities of SBVP 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 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 Lower Beamer Office Hours [One hour] (Optional)

SBVP Schedule

- Bi-Monthly Meeting with President of Wheaton College [time TBD]
- Bi-Monthly Meeting with VP of Student Development [time TBD]
- Monthly Tuesday Faculty Development Council [3:30 – 5:00 pm]
- Monthly Tuesday Faculty Business Meetings [4:15 – 5:30 pm]
- Quarterly Advancement, Vocation, Alumni Engagement Trustee Committee Meeting [One hour]



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