

LSG Executive Board Position Descriptions

President

The duties of the President of the LSG Executive Board are as follows:

- To preside over official meetings of LSG and to be the Chief Executive Officer of LSG
- To represent the voice of the student body
- To serve as the official and ceremonial representative of LSG
- To assist with the review of organization applications
- To assist with the organization and delegation of responsibilities of the LSG Executive Board
- To introduce LSG at New Student Orientation
- To sit as a student representative on various school committees

Vice President

The duties of the Vice President of LSG are as follows:

- To preside over official meetings of LSG in the absence of the President
- To oversee the operation of LSG, including but not limited to, committee meetings of LSG
- To provide parliamentary guidance for LSG in the absence of the Parliamentarian
- To purchase end-of-term Executive Board gifts
- To sit as a student representative on various school committees
- To supervise LSG publications and social media
- To introduce LSG at New Student Orientation
- To perform other duties as assigned by the President

Parliamentarian

The duties of the Parliamentarian of LSG are as follows:

- To advise the LSG Executive Board on parliamentary procedure in accordance with the LSG Constitution and Bylaws
- To advise the LSG Executive Board on the LSG Constitution and Bylaws
- To maintain and distribute the LSG Constitution and Bylaws upon request
- To oversee class elections for undergraduate students and odd numbered trimesters at the beginning of each trimester
- To serve as liaison between trimester Class Officers and LSG
- To sit as a student representative on various school committees
- To introduce LSG at New Student Orientation
- To perform other duties as assigned by the President and Vice President

Treasurer

The duties of the Treasurer of LSG are as follows:

- To advise LSG on its budget and finances
- To maintain record of former and current budgets, as well as all monetary requests and receipts
- To submit a typed report of the budget to the LSG Executive Board every trimester
- To sit as a student representative on various school committees
- To perform reconciliations at the end of each month for purchase cards
- To coordinate annual funding requests during the summer trimester
- To coordinate the organization funding procedure and execution
- To introduce LSG at New Student Orientation
- To perform other duties as assigned by the President and Vice President

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Secretary

The duties of the Secretary of LSG are as follows:

- To record all meetings of LSG and the LSG Executive Board
- To take attendance at all meetings and keep accurate records of cumulative attendance statistics, including participation in online, asynchronous meetings
- To present an agenda prior to each meeting, and to archive them following each meeting
- To present all necessary business for online meetings via the designated platform and keep accurate records of participation
- To maintain and supervise the LSG bulletin boards
- To maintain the digital archives of LSG
- To provide class and organization representatives with a written warning following a recorded absence from a meeting
- To sit as a student representative on various school committees
- To introduce LSG at New Student Orientation
- To perform other duties as assigned by the President and Vice President

Student Activities Representatives

The duties of the Student Activities Representatives of LSG are as follows:

- To initiate, review, and support projects and policies concerning student activities
- To create and maintain contacts both within Logan University and externally with vendors in regards to social activities
- To initiate and implement activities provided by LSG for the student body
- To order and organize off-campus social activities for the students body
- To review all proposals, projects, and policies concerning student activities, recommend appropriate action, and implement an approved action plan from LSG
- To sit as a student representative on various school committees
- To introduce LSG at New Student Orientation
- To perform other duties as assigned by the President and Vice President

Student Services Representatives

The duties of the Student Services Representatives of LSG are as follows:

- To initiate, review, and support projects and policies concerning student services, including but not limited to: Distributor's Day, Club Day, President's Lunch, Transition Lunch, and Game Room and Student Center maintenance
- To create and maintain contacts both within Logan University and externally with vendors in regards to social activities
- To initiate and implement services provided by LSG for the student body
- To review all proposals, projects, and policies concerning student services, recommend appropriate action, and implement an approved action plan from LSG
- To introduce LSG at New Student Orientation
- To perform other duties as assigned by the President and Vice President

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Diversity and Inclusion Representative

The duties of the Diversity and Inclusion Representative of LSG are as follows:

- To serve as a liaison between students and the Assistant Dean of Conduct and Culture
- To advocate and work with underrepresented and mixed trimester students that may meet cultural barriers, altering or hindering the reception of information from class representatives and/or professors, in each trimester
- To encourage and ensure underrepresented and mixed trimester students have access to all class assignments, quizzes, and exams
- To become well-versed in necessary departments, staff members, and policies that relate to issues, questions, and/or opportunities that an underrepresented and mixed trimester student may need to access
- To attend Diversity Committee meetings when possible and relay information from the meetings to LSG
- To facilitate and lead Safe Zone Training and other supplemental trainings related to Diversity and Inclusion initiatives
- To introduce LSG at New Student Orientation
- To perform other duties as assigned by the President and Vice President