



Student Government Association (SGA)

Duties and Responsibilities of the:

Secretary

- Maintains and posts agendas, records, and minutes of all SGA meetings, as well as the other Student government Association Business.
- Keeps records of attendance at the S.G.A. meetings and functions, as well as records whether any absences are excused or unexcused.
- Provides a complete copy of all minutes to the Student Senate, the Vice Chancellor of the Student Affairs, or any student that requests a copy.
- Coordinates with the other Executive Officers to veto any bill that does not follow the scope of the Constitution.