

## Administrator

**(Provided by 2024-25 Temporary Constitution)**

### A. Purpose.

- a. The administrator exists to serve the Government by fulfilling any administrative need within Student Government under the direct authority of the Student Body Vice President and shall perform such duties as may be assigned to him or her by the executive officers.

### B. Responsibilities.

- a. Meeting Administration. These responsibilities shall include the preparation of minutes, agendas (including the coordination of the time and place of all Government meetings and events), setup, collation of reports, timely notification of all meeting participants, the execution of Government attendance policy, the optional recording of the Student Government Board Room meetings, and any other such matters that may arise.
- b. Executive Administration. The Administrator shall assist the President and Vice President in all necessary areas including communication with non-Governmental entities (students, faculty, staff, administration, non-College personnel), general organization, personnel issues, and scheduling. As such, the Administrator may accompany the President and/or Vice President to meetings with students, student leaders, faculty, and administration at the President and/or Vice President's request to provide administrative support. The Vice President may choose to delegate any Government related duty to the administrator.
- c. Legislative Assistance. The Administrator may author and present proposals to the Government relating to any administrative functions of the Government. The administrator may also bring Constitutional Amendments or Bylaw changes to the Board under the condition that the focus of such amendments are on Government function, related to the Administrative Cabinet, or otherwise directly related to the internal affairs of the Government. A voting member of the Government should sponsor or cosponsor any legislation brought by the administrator.
- d. Paper Records. Between Pass the Gavel and the end of the academic school year at the end of a Government's tenure, the Administrator is responsible for the compilation of a single volume containing all Proposals as amended and approved in their final form by the Student Government Board. The volume shall also contain the vote outcome for each Proposal and all approved minutes. Once compiled, the Administrator will give a copy of these volumes to the Billy Graham Hall Archives for the benefit of future Governments and Government Historians.

- e. Administrator Committee Management. The Administrator shall chair the Student Government Administrative Management Committee, comprised of any student that the Administrator may appoint. The committee shall assist the Administrator with his/her responsibilities listed above in organizing and managing Student Government.
- i. The Administrator shall also be given the responsibility of maintaining the Student Government email address and passing on all required information to his or her successor. The Administrator may periodically make a report to the Student Government board concerning any communications received through these media.
  - ii. Should the Government choose to maintain a suggestion box in either print and digital forms, the Administrator is responsible to report to the Government concerning any and all communications received through these media in each quad.