

EXECUTIVE CABINET
Student Government Association
Texas A&M University

The Student Government Association

Mission

The mission of the Student Government Association is to serve Texas A&M University by representing student opinion, addressing campus needs through targeted programming and the maintenance of tradition, and providing opportunities for leadership development in order to enrich the quality of student life.

The Executive Cabinet

Mission

The mission of the Executive Cabinet is to serve Texas A&M University by representing the student body, having a working relationship within Student Government, and having rapport with the administration. It also serves to preserve and promote the A&M Spirit, Tradition and Core Values. Lastly, it exists to create leaders of character dedicated to serving the greater good.

Positions on the Executive Cabinet

- **Student Body President**
 - SGA Executive Vice President
 - Vice President of Academic Affairs
 - Vice President of Student Services
 - Legislative Relations Commissioner
 - Vice President of Municipal Affairs
 - Operations Executive Vice President
 - Diversity Commissioner
 - Development Commissioner
 - Election Commissioner
 - Chief of Staff
 - Vice President of Communications
 - Vice President of Programming
 - Vice President of University Committees

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Executive Vice President

The Executive Vice President is tasked with serving as a member of Top Staff and advising the SBP on all policy. The EVP should be able to step in for the SBP at any time. They will have the ability to make decisions if needed and speak on behalf of the SBP. The EVP will interface primarily with policy Vice Presidents, officers of the Student Senate and administrators. The Executive Vice President will serve as the chair of the Student Body President's Roundtable, assembling all necessary materials and related briefs for each meeting. Additionally, the EVP will assume the role of Vice President of Finance. They will work with the SGA committees and Senate Finance Committee in the appropriations process and maintain financial accountability with these committees throughout the year.

Areas of the Executive Vice President:

- Academic Affairs
- Student Services
- Legislative Relations
- Finance
- Student Senate

Required Meetings:

- Executive Cabinet (Tuesday nights from 6:00-7:00pm)
- Monthly meetings of the Student Body President's Round Table
- Weekly One-on-One with Advisor
- Weekly One-on-One with SBP
- Weekly Top Staff Meeting
- Intermittent meetings with policy-related VPs
- Senate (Every other Wednesday night from 7-10pm)
- Intermittent meetings when the Student Body President is unavailable

Qualifications:

This person needs to have strong managerial and organizational skills and the ability to prioritize important or critical issues under varying time constraints and pressure. The Executive Vice President should be an exceptional team player who is able to provide assistance to his/her team while holding them accountable to mutually agreed upon goals and expectations. This individual should have a strong background in, and institutional knowledge of, the Student Government Association, its function, processes and the roles of its student leaders. In addition, this individual must be highly aware of current campus issues and the process in which to enact legislation with campus administrators.

Chief of Staff

The Chief of Staff is tasked with serving as a member of Top Staff and managing the personnel of the Executive Cabinet. This includes assisting the SBP in goal setting, ensuring accountability, and maintaining consistent contact with the members of the Executive Cabinet. Additionally, the CoS is tasked with creating meeting agendas for Executive Cabinet meetings. The COS will also handle professional development for the organization. The COS may receive additional responsibilities or special projects throughout the year, and should be willing to work on a variety of tasks throughout the year in order to keep the Executive Branch running smoothly.

Areas of the Chief of Staff:

- Student Senate
- Executive Cabinet Relations
- Communication
- Programming

Required Meetings:

- Executive Cabinet (Tuesday nights from 6:00-7:00pm)
- Weekly One-on-One with Advisor
- Weekly One-on-One with SBP
- Weekly Top Staff Meeting
- Senate (Every other Wednesday night from 7-10pm)
- Intermittent meetings with Cabinet members
- Intermittent meetings when Student Body President is unavailable

Qualifications:

This person will need to be very team-focused and have the ability to see an extensive vision for the year. The COS will need to be very organized, have the ability to communicate clearly, and have the ability to balance various responsibilities at the same time. The COS will need to be very reliable and motivated to work diligently. The COS will also need to have a focus on leadership development and training.

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Operations EVP

The Operations Executive Vice President is tasked with serving as a member of Top Staff and having direct oversight of the Commissions, as well as acting as the primary liaison between the SGA Committees and the Executive Branch. This person will also market and distribute all SGA promotional materials in coordination with the Development Commissioner. In acting as the liaison to the Committees, the Ops EVP will coordinate a monthly meeting and organize a variety of leadership development programs among all Committee Chairs. The Operations EVP will also work to ensure organization-wide accountability with the rules and regulations found in the SGA code.

Areas of the Operation Executive Vice President:

- Committees Liaison
- Development Commission
- Diversity Commission
- Election Commission
- Rules and Regulations
- SGA Code

Required Meetings:

- Executive Cabinet (Tuesday nights from 6:00-7:00pm)
- Monthly Committee Chair Council
- Weekly One-on-One with Advisor
- Weekly One-on-One with SBP
- Weekly Top Staff Meeting
- Biweekly One-on-Ones with Commissioners
- Senate (Every other Wednesday night from 7-10pm)
- Occasional Rules and Regulations meetings hosted by the Rules & Regulations chair from the Student Senate
- Intermittent meetings when the Student Body President is unavailable
- Intermittent meetings with committee chairs

Qualifications:

This person will need to be relatable and responsible. The Ops EVP will need to have a focus on leadership development and training. This person needs to have the ability to work effectively on a team and be consistent in keeping those team members accountable for their responsibilities. The Ops EVP will be charged with building strong relationships with committee chairs and unifying these committees in hopes of making SGA and all of its members better. The Ops EVP should also have a strong grasp of Student Government in its entirety, and be willing to remain objective and analytical in assuring accountability to the code.

Election Commissioner

The Election Commissioner is tasked with working to ensure a fair and equitable election process for all campus-wide elections. This includes Class Councils, Residence Hall Association, Yell Leaders, Student Body President, Student Senate seats, Class Agents, Honors Student Council, and any referendums that may come up during the year. This position will facilitate two campus-wide elections; one in the fall semester and one in the spring semester. This person will be tasked with meeting a wide variety of campus constituents who have a stake in campus-wide elections. As a result, this person will work to revise and update the election regulations while working with the Student Senate to obtain approval for these revisions. They will be tasked with running a team while working with the various campaigns to hold them accountable to the regulations.

Areas of the Election Commissioner:

- Serve as the chief director of campus-wide elections
- Familiarity with SGA constitution, previous election regulations, and other constitutions of organizations who host their election with SGA
- Propose revisions to Election Regulations

Required Meetings:

- Executive Cabinet (Tuesday nights from 6:00-7:00)
- Occasional Rules and Regulations meetings hosted by the Rules & Regulations chair from the Student Senate
- Biweekly meetings with Election Commission team
- Student Senate (alternating Wednesdays 7-1 1pm) As needed
- Biweekly One-on-One with Advisor
- Intermittent meetings with SBP and/or Ops EVP

Qualifications:

This person must be able to remain objective while working with candidates and their campaigns. This person will need to possess skills in critical analysis, rule interpretation, and collaboration with a variety of stakeholders. Additionally, this person will need to possess excellent communication skills, as they will be required to update and inform a large group of key people including students, key university administrators, advisors, faculty members, facilities management, and IT, etc. This position will also be tasked with facilitating an objective search process to recruit and select qualified members to serve on the commission. The time commitment for this position may be seasonal and average between 10-25 hours per week. During election season, the work can be more demanding.

Development Commissioner

The Development Commissioner is tasked with leading and operating all fundraising efforts for SGA. This role requires an individual who is innovative and is capable of leading a team. The Path to Success Brick Campaign and other fundraising events are the main components of fundraising and are facilitated by the commissioner. The Commissioner is required to market the campaign and oversee the brick installation process, put a team together to help facilitate donations to the SGA endowment. Further allocations of funds are left to the discretion of the commissioner. The Development Commissioner has worked with the Association of Former Students to build a relationship for future success. The maintenance of this relationship is essential to the continued success of SGA.

Areas of the Development Commissioner:

- Fundraising
- Programming
- Marketing
- Event Planning

Required Meetings:

- Executive Cabinet (Tuesday nights from 6:00-7:00pm)
- Biweekly One-on-One with Advisor
- Weekly or bi-weekly meetings with Development team
- Biweekly meetings with Ops EVP
- Intermittent meetings with SBP, EVP and/or CoS
- Any additional meetings with vendors, specific commission members, etc.

Qualifications:

This person needs to be able take charge and not be afraid to speak with people—fundraising is a difficult task that needs to be handled tactfully. Communication skills are key as this individual will work with several different companies, the Foundation, donors, advisors and A&M hierarchy. Marketing is a huge component of Development, so multimedia skills would be extremely beneficial for fundraising brochures, postcards and invitations. There are always several things going on at once in Development, so this person needs to be able to see the big picture, yet know all the details and lead their team well.

Diversity Commissioner

The Diversity Commissioner is tasked with addressing the issues surrounding diversity, its definition, and its importance to campus and education in general. This person must facilitate dialogue, educate campus, generate awareness and emphasize the importance of these issues throughout the Texas A&M System. The Diversity Commissioner must help network, unite, and work with all student's voices and other campus diversity efforts to unify these groups with the rest of campus. Lastly, the VP has the ability to create, co-program, or continue any relevant and/or important initiatives they wish to implement throughout their term to assist in meeting their objectives. In addition to the responsibilities above, the Commissioner will collaborate and utilize resources of administrative units across campus to attain desired outcomes.

Required Meetings:

- Executive Cabinet (Tuesday nights from 6:00-7:00pm)
- Diversity Commission weekly meetings
- Council for Climate and Diversity/President's Inclusion Council
- Biweekly One-on-One with Advisor
- Biweekly meetings with Ops EVP
- Intermittent meetings with SBP, EVP, and/or CoS
- Intermittent meetings with Administration

Qualifications:

This person will need to be diplomatic, open-minded, and willing to engage in difficult dialogue. The Diversity Commissioner should be well organized and willing to attend meetings required or otherwise. It is of course preferable to have experience leading or managing a team. This helps them effectively lead their team by keeping their members accountable for their responsibilities. It is important that the Diversity Commissioner is proactive and seeks out ways to improve campus climate. Lastly, they should have a plan and be willing to improve upon past year's successes or difficulties.

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Vice President Legislative Relations

The Vice President of Legislative Relations is tasked with providing students a voice to the governing bodies that influence the future of Texas A&M University. These governing bodies include the U.S. and Texas Legislatures, the Texas Higher Education Coordinating Board, and the Texas A&M System Board of Regents. The LR team, especially the VP of LR, must keep up to date with current legislative issues, and gauge student opinion through various polls and questionnaires. With this information, LR determines which issues could possibly have an impact on Texas A&M University.

Areas of Legislative Relations

- State legislature (House and Senate)
- Federal (Congress and Senate)
- Student Senate Liaison to Executive Cabinet
- Texas Higher Education Coordinating Board
- Texas A&M Board of Regents
- Texas Student Government Coalition
- SEC in DC trip

Required Meetings:

- Executive Cabinet (Tuesday nights from 6:00-7:00pm)
- Biweekly One-on-One with Advisor
- Biweekly LR meetings with team
- Senate (Every other Wednesday night from 7-10pm)
- Student Senate Legislative Affairs Committee – biweekly
- Intermittent meetings with SBP, EVP, Ops EVP, and/or CoS

Qualifications:

This person will need to be extremely relatable and responsible. Not only do they have necessary things to do within A&M, the VP of LR will serve as a face of SGA to the elected representative of our state and federal government. Prior experiences in government work (internships, etc.) are helpful but not necessarily needed. An open mind is critical; one partisan view on issues is not beneficial to all students. Knowledge of how government is structured and personal relationships with officeholders and staff is a must in order to achieve the work that is needed to be done.

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Municipal Affairs Vice President

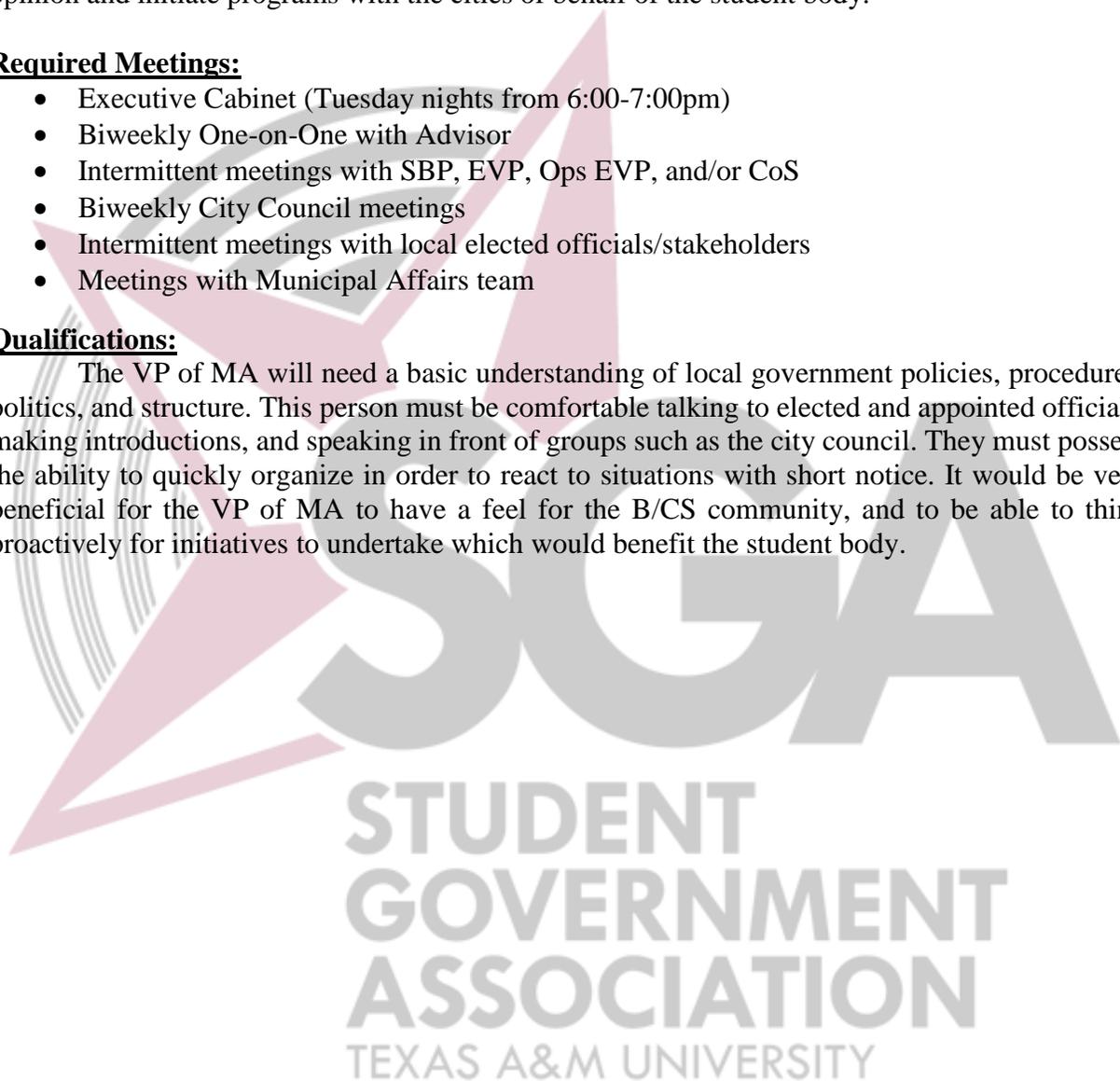
The Vice President of Municipal Affairs is tasked with leading and maintaining the Texas A&M Student Body's relationship with the City of Bryan and College Station's City Staff and elected officials. The Vice President of Municipal Affairs will attend city council meetings, meetings with City Staff, and any other necessary meetings in order to build relationships and advocate as a representative of the student body. Vice President of Municipal Affairs will work to gauge student opinion and initiate programs with the cities of behalf of the student body.

Required Meetings:

- Executive Cabinet (Tuesday nights from 6:00-7:00pm)
- Biweekly One-on-One with Advisor
- Intermittent meetings with SBP, EVP, Ops EVP, and/or CoS
- Biweekly City Council meetings
- Intermittent meetings with local elected officials/stakeholders
- Meetings with Municipal Affairs team

Qualifications:

The VP of MA will need a basic understanding of local government policies, procedures, politics, and structure. This person must be comfortable talking to elected and appointed officials, making introductions, and speaking in front of groups such as the city council. They must possess the ability to quickly organize in order to react to situations with short notice. It would be very beneficial for the VP of MA to have a feel for the B/CS community, and to be able to think proactively for initiatives to undertake which would benefit the student body.



Vice President of Communications

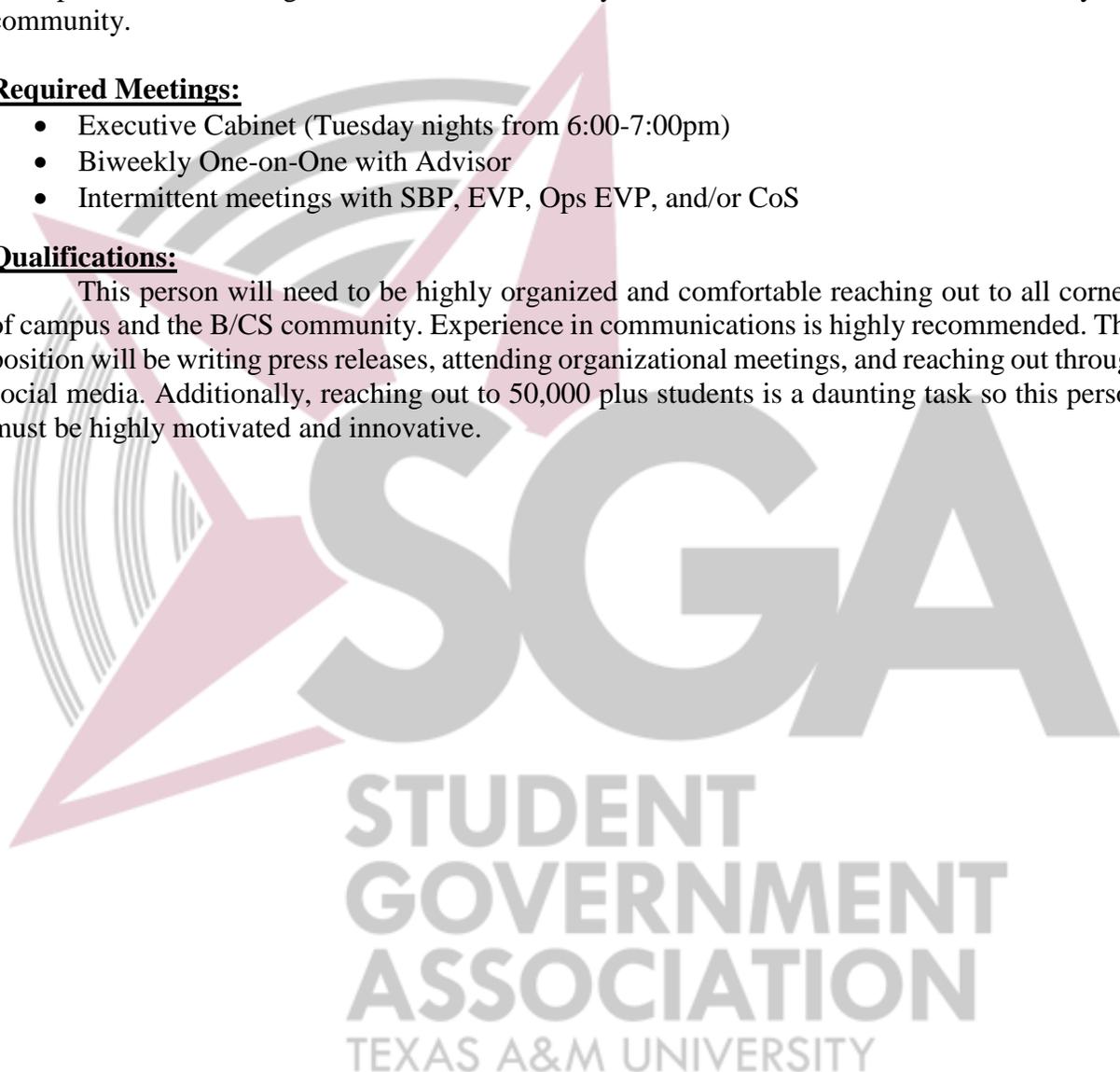
The Vice President of Communications is tasked with managing all communication initiatives on behalf of the Executive Cabinet, including: media relations, social media, multimedia projects and more. The VP of Comm will also assist all members of the Executive Cabinet in publicizing their events and initiatives. Additionally, the VP of Comm will work to unify and enhance the message of SGA to all observers, both on campus and in the community. This person must also be willing to be proactive in seeking out new and creative ways to communicate with the student body and community.

Required Meetings:

- Executive Cabinet (Tuesday nights from 6:00-7:00pm)
- Biweekly One-on-One with Advisor
- Intermittent meetings with SBP, EVP, Ops EVP, and/or CoS

Qualifications:

This person will need to be highly organized and comfortable reaching out to all corners of campus and the B/CS community. Experience in communications is highly recommended. This position will be writing press releases, attending organizational meetings, and reaching out through social media. Additionally, reaching out to 50,000 plus students is a daunting task so this person must be highly motivated and innovative.



Vice President of Programming

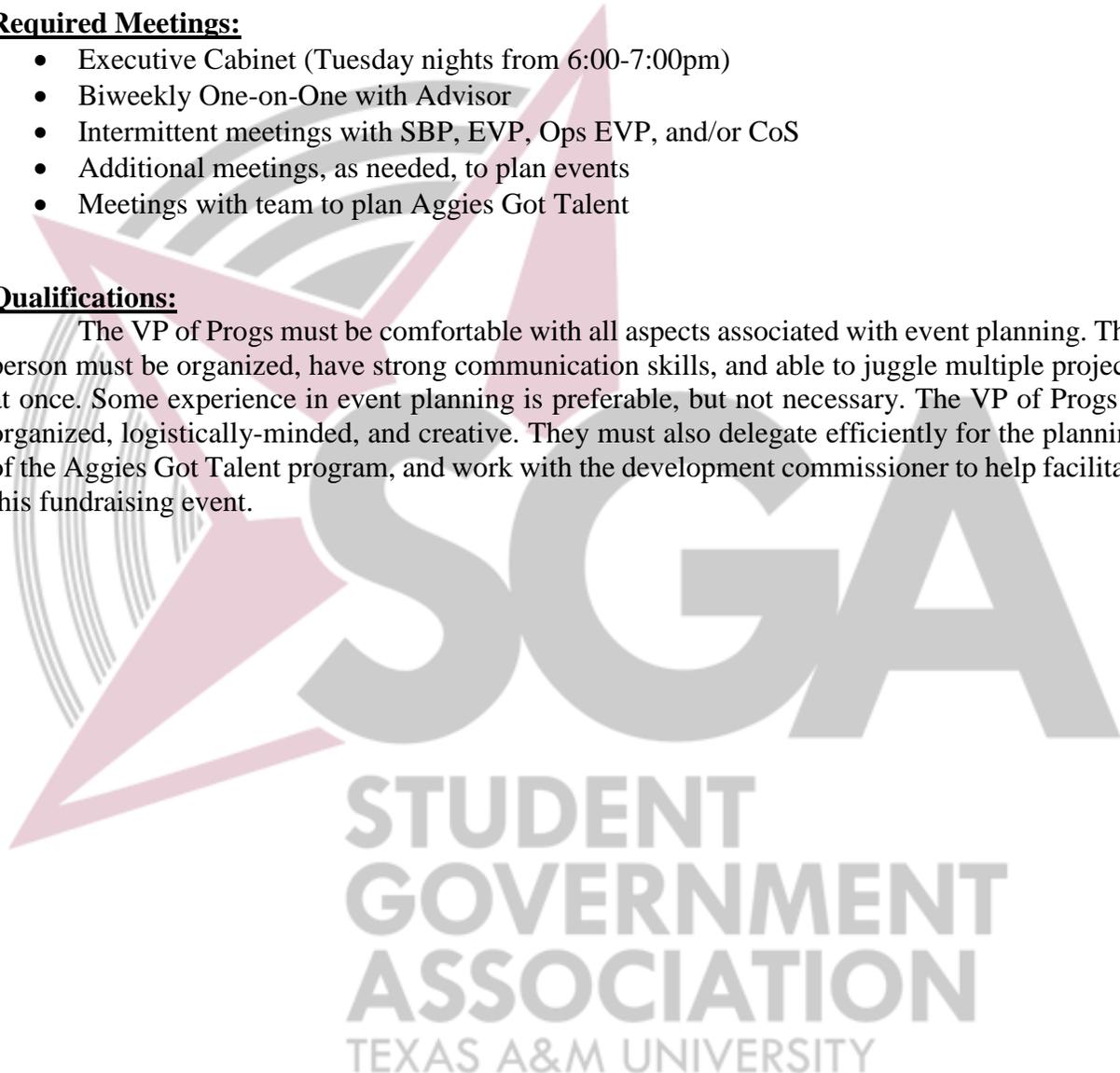
The Vice President of Programming is tasked with planning and executing events on behalf of the Executive Cabinet, including: I Love Breakfast with Santa Gift Drive, SGA Tailgate, SGA Banquet, Adopt-a-Street and Aggies Got Talent. The VP of Progs will also assist other members of the Executive Cabinet in planning their events. This person will also work with the Senate Constituency Affairs Chair to conduct joint tabling hours and pursue outreach opportunities.

Required Meetings:

- Executive Cabinet (Tuesday nights from 6:00-7:00pm)
- Biweekly One-on-One with Advisor
- Intermittent meetings with SBP, EVP, Ops EVP, and/or CoS
- Additional meetings, as needed, to plan events
- Meetings with team to plan Aggies Got Talent

Qualifications:

The VP of Progs must be comfortable with all aspects associated with event planning. This person must be organized, have strong communication skills, and able to juggle multiple projects at once. Some experience in event planning is preferable, but not necessary. The VP of Progs is organized, logistically-minded, and creative. They must also delegate efficiently for the planning of the Aggies Got Talent program, and work with the development commissioner to help facilitate this fundraising event.



Vice President of University Committees

The Vice President of University Committees is tasked with serving as the primary liaison between the Executive Cabinet and all university committee appointments. This person will work alongside other policy related vice presidents to fill appointments to university committees as soon as possible. This will entail recruiting qualified and committed individuals to fill these positions. Throughout the year, the VP of UCOMMS will be charged with keeping these individuals accountable to their attendance and contribution to each respective university committee and will report evaluations to the Executive Cabinet. It is essential that this position maintains reports and communications with all student representatives at all times.

Required Meetings:

- Executive Cabinet (Tuesday nights from 6:00-7:00pm)
- Biweekly One-on-One with Advisor
- Intermittent meetings with SBP, EVP, Ops EVP, and/or CoS
- Senate meetings discussing details pertinent to UCOMMS (Every other Wednesday night from 7-10pm)
- Meet as needed with UCOMM appointments

Qualifications:

The VP of University Committees will need to have a broad knowledge of both policy and programming sides of SGA. They will need to be diligent in the appointment of individuals to UCOMMS and in receiving updates from these individuals. The VP of UCOMMS will be charged with preparing their appointments to these committees to assertively voice student opinion of their respective issues. This person will need to have a clear vision of the objectives of the Executive Cabinet and know which issues faced by UCOMM appointments have a direct impact on students. The VP of UCOMMS must be organized and ready to manage upwards of 100 committee appointments.

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Vice President of Student Services

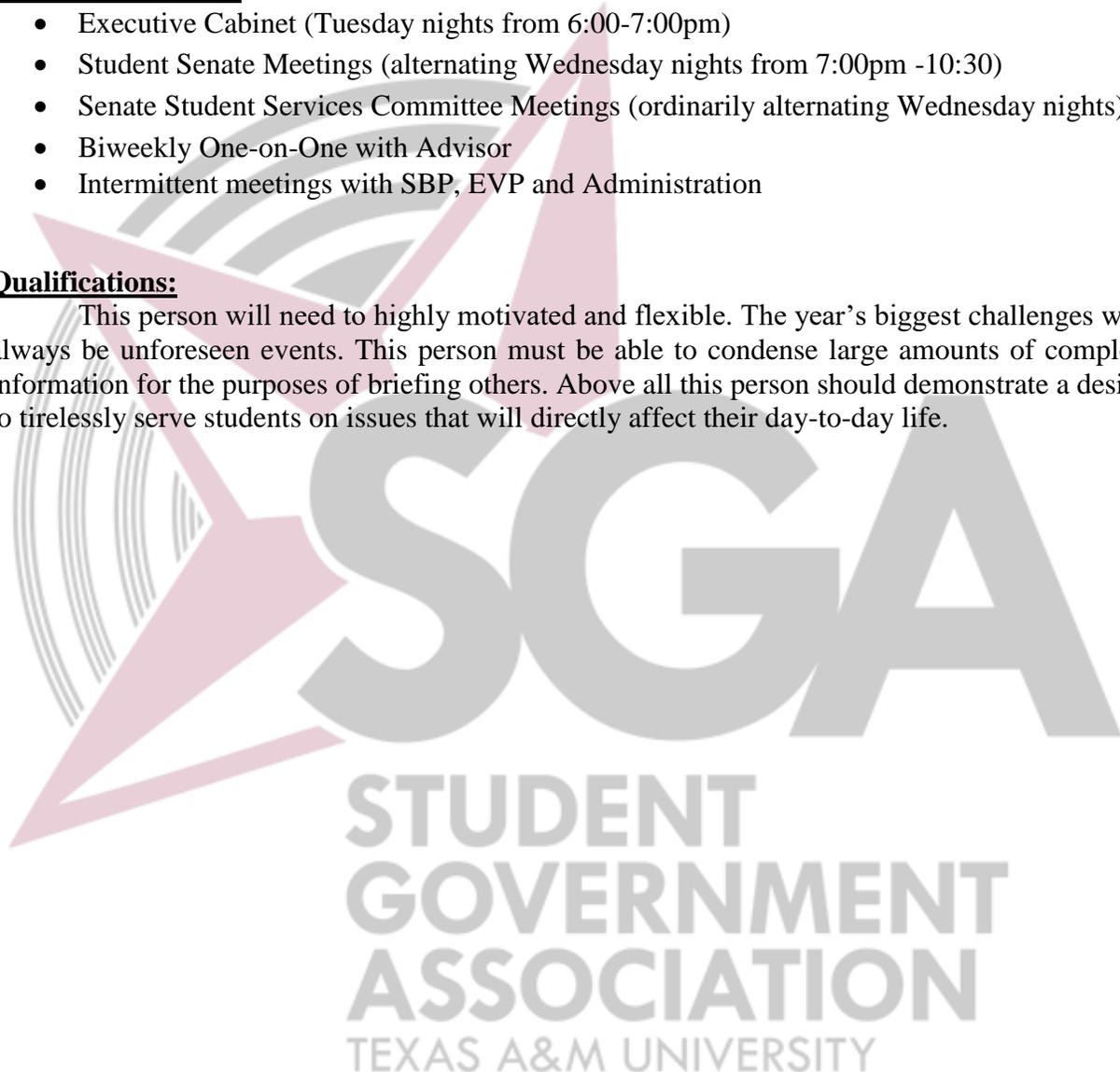
The Vice President of Student Services is tasked with managing all advocacy efforts related to Student Services, especially those pertaining to Student Senate legislation. The VP of SS will attend meetings and gather information regarding all aspects of Student Services, including dining, transportation, construction, the student health center, and more.

Required Meetings:

- Executive Cabinet (Tuesday nights from 6:00-7:00pm)
- Student Senate Meetings (alternating Wednesday nights from 7:00pm -10:30)
- Senate Student Services Committee Meetings (ordinarily alternating Wednesday nights)
- Biweekly One-on-One with Advisor
- Intermittent meetings with SBP, EVP and Administration

Qualifications:

This person will need to be highly motivated and flexible. The year's biggest challenges will always be unforeseen events. This person must be able to condense large amounts of complex information for the purposes of briefing others. Above all this person should demonstrate a desire to tirelessly serve students on issues that will directly affect their day-to-day life.



Vice President of Academic Affairs

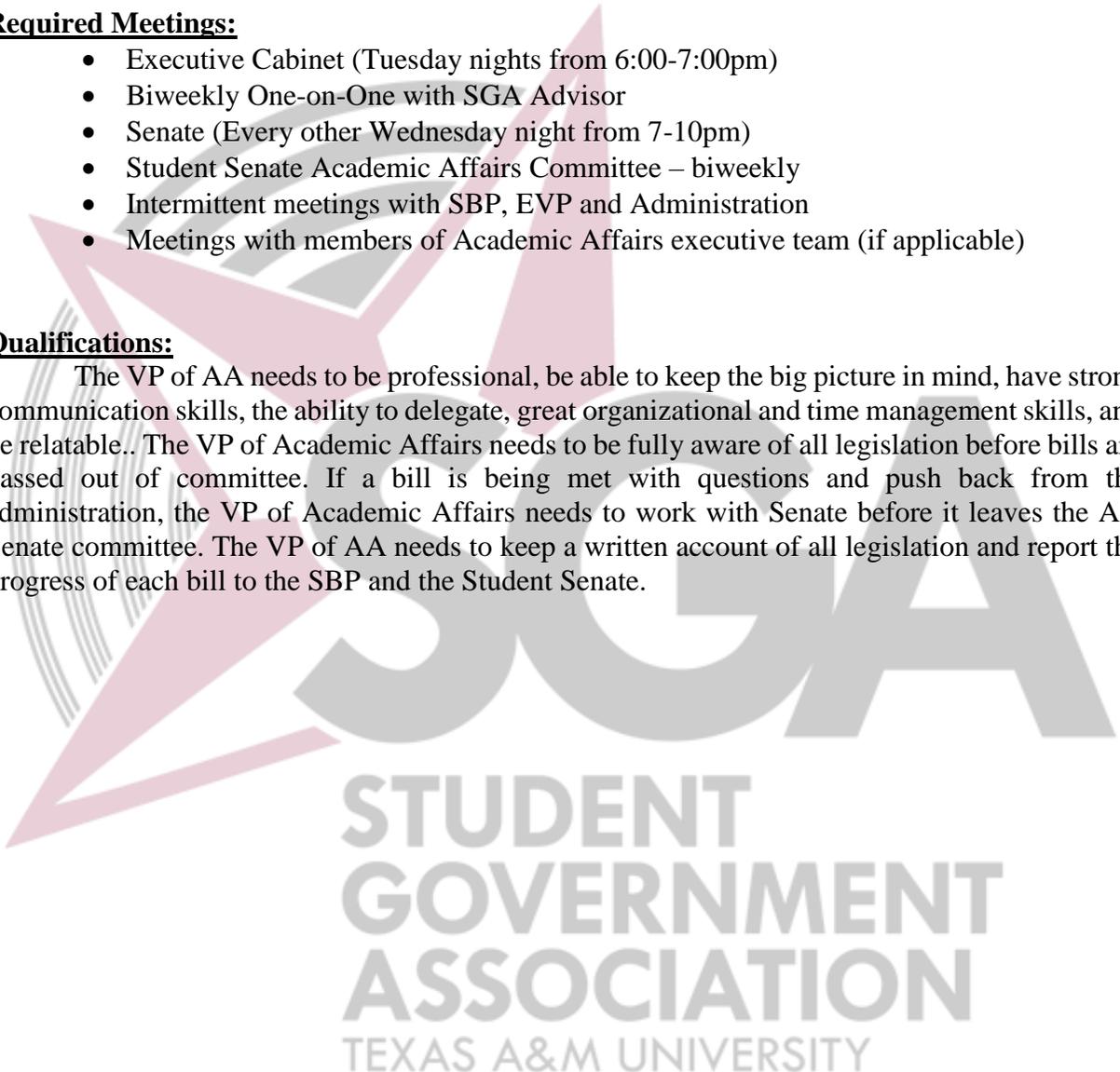
The Vice President of Academic Affairs is tasked with managing all advocacy efforts relating to Academics and student rules, especially those pertaining Student Senate legislation. The VP of AA will develop relationships with Academic Faculty and Administration, including Deans, professors, and the Provost and Executive Vice President of Texas A&M, in order to effectively implement positive change for students in regards to Academic Affairs.

Required Meetings:

- Executive Cabinet (Tuesday nights from 6:00-7:00pm)
- Biweekly One-on-One with SGA Advisor
- Senate (Every other Wednesday night from 7-10pm)
- Student Senate Academic Affairs Committee – biweekly
- Intermittent meetings with SBP, EVP and Administration
- Meetings with members of Academic Affairs executive team (if applicable)

Qualifications:

The VP of AA needs to be professional, be able to keep the big picture in mind, have strong communication skills, the ability to delegate, great organizational and time management skills, and be relatable.. The VP of Academic Affairs needs to be fully aware of all legislation before bills are passed out of committee. If a bill is being met with questions and push back from the administration, the VP of Academic Affairs needs to work with Senate before it leaves the AA Senate committee. The VP of AA needs to keep a written account of all legislation and report the progress of each bill to the SBP and the Student Senate.



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