

SGA President

- calls and presides over all SGA Board, Executive Committee, General Assembly, and other relevant meetings of the SGA
- serves as a non-voting member of the MCC Board of Trustees, hereinafter referred to as the MCC BoT
- represents MCC at public and private activities when called upon by the College administration
- ensures that all decisions of the SGA are carried out and plays an active role in all SGA activities

SGA Vice President

- assumes the duties of the President in his/her absence
- assists the President with his/her duties and responsibilities
- Serves as an advisor to the executive board, attends SGA meetings, and serves as a member on the executive board and other college committees
- Has fiscal knowledge of all student organizations

SGA Treasurer

- prepares - in consultation with the SGA Advisors - annual budget proposals
- maintains a permanent record of all SGA financial transactions
- submits necessary paperwork for such expenses to the College Business Office through the SGA Administrative Advisor.

SGA Publicity Officer

- serves as a member of the Executive Committee and the Senate
- attends all Senate meetings
- works closely with the College public information officer, who is responsible for securing media coverage for events
- is the spokesperson for the SGA to the College media
- prepares and releases SGA-related publicity to the students, clubs and student organizations as directed by the Executive Board and/or the SGA Advisors, as appropriate
- Maintains bulletin boards assigned to the SGA by the College

SGA Secretary

- serves as the recorder for all meetings - both regular and called - and distributes the minutes recorded from these meetings
- archives copies of all SGA meeting minutes
- keeps a record of attendance of all SGA-related meetings and activities.

SGA Senators (one appointee from each MCC Club, Division or Program)

- attend all SGA General Assembly meetings, participate in all business proceedings, and vote as needed
- assist in the planning and implementation of campus activities
- serve as a liaison between his/her campus club or organization and the SGA Executive Committee
- assemble and give a report for his/her club or organization at SGA Executive Committee meetings and any other meetings as necessary
- serve on at least one SGA committee