

DUTIES
OF
STUDENT GOVERNMENT ASSOCIATION
PRESIDENT

1. Installation - May
2. Summer
3. First Semester
4. Second Semester

Carolyn Morrison
President, '60-61

Dedicated to
COURTNEY "COCO" MILLER,

a girl who has a tremendous job ahead
of her, but a very capable girl who
will, as I have, enjoy every minute
(almost) of it, and guide and direct
the Student Body of Madison College
through an ever-better Student Govern-
ment Association.

March 23, 1961

Duties - April through May

- ✓ 1. Install minor officers of Student Government Association and Honor Council
- ② Plan Dormitory Buzz Sessions if desired by Council.
3. Call an Executive Council meeting if necessary. If there is no need for one, it would be wise to go by and see the advisors.
- ✓ 4. Give list of Senior Counselors as suggested by Council to Dean Garber. - y.
- * 5. Call for ^{8 weeks} Monthly reports from officers and committees. *yearly*
- ✓ 6. Install class representatives to Student Council. Have them observe two weeks before installation and voting.
- ⑦ Have Student Council-Honor Council P arty near end of May. ?
- * 8. Check with new Junior Class President about the selection of Junior Marshalls and Factfinders for the approval of Council. Check with incoming Senior Class President if any factfinders need to be replaced.
- ✓ 9. Make suggestions to class nominating conventions for class representatives, if desired. *Class election by May 1.*
10. Have Council approve dates for next years Old Student-New Student Assembly and Installations Assemblies. Sign for them and report the dates to ~~Dr. Latimer.~~ *Mr. Anderson*
11. Work with Social Committee on the Opening Fall Formal or Concert. Have council vote on one or the other. Make plans, decide on date, contact entertainment, etc.
- ✓ 12. Approve Fire Chief for next year.
- ✓ 13. Write Freshmen letter and take it to Service P ress. See Mr. DeLong about number of copies needed. Sign them personally and leave a copy in files.
- ✓ 14. Help Vice President conduct elections of dormitory P res. and ~~Vice Pres.~~ in a compulsory called assembly. The candidates must be previously approved by Council.
- ✓ 15. Appoint a committee and chairman for Freshmen Talent Show. Have the committee meet and give a report to Council before leaving.
- ✓ 16. Make plans for retreat, Orientation Week, and Registration. Requisition food and bus from Mr. Gibbons if you wish to go to college camp. See Miss Raine about the 3 meals. Get lists from WAA, YWCA, Honor and Council of those students who can return early to help.

- ✓ 17. Call meeting of Campus Fee Committee. See Mr. Gibbons first.
- ✓ 18. Approve Junior Marshalls and Fact Finders.
- ✓ 19. Plan schedule of student assemblies for the coming year. - H.A. 4.
20. You will be asked to be in receiving line for President's Garden Party during Grad. Week.
- ✓ 21. Leave a picture with the Handbook Editor.
- ✓ 22. Leave total number of girls returning early with Mrs. Garber. See that other major officers give them to you or Mrs. G.
- ✓ 23. Walking (called assembly, Monday) for Harvest Festival princess. (See criteria) VP (Jud)
- * 24. Prepare for officers of SGA for summer school. Regulation enacted by summer school of 1961 - ~~by office~~ before May
- * 25. Call Dead Week one week before examinations
- ✓ 26. Get list of student counselors & others returning early.
27. Cl

During the summer months:

1. Keep in close contact with Student Council.
2. Write a letter to be published in Freshman Issue of Breeze. Send picture to Editor if she wants this.
3. ~~Write a "WHAT'S NEW IN STU GU" for Breeze. Mail to Editor.~~
4. Make certain Freshmen Talent Show is being planned.
5. Review new handbooks. Underline important details to stress to Senior Counselors and Student Council. (Dean Shafer)
6. Make out and mimeograph schedule for retreat. Mail.
7. Write advisors and invite them to retreat. Send them a copy of schedule.
8. Make out schedule for students to help with Orientation and Registration. (Get Mrs. Garber's approval. Notify students of hours they are to work. (See file)
9. Make outline for Senior Counselors to follow in teaching Handbook classes.
10. ~~Decide with Mrs. Garber whether you will have Freshmen meetings with the girls about SGA.~~
11. Plan the business meeting for retreat.
12. ~~Invite Social Comm. and Rec Council Chrm. and Pres. of H.C. to retreat if desired.~~
13. ~~Contact someone to be in charge of recreation at retreat.~~
14. Be thinking about what you'll say for Old Student-New Student assembly since you'll be busy when you return.
15. Review new handbook extensively and prepare handbook quiz. (If you don't get one, check with Dean Tolbert.) (Sept.)
16. Draw up list of problems, suggestions, ideas for projects, etc. to be discussed at Retreat.
17. ~~Keep in touch with Soc. Chrm. about opening event - dance, concert, etc.~~

First Semester:

1. Carry out outlined duties during Registration Week. (Introduction to new students, Talent Show, Coke parties, Meeting with Senior Counselors, President Miller's reception.)
2. Make certain that all committees are filled and replace any representatives who have lost averages.
3. Re-check on Junior Marshalls and Fact Finders. Meet with new Fact Finders to explain duties, give letter and fact-finding blanks. (See files) Install Fact Finders at Council meet.
4. ~~Sponsor opening event with help of Social Comm. (See file on F our Freshmen Concert)~~
5. Have at least one ^{Thurs} Wednesday assembly to acquaint all students with Student Government and ^{ed.} its importance on our campus.
6. Old Student-New Student Assembly and banquet. (See files)
7. ~~Sponsor blazer sales.~~
8. Have ^{S.G.A.} Nominating Comm. ^{VP} to appoint Impaneling Board and make certain that they in turn appoint jurors. Approve them.
9. Install Freshmen. (See handbook)
10. ~~Install Dorm Council at council meet. (VP in charge).~~
11. ~~Help with Major O rganizations Tea. (Social Comm. in charge).~~
12. ~~Prior to this, call an MO Meeting and have another officer plan it with you. Discuss tea. Have 4 or 5 during year. Ask someone else to be in charge of next one.~~
13. ~~Write "What's New in Stu-Gu" with help of Publicity Chrm.~~
14. ~~Have standing Committees submit files at end of each month.~~
15. Picture of Council taken for annual.
16. Consult Mr. Gibbons about Campus Fee Comm. about Oct. 1.
17. ~~Take inventory on council robes. Keep a list on them. (15)~~
18. ~~Reannounce policy of making announcements in D-Hall.~~
19. ~~Send ^{Exec Reports - advisors} report to advisors at the end of each month. (See files).~~
20. ~~Call Executive Council meetings. (See file)~~
21. Vote on joining SIASG. Send dues. Educate council about SIASG.
22. Attend Student-Faculty meetings as announced by Dr. Dingledine.

Clive

23. Keep an up-to-date file of everything you do, of programs, speeches, regulations - it will help successor.
24. Have walking for Apple Blossom Princess. ^W (Remember criteria).
25. Stu*Gu - Honor Council Christmas Party. Let H.C. do either refreshments or entertainment. We do everything else.
26. Call "Dead Week" before examinations.
27. Keep clippings of all SGA doings from Breeze.
28. Continue SGO-SGA joint meetings if desired by Council.
29. Send out form letters to organizations for nominations for May Court

Second Semester:

1. Carry out all 1st Semester duties such as Stu-Fac meetings,
→ * Executive Council, reports to advisors, etc.
2. Elections: Preside over Nominating Convention for Major and
Minor Officers. See Handbook (Constitution), calendar and
notebook. (Begin planning this at the end of January).
3. Correspond with SIASG regarding Spring Convention.
4. Send birthday card to Mrs. Garber. March 4.
5. Plan a council meeting with advisors to take the place of an
Executive Council meeting. *March*
6. Organize files, aid President-Elect in any way possible.
7. Consider having 2nd semester buzz sessions and assembly.
8. Plan Major Officers' Installation assembly and banquet. (Files)

Reed & Barton - Kay Ferguson

* May Day weekend - plan everything
May Court Tapping - February