



# UNIVERSITY OF TEXAS STUDENT GOVERNMENT 2012-2013 APPOINTMENTS INFORMATION

## HOW TO APPLY:

There are two application deadlines: Friday, March 23<sup>rd</sup> for Executive Board Positions and Monday, April 2<sup>nd</sup> for ALL other appointed positions (includes both Internal SG positions and External Boards & Committees).

You must complete ONLINE by 5PM to be considered.

For more information or for questions, please contact [info.utsg@gmail.com](mailto:info.utsg@gmail.com). Good luck!

Applications are available online at [www.utsg.org](http://www.utsg.org).

## SG APPOINTMENT RESPONSIBILITIES

**EXECUTIVE BOARD:** All Executive Board members are responsible for attending weekly Executive Board meetings as well as weekly general Assembly meetings. During general Assembly meetings, each Executive Board member is required to give an update on his/her progress and happenings of the previous week. Each Executive Board member is responsible for advising one of the six standing representative committees and ensuring the productivity of his or her respective committee. Each Executive Board member has specific tasks and initiatives that he or she is responsible for according to his or her individual position. A minimum of 100 office hours a month is required to receive a stipend.

**ASSOCIATE DIRECTORS:** Associate Directors are responsible for assisting the Executive Board in notifying and informing students and the public of the Student Government activities and for improving the perception of Student Government across campus. Each member will assist the member of the Executive Board under whom they serve and shall serve as an advisor to the Executive Board on matters correlating to their position.

**CABINET OF POLICY DIRECTORS:** Policy Directors are responsible for overseeing and managing their subsidiary agencies, assisting in planning and promoting their events and initiatives, and advising the Executive Board on issues relevant to their policy area. The Cabinet of Policy Directors shall report directly to the Chief of Staff.

**AGENCY:** All Student Government Agencies are responsible for creating and maintaining Agency membership, having regular meetings, giving updates on Agency progress during SG meetings, reporting Agency progress to the Assembly twice every rolling four-week period.

**EXTERNAL CAMPUS COMMITTEES AND BOARDS:** All external campus committee and board appointees are responsible for attending all committee or board meetings and submitting electronic minutes of those meetings to the President and the Communications Director. Appointees must also provide a written report for the general Assembly each Tuesday, which should be submitted to the Administrative Director by Monday evening. Weekly attendance at Student Government Assembly meetings is also highly encouraged.

*\*\*The timeline for many of the appointments to external committees is determined by the committee and not SG.\*\**

**ASSEMBLY:** All Assembly members are responsible for attending weekly Student Government meetings, weekly standing committee meetings, and participating in at least one office hour a week. Assembly members are also responsible for creating and maintaining Student Government initiatives and reporting about them to both the Assembly during meetings and to the Communications Director each week for the newsletter. College-specific Assembly members are responsible for communicating with their respective college councils and attending all council meetings and functions.

# SG POSITIONS AVAILABLE FOR APPOINTMENT

## EXECUTIVE BOARD

### CHIEF OF STAFF 1 POSITION

(Appointed by the President and approved by Assembly by majority)

- Monitors all operations of the Executive Branch of SG
- Recruits and trains new officers of the Executive Branch
- Provides continuity during the transition of SG administrations
- Oversees the Cabinet of Policy Directors

### COMMUNICATIONS DIRECTOR 1 POSITION

(Appointed by President and approved by Assembly by majority)

- Assists in the creation and dispersal of press releases to publicize activities of Student Government
- Serves as the primary media contact and manages the interaction with *The Daily Texan* and other local media outlets
- Facilitates internal communications within SG
- Implements initiatives to improve communications with the student body including:
  - Organizing a tabling schedule in which members of SG can explain its project and policies on an individual basis to students
- Oversees the Communications Executive Staff

### ADMINISTRATIVE DIRECTOR 1 POSITION

(Appointed by the President and approved by Assembly by majority)

- Responsible for all administrative and clerical duties necessary to maintain SG operations
- Creates and maintains a record all activities
- Distributes all legislation approved by the Student Body President to the appropriate individuals and entities
- Monitors the attendance of Executive Branch officers
- Maintains an internal activities calendar for all important dates, functions, and meetings
- Plans and organizes the New Member Retreat in conjunction with the Internal Affairs Committee
- Oversees the Administrative Executive Staff

### EXTERNAL FINANCE DIRECTOR 1 POSITION

(Appointed by the President and approved by the Assembly by majority)

- Investigates and suggests methods of acquiring additional sources of funding
- Manages sources of funding including events, endowments, and initiatives
- Manages the finances alongside the Internal Financial Director according to University rules, regulation, policies and procedures
- Oversees the External Financial Executive Staff

### INTERNAL FINANCE DIRECTOR 1 POSITION

(Appointed by the President and approved by the Assembly by majority)

- Assists the President in developing the annual budget and fiscal reports
- Presents the annual budget to the Student Services Budget Committee
- Presents the Assembly a report and recommendation based on the fiscal impact of all bills with appropriation of funds
- Manages the finances alongside the External Financial Director
- Oversees the Internal Financial Executive Staff

## EXECUTIVE STAFF

### COMMUNICATIONS EXECUTIVE STAFF

#### ASSOCIATE DIRECTOR FOR PUBLIC RELATIONS

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(Appointed by the President and approved by Assembly by majority)

- Works with the Communications Director to promote Student Government on and around campus
- Creates a branding and imaging campaign that advertises SG as a resource and service to the student body
- Promotes transparency and accessibility

#### ASSOCIATE DIRECTOR FOR NEW MEDIA

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(Appointed by President and approved by Assembly by majority)

- Maintain and manage official SG digital communication
- Promotes activities through digital means including websites and social media outlets
- Posts passed legislation on the Student Government website no more than 4 business days following the vote

#### ASSOCIATE DIRECTOR FOR ALUMNI RELATIONS

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(Appointed by the President and approved by Assembly by majority)

- Fosters better relationships with the alumni of the University and SG
- Manages the Student Government Alumni database, updates records and contact information of Alumni
- Plans events for Student Government alumni
- Works with the Ex-Students Association and the Texas Exes Student Chapter when appropriate

### ADMINISTRATIVE EXECUTIVE STAFF

#### ASSOCIATE DIRECTOR FOR SOCIAL ACTIVITY

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(Appointed by the President and approved by the Assembly by majority)

- Oversees and plans periodic social activities for Student Government members to foster a sense of friendship and community among officers

#### ASSOCIATE DIRECTOR FOR EXTERNAL APPOINTMENTS

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(Appointed by the President and approved by Assembly by majority)

- Oversees the work of appointees to University Boards and Committees
- Corresponds with these appointees and collects minutes and updates from the meetings
- Compiles minutes and accomplishments from External Appointees periodically throughout the term.
- Provides weekly reports to the Assembly of the activities of appointees

#### ASSOCIATE DIRECTOR FOR SG HISTORY

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(Appointed by President and approved by Assembly by majority)

- Keeps a record of events during the year including pictures, news clippings, and memorabilia that will reflect the work of SG officers
- Lead efforts to analyze Student Government history and maintain and preserve historical records in coordination with staff
- Advises the Executive Board on historical matters

### EXTERNAL FINANCIAL EXECUTIVE STAFF

#### ASSOCIATE DIRECTOR FOR DEVELOPMENT

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(Appointed by President and approved by Assembly by majority)

- Coordinates ongoing efforts to raise awareness of the importance of development campaigns and financial giving to the University

### ASSOCIATE DIRECTOR FOR PHILANTHROPY

(Appointed by the President and approved by Assembly by majority)

- Works to secure charitable gifts
- Coordinates with non-profits
- Facilitates emergency action for national or international tragedies
- Assists in the development and implementation of a strategic plan to increase philanthropic support and volunteering opportunities

### INTERNAL FINANCIAL EXECUTIVE STAFF

#### ASSOCIATE DIRECTOR FOR APPROPRIATIONS

(Appointed by the President and approved by Assembly by majority)

- Coordinates the process of the Student Government appropriations between the Finance Committee, the Internal Financial Director and the applicants

### CABINET OF POLICY DIRECTORS

#### CIVIC ENGAGEMENT POLICY DIRECTOR

(Appointed by the President and approved by Assembly by majority)

- Oversees and manages Agencies related to government and civic engagement
- Assists in planning and promoting events and initiatives on related issues
- Advises the officers of Student Government on related issues

#### ADVOCACY POLICY DIRECTOR

(Appointed by President and approved by Assembly by majority)

- Oversees and manages Agencies that serve to advocate for different, diverse communities on campus
- Assists in planning and promoting events and initiatives on related issues
- Advises the officers of Student Government on related issues

#### LEADERSHIP & SERVICE POLICY DIRECTOR

(Appointed by the President and approved by Assembly by majority)

- Oversees and manages Agencies related to fostering leadership and service among the University community
- Assists in planning and promoting events and initiatives on related issues
- Advises the officers of Student Government on related issues

#### HEALTH & WELLNESS POLICY DIRECTOR

(Appointed by the President and approved by the Assembly by majority)

- Oversees and manages Agencies related to safety and spreading awareness about wellness
- Assists in planning and promoting events and initiatives on related issues
- Advises the officers of Student Government on related issues

### AGENCY DIRECTORS

#### HOOK THE VOTE AGENCY DIRECTOR

(Appointed by the President and approved by Assembly by majority)

- Creates a bipartisan coalition of student organizations dedicated to engaging students at The University of Texas at Austin in the democratic process through voter registration, education and mobilization
- Organizes events, projects and programs to register students to vote, inform students of candidates and issues, and to mobilize students to vote
- Organizes student volunteers to events such as Registration Round-Up, Midnight Madness Concert and Rally, and Trick or Vote as well as debate and election night parties
- Works with the Division of Housing and Food Services and the University Residence Hall Association to provide voter registration information to students in the University residence halls

## GOVERNMENT RELATIONS AGENCY DIRECTOR

(Appointed by the President and approved by Assembly by majority)

- Raises student awareness and involvement in government at the federal, state, and local level and to work in conjunction with the Executive and Legislative branches to represent students to government entities
- Educating and mobilizing the student body regarding issues affecting the University community and encourage student participation in government.
- Serves as a liaison between the student body, the federal government, the state legislature, and city government
- Seeks student majority opinion through the use of community forums, town halls, and other events
- This agency is composed of at least 3 directors:
  - Federal Relations Director: provides a formal channel of communication between students, the federal government and the University's Office of Federal Relations. Responsible for coordinating the Student Government Spring trip to Washington D.C.
  - State Relations Director: provides a formal channel of communications between the students, the state legislature, and the University's Office of Governmental relations
  - City Relations Director: provides a formal channel of communication between students, city government, neighborhood organizations, Capital Metropolitan Transportation Authority, county officials, and The University of Texas at Austin Parking and Transportation Services. Serves as a voting member of the UT Shuttle Bus Committee

## QUEER STUDENTS ALLIANCE AGENCY DIRECTOR

(Appointed by the President and approved by Assembly by majority)

- Serves on the governing board.
- Maintains a resource center.
- Educates all student faculty and staff.
- Provides acceptance and intervention strategies for homophobia, harassment and violence.
- Coordinates Coming Out Week, Awareness Week, and many other events.

## STUDENTS WITH DISABILITIES AGENCY DIRECTOR

(Appointed by the President and approved by Assembly by majority)

- Provides representation of UT students with disabilities within Student Government in order to provide better services for these students at UT
- Works with the Services for Students with Disabilities office to support and promote activities.

## WOMEN'S RESOURCE AGENCY DIRECTOR

(Appointed by the President and approved by Assembly by majority)

- Creates a centralized referral base of resources
- Develops outreach programs
- Provides services that will promote the success of women and educate all students on the importance of gender issues, specifically women's issues
- Establishes an Advisory Council for the Center

## UNDERREPRESENTED STUDENTS AGENCY DIRECTOR

(Appointed by the President and approved by Assembly by majority)

- Creates a centralized referral base of resources.
- Encourages underrepresented students to apply and to attend the University and aid in the retention of such students
- Assist in coordinating the efforts of existing recruitment and retention groups and existing underrepresented student groups
- Schedules and execute recruitment and retention programs

## NON-TRADITIONAL STUDENTS AGENCY DIRECTOR

(Appointed by the President and approved by Assembly by majority)

- Advocates and provides support for students who are members of non-traditional student groups such as veterans, student parents, and other non-traditional students

## OUT OF STATE AND TRANSFER STUDENT AGENCY DIRECTOR

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(Appointed by the President and approved by Assembly by majority)

- Advocates and provides support for students from other states, international students and students who have transferred from other universities

## LONGHORN LEGISLATIVE AIDES AGENCY DIRECTOR

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(Appointed by the President and approved by Assembly by majority)

- Provides first-year students an opportunity to participate in an intern program with Student Government
- Recruits incoming students during summer orientation.
- Selects interns through an application process
- Organizes the program and directs interns
- Collects work orders from Executive Board, Representatives, and Agencies and assigning work to LLAs

## FRESHMEN LEADERSHIP ORGANIZATION AGENCY DIRECTOR

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(Appointed by the President and approved by Assembly by majority)

- Organizes FLO to develop first-year student leadership and helps introduce first-year student leadership to Student Government
- Connects first-year students with campus leaders and programs on campus
- Attend Student Government meetings and make reports about Agency events and activities, as well as take information from meeting back to FLO members
- Arranges mentors for first-year students in FLO
- Introduces first-year students to opportunities available for campus involvement
- Introduces first-year students to the City of Austin and UT

## LONGHORN RUN AGENCY DIRECTOR

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(Appointed by the President and approved by Assembly by majority)

- Oversees, facilitates, and organizes the Longhorn Run during the spring semester of every year
- Chair the Longhorn Run Committee and will ensure that applications for the committee are available for students during the fall semester

## CAMPUS SAFETY AGENCY DIRECTOR

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(Appointed by the President and approved by Assembly by majority)

- Works on issues regarding safety and wellness on campus and in student residential areas
- Promotes all aspects of safety and wellness including but not limited to physical, emotional and sexual safety
- Promotes safety through educational campaigns and awareness initiatives such as Campus Safety Week
- Seeks opportunities to increase campus safety & maintain good relationships with relevant offices like UTPD and the CMHC

## S.U.R.E. WALK AGENCY DIRECTOR

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(Appointed by the President and approved by Assembly by majority)

- Recruits and manage volunteers to provide students a walking companion from designated locations
- Promotes SURE Walk service to student body at large
- Coordinates with UTPD to make campus safer and to promote the RAD program
- Works toward both new short and long-term rape prevention solutions as well as maintains current S.U.R.E. Walk services provided at FAC, GRE and PCL.
- Maintains high level of communication with Campus Safety Agency Director and should attend Safety Agency meetings

## LONGHORN EMS AGENCY DIRECTOR

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(Appointed by the President and approved by Assembly by majority)

- Provides first-response to emergency medical calls on the UT campus
- Provides stand-by coverage at University events when requested and available
- Serves as the administrators of the Longhorn Student Emergency Medical Services Agency

## EXTERNAL CAMPUS COMMITTEES AND BOARDS

### PRESIDENT'S STUDENT ADVISORY COMMITTEE 2 POSITIONS

(Nominated by the Student Body President and approved by Assembly by majority and chosen by the President of The University of Texas at Austin)

- Meets with and acts as an advisory group to President of The University of Texas
- Meets approximately one-hour per month
- Additional time commitment beyond monthly meeting is necessary

### STUDENT SERVICES BUDGET COMMITTEE (2-YEAR TERM) 2 POSITIONS

(Appointed by the President and approved by Assembly by majority)

- Must be familiar with the fee process and have a working knowledge of the different agencies that request fee money
- Substantial time commitment during the late summer and fall semester
- Serves as one of five student representatives to this governing body
- Works with the chair of the Budget Committee throughout the summer and fall in analyzing the budgets submitted by the Budget Committee entities

### TEXAS UNION BOARD OF DIRECTORS 2 POSITIONS

(Appointed by the President and approved by Assembly by majority)

- Reviews the Texas Union's progress in fulfilling its mission, the implementation of multiculturalism into all aspects of the Texas Union, major staff appointments, building use and expansion, program directions and the Texas Union Budget
- Time commitment is approximately 8-10 hours per week

### FACULTY COUNCIL 1 POSITION

(Chosen by the President and approved by Assembly by majority)

- Faculty Council is the faculty governing body at The University of Texas at Austin
- The Council has authority over all matters of educational policy, regulations dealing with student activities, and requirements for admission, honors, or degrees
- Serves as a student representative to this governing body

### FACULTY COUNCIL COMMITTEES ON STUDENT SERVICES AND ACTIVITIES

**FINANCIAL AID TO STUDENTS: 10 students are recommended and 4 are chosen. 2 students must be on financial aid.** To initiate and review policies and procedures; to hear appeals from decisions of the Office of Student Financial Services

**RECREATIONAL SPORTS: 2 students (1 male and 1 female) are recommended with 2 alternates.**

To determine policy for the conduct of the intramural programs; to approve and authorize publication of all rules and regulations governing intramural sports; to hear appeals of decisions of the Intramural Sports Council; and to promulgate regulations designating the faculty and staff members and other persons who are entitled to participate in the faculty and staff competitive and recreational programs

**STUDENT LIFE AND ACTIVITIES: 1 student is recommended with 2 alternates.**

To look at issues concerning student life and activities from an academic perspective; to gauge whether student activities are beneficial to students' education; to review and report to the Faculty Council annually about the status of intercollegiate athletics programs.

### FACULTY COUNCIL COMMITTEES ON INSTITUTIONAL POLICY OR GOVERNANCE

**ADMISSIONS AND REGISTRATION: 3 students are recommended with 2 alternates.**

To recommend to the director of admissions, and to the registrar, and to the Faculty Council changes in policies regarding undergraduate admission and registration; to consult with and advise the director of admissions, and the registrar about procedures pertaining to their offices

**UNIVERSITY ACADEMIC CALENDAR: 1 student serving on the Faculty Council is recommended with 2 alternates.**

To make recommendations to the Faculty Council and to the president concerning the University academic calendar. The University Academic Calendar Committee will review the *Principles for the Development of the Academic Calendar* each year. If changes are needed, the committee will submit a recommendation to the Faculty Council in time for consideration at the council's April meeting. If no changes are needed, the committee will confirm in its annual report that it reviewed the principles and recommended no changes.

**FACULTY BUILDING ADVISORY: 2 students, not from the same college, are recommended with 2 alternates.**

To represent the faculty, staff, and students in the planning and programming of buildings. The committee shall have a strong voice in (a) campus master planning, (b) priority of building construction, (c) building location, (d) programming of buildings, and (e) reviewing and recommending of final plans. It shall report to the president and periodically to the Faculty Council. During the preparation of the preliminary plans for the erection of a particular building, the president shall appoint a special committee, composed of faculty (and students, when appropriate) who have a direct interest in the proposed building, to serve until the completion thereof, one of whom shall be designated as a voting member of the Faculty Building Advisory Committee for the specified building. Whenever a building is to include library facilities, the University librarian is to be added as an administrative adviser to the special committee.

**INTERNATIONAL PROGRAMS AND STUDIES: 2 students are recommended with 2 alternates.**

To advise the Faculty Council and the executive vice president and provost on policies and procedures pertinent to the development, implementation, and operation of international programs at the University and pedagogical and research programs involving overseas study and/or work with internationally oriented agencies.

**UNIVERSITY OF TEXAS LIBRARIES COMMITTEE: 2 students are recommended with 2 alternates.**

To become well informed concerning the functions of the University of Texas Libraries, including the branch libraries. To advise in development of policies and procedures; to advise the librarian, the Faculty Council and the president concerning the direction and growth of the University of Texas Libraries; to advise the president in the event it becomes necessary to appoint a new librarian.

**PARKING AND TRAFFIC APPEALS PANEL: 8 students are recommended with 2 alternates.**

To review petitions and appeals arising in connection with parking priorities and enforcement of regulations

**PARKING AND TRAFFIC POLICIES: 2 students are recommended with 2 alternates.**

To establish traffic and parking regulations and review annually a system of priorities for permits to be issued for parking in reserved areas; to recommend to the president ways and means of parking needs of faculty, staff and students; to recommend to the University Council any changes in the composition and operation of the Parking and Traffic Appeals Panel

**RECRUITMENT AND RETENTION: 3 students are recommended with 2 alternates.**

To address the matter of recruitment and retention of minority students and to advise the Faculty Council and the president on constructive solutions to alleviate the problems of recruitment and retention.

**INTERNATIONAL EDUCATION FEE SCHOLARSHIP**

**2 POSITIONS**

(Chosen by the President and approved by Assembly by majority)

- Established to administer the allocations for the Study Abroad Fee
- Committee is composed of 8 faculty members, 2 staff, and 4 students (2 from SG and 2 from Senate of College Councils)

**STAFF COUNCIL**

**1 POSITION**

(Chosen by the President and approved by Assembly by majority)

- Serves as a non-voting student representative to Staff Council (UTSC) and a liaison to the UTSC Executive Committee. UTSC promotes a positive, collaborative work environment via assessment, prioritization and communication of staff needs. The student representative serves as the voice of students for staff-related issues, particularly from the perspective of student employees. The representative must attend monthly meetings, and has the opportunity to join committees.

TEXAS STUDENT MEDIA BOARD OF DIRECTORS 1 POSITION

- Make decisions concerning the budgets, operation, and future of the University's student run publications and media outlets
- Required to attend all TSM meetings

BICYCLE COMMITTEE 3 POSITIONS

- The Bicycle Committee is a subcommittee of the Parking and Traffic Policies Committee to address bicycle issues on campus. The composition of the Bicycle Committee will be determined by the Chair of the Parking and Traffic Policies Committee and the Director of PTS.

SPIRIT AND TRADITIONS COUNCIL 1 POSITION

(Chosen by the President and approved by Assembly by majority)

- Student Government has a voting seat on the Spirit and Traditions Council, an umbrella organization that fosters ties between different service and spirit organizations at The University of Texas.

STUDENT ENDOWED CENTENNIAL LECTURESHIP (SECL) 2 POSITIONS

- The purpose of the SECL is to host a speaker who would lecture to the University community, teach a class in their respective field, and have dinner with students. Centennial Fellows selected by the SECL have represented a broad range of fields and interests.

STUDENT HEALTH CENTER ADVISORY COMMITTEE (SHAC) 2 POSITIONS

(Appointed by the President and approved by Assembly by majority)

(A term on SHAC is open-ended as long as appointee fulfills requirements of membership)

- Presents student health concerns to UHS administrators
- Participates in UHS quality assessment and improvement activities
- Interviews applications for physician and administrative positions
- Helps the UHS staff keep the campus community informed about health services and special outreach programs
- Must be able to meet Thursdays 5-6 and must commit 1-3 hours a week
- Must be able to attend mandatory full day orientation session before classes begin in fall semester

UNIVERSITY AREA PARTNERS 2 POSITIONS

- Sits on the Board of Directors for the University Area Partnership, which is a partnership between the City of Austin, The University of Texas, and University-area businesses. This position would entail making decisions on crime prevention, neighborhood planning and new business opportunities. Requires 2 meetings a month.

UTPD OVERSIGHT COMMITTEE 3 POSITIONS

- Three students are appointed from SG to the University President for his consideration. The Vice President for Student Affairs will also appoint three students. It was charged that between the VPSA and SG appointments that at least one graduate student be recommended to the President. The University President will then look at the six students nominated and choose three students to serve on the committee for one year. The purpose of the committee is to review UTPD procedures and handle complaints.

MEN'S AND WOMEN'S ATHLETIC COUNCILS (2-YEAR TERM) 2 POSITIONS

- Serve as liaison between students and the UT Athletics department
- First year serves as member-elect, second year serves as member of the council

DIVERSITY AND EQUITY STUDENT ADVISORY COUNCIL 1 POSITION

- Sit on board that meets regularly with UT's Vice-President for Diversity and Community Engagement to discuss campus climate and other issues impacting students.

COUNSELING AND MENTAL HEALTH CENTER ADVISORY BOARD 1 POSITION

- Serve on board that offers ideas and advice to the Counseling and Mental Health Center on how to best serve the student body

CENTRAL AUSTIN NEIGHBORHOOD PLANNING ADVISORY COMMITTEE 2 POSITIONS

- Represent student interests to the various neighborhood associations in Austin

STUDENT ORGANIZATION SAFETY BOARD 1 POSITION

- Help develop and assess new projects to promote safety and risk management on campus

STUDENT CONDUCT ADVISORY COMMITTEE 1 POSITION

- Serve as student advisory group to Student Judicial Services

LEGAL SERVICES FOR STUDENTS ADVISORY COMMITTEE 1 POSITION

- Serve as student advisory group to Legal Services for Students

**ASSEMBLY REPRESENTATIVES**

GRADUATE SCHOOL REPRESENTATIVE 4 POSITIONS

(Appointed by the President and approved by the Assembly by majority)

- Attends all Assembly and committee meetings
- Attends the Graduate School Assembly Meetings