Student Government Association (SGA): Position Descriptions, and Criteria (Spring 2025)

Use Control + Click to jump to a section!

Table of Contents

[Executive Board Positions 2](#_Toc194498874)

[President 2](#_Toc194498875)

[Overview 2](#_Toc194498876)

[Requirements and Criteria 2](#_Toc194498877)

[What does the President do? 3](#_Toc194498878)

[Vice President 4](#_Toc194498879)

[Overview 4](#_Toc194498880)

[Requirements and Criteria 4](#_Toc194498881)

[What does the Vice President Do? 5](#_Toc194498882)

[Secretary 6](#_Toc194498883)

[Overview 6](#_Toc194498884)

[Criteria and Requirements 6](#_Toc194498885)

[What does the Secretary Do? 7](#_Toc194498886)

[Treasurer 7](#_Toc194498887)

[Overview 7](#_Toc194498888)

[Criteria and Requirements 7](#_Toc194498889)

[What does the Treasurer Do? 8](#_Toc194498890)

# Executive Board Positions

## President

### Overview

The Student Government Association (SGA) President is the leader of the SGA and its official representative. They are responsible for guiding and creating the SGA’s goals, overseeing the operation of the SGA, and being the main representative of the SGA when working with the Advisor for SGA, AAP staff, or other JHU offices.

### Requirements and Criteria

**Enrollment & Academic Requirements**

Must be enrolled as a full-time or part-time graduate student in a Johns Hopkins Advanced Academic Program during the one-year period that they are elected to serve.

Completed at least one academic semester of graduate study in their chosen AAP program.

Be in good academic and disciplinary standing with the university.

**Time Commitments**

Must commit to one academic year of service from October 2025 – June 2026. Flexibility will be given during the summer period per the Advisor’s discretion.

Participation in a one-week training period from October 6th – 10th. These will be recorded and completion will be required.

Participation/attendance in a minimum of 75% of SGA meetings each semester. Meetings are generally bi-weekly or monthly depending on the activity level.

Participation in a bi-weekly, half hour one-on-one meeting with the Advisor of SGA, either virtually or in-person.

Participation in at least monthly one-hour meetings with the Executive Board either virtually or in-person.

Engaging with other students virtually or in-person at key events, such as New Student Orientation, every semester.

One hour during election seasons to describe the position to future candidates.

**What kind of person are we looking for?**

We are looking for a person who:

Shows passion and proficiency in leadership, communication, problem-solving, time-management, and organizational skills.

Preferably has previous experience in leadership roles or has a willingness to learn.

Has an interest in learning about and executing university policies, procedures, and resources.

### What does the President do?

**Sets the vision and goals for the SGA**. The President helps both the Executive Board and the Committees develop a set of goals and initiatives to work towards at the beginning of the year. They will check in on these goals at the beginning of each semester.

**Represents the SGA**. The President is the official representative of the SGA. They will be the spokesperson for the SGA at official meetings between the SGA and other JHU offices. They will also be involved in any communication between the Advisor for SGA and any Co-Chairs.

**Ensures that SGA projects are running smoothly.** The President supervises the Executive Board and the Committee Co-Chairs. They indirectly supervise SGA Sponsored Clubs & Organizations to ensure that their projects are both running smoothly, in-compliance with JHU policy, and are aligned with AAP’s mission and vision with the Vice President. The President and Vice President step in to help the Board and Committees if they are struggling with their projects.

**Manages SGA Clubs & Organizations.** The President and Vice President will be responsible for engaging in the review of SGA Club and Organization applications, and funding requests. The President will be the second point of contact for SGA Clubs and Organizations if they have questions or concerns.

**Builds relationships with others**. The President cultivates strong relationships with other groups across campus and in the JHU community. This can include other clubs or organizations, JHU staff/faculty, and Baltimore/DC community partners.

**Encourages AAP student engagement.** The President fosters a positive and inclusive environment that promotes AAP student engagement and participation in the SGA’s activities.

**Advocates for AAP student needs.** The President is the main ambassador of AAP student needs. The President is the first point of contact for AAP students and will be called upon to advocate for students with AAP and/or other JHU offices.

**Collaborates on the budget.** The President works directly with the Treasurer to ensure that the AAP SGA budget is being spent effectively.

## Vice President

### Overview

The Student Government Association (SGA) Vice President is considered the supporting second leader of the SGA. They support the President in executing the goals of the SGA for the good of everyone. They are also one of the main ambassadors for the SGA when working with the Advisor for SGA, AAP staff, or other JHU offices.

### Requirements and Criteria

**Enrollment & Academic Requirements**

Must be enrolled as a full-time or part-time graduate student in a Johns Hopkins Advanced Academic Program during the one-year period that they are elected to serve.

Completed at least one academic semester of graduate study in their chosen AAP program.

Be in good academic and disciplinary standing with the university.

**Time Commitments**

Must commit to one academic year of service from October 2025 – June 2026. Flexibility will be given during the summer period per the Advisor’s discretion.

Participation in a one-week training period from October 6th – 10th. These will be recorded and completion will be required.

Participation/attendance in a minimum of 75% of SGA meetings each semester. Meetings are generally bi-weekly or monthly depending on the activity level.

Participation in at least monthly one-hour meetings with the Executive Board either virtually or in-person.

One hour during election seasons to describe the position to future candidates.

**What kind of person are we looking for?**

We are looking for a person who:

Possesses excellent interpersonal, time management, and problem-solving skills.

Someone with prior experience in supporting and coordinating team activities.

### What does the Vice President Do?

**Assists the President.** The Vice President collaborates closely with the President to develop and execute the organization's vision, goals, and strategies. The Vice President helps the President to ensure open communication and an inclusive environment for all.

**Steps in for the President.** In the President's absence, the Vice President may assume the President's duties and represent the organization at events or meetings.

**Ensures that SGA projects are running smoothly.** The Vice President supervises SGA Sponsored Clubs and Organizations to ensure that their projects are both running smoothly, in compliance with JHU policy, and are aligned with AAP’s mission and vision. The Vice President assists the President with Committee supervision if needed. The President and Vice President step in to help the Board and Committees if they are struggling with their projects.

**Manages SGA Clubs & Organizations.** The Vice President will be responsible for engaging in the review of SGA Club and Organization applications, and funding requests. The Vice President will be the first point of contact for SGA Clubs and Organizations if they have questions or concerns.

**Helps to build relationships with others**. If the President is not available or if the Vice President holds the most up-to-date information, the Vice President will serve as a liaison between the SGA and other partners like the Advisor for SGA, other clubs or organizations, JHU staff/faculty, and Baltimore/DC community partners.

**Encourages AAP student engagement.** The Vice President assists the President to foster a positive and inclusive environment that promotes AAP student engagement and participation in the SGA’s activities.

**Collaborates on the budget.** The Vice President works directly with the Treasurer to ensure that the AAP SGA budget is being spent effectively.

## Secretary

### Overview

The Student Government Association (SGA) Secretary is the record keeper of the Student Government Association. They play a key part in keeping the SGA organized through documenting and organizing meeting minutes, managing SGA/external mail or other correspondence through Hopkins Groups/email, and managing the Hopkins Group inbox and other files. No experience with Hopkins Groups? No problem! You’ll be trained.

### Criteria and Requirements

**Enrollment & Academic Requirements**

Must be enrolled as a full-time or part-time graduate student in a Johns Hopkins Advanced Academic Program during the one-year period that they are elected to serve.

Completed at least one academic semester of graduate study in their chosen AAP program.

Be in good academic and disciplinary standing with the university.

**Time Commitments**

Must commit to one academic year of service from October 2025 – June 2026. Flexibility will be given during the summer period per the Advisor’s discretion.

Participation in a one-week training period from October 6th – 10th. These will be recorded and completion will be required.

Participation/attendance in a minimum of 75% of SGA meetings each semester. Meetings are generally bi-weekly or monthly depending on the activity level.

Participation in at least monthly one-hour meetings with the Executive Board either virtually or in-person.

One hour during election seasons to describe the position to future candidates.

**What kind of person are we looking for?**

We are looking for a person who:

Possesses strong organizational skills and attention to detail.

Has demonstrated proficiency or experience in managing correspondence (ex. emails, phone calls, mail, etc.), maintaining records, and taking accurate meeting minutes.

### What does the Secretary Do?

**Manages all documentation and record-keeping for the SGA**. The Secretary is responsible for maintaining accurate records of the organization's activities, including meeting minutes, attendance, and other important documents.

**Schedules and organizes meetings**. The Secretary coordinates and schedules organization-wide meetings, ensuring that all necessary materials are prepared and distributed in advance.

**Supervises Hopkins Groups.** The secretary is responsible for managing and maintaining Hopkins Groups. They are responsible for maintaining accurate membership records and sending out messages on behalf of the

**Maintains the organization archives on Hopkins Groups.** The Secretary preserves and updates the organization's historical records, including past events, accomplishments, and member information on the Hopkins Groups platform.

**Ensures compliance with Student Organization Policies**. The Secretary helps maintain the organization's compliance with university policies, regulations, and requirements related to student organizations.

## Treasurer

### Overview

The Student Government Association (SGA) Treasurer is the steward of the SGA’s finances. They will be responsible for keeping accurate records of all expenses made by the SGA and will be the main person responsible for managing funding requests made by Committees and Clubs/Organizations. They are responsible for ensuring that the SGA budget is spent responsibly for the betterment of all AAP students. The budget is managed in Hopkins Groups. No experience with Hopkins Groups? No problem! You’ll be trained.

### Criteria and Requirements

**Enrollment & Academic Requirements**

Must be enrolled as a full-time or part-time graduate student in a Johns Hopkins Advanced Academic Program during the one-year period that they are elected to serve.

Completed at least one academic semester of graduate study in their chosen AAP program.

Be in good academic and disciplinary standing with the university.

**Time Commitments**

Must commit to one academic year of service from October 2025 – June 2026. Flexibility will be given during the summer period per the Advisor’s discretion.

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Participation in at least monthly one-hour meetings with the Executive Board either virtually or in-person.

One hour during election seasons to describe the position to future candidates.

**What kind of person are we looking for?**

We are looking for a person who:

Possesses strong organizational skills and attention to detail.

Has demonstrated proficiency or experience in managing finances or a budget either personally, for a student organization, or internship/other employer.

Has a willingness to learn and adhere to JHU financial policies.

### What does the Treasurer Do?

**Works with the Advisor for SGA to approve or deny financial requests**. The Treasurer will work with the Advisor for SGA to approve or deny funding requests made by the SGA or SGA sponsored Clubs/Organizations.

**Manages all financial record-keeping for the SGA**. The Treasurer is responsible for maintaining the SGA budget through the Hopkins Groups platform. They are to record all expenditures made by the SGA. They process any refunds necessary to be made with the Advisor for SGA.

**Guide Committees and Clubs/ Organizations on appropriate spending tactics**. The Treasurer will work with the Vice President to guide Committees and Clubs/Organizations on how to spend the budget most effectively.

**Ensures compliance with Student Organization Policies**. The Secretary helps maintain the organization's compliance with university policies, regulations, and requirements related to student organization finances.