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

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# Committees & Co-Chairs

## Career & Alumni Co-Chair Positions

### Committee Description

The Career & Alumni Committee offers a comprehensive slate of opportunities to AAP students to advance their professional skills. The committee will be responsible for developing events and programs to help students in their post-graduation prospects. This committee will be working often with the Life Design Lab and AAP faculty to create both practical professional skills workshops and/or foster networking connections/opportunities with AAP alumni and industry professionals. *As there are many JHU policies surrounding alumni and industry professional engagement, this committee will work very closely with the Advisor for SGA to solicit external alumni and industry participation with the Life Design Lab and AAP faculty.*

### Co-Chair Description

The Career & Alumni Co-Chairs are the leaders of the Career & Alumni Committee. They work together with the President, Vice President, and Treasurer for SGA to create engaging events that meet the charge of the committee description above.

Requirements and Responsibilities

**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**

Participation/attendance in a minimum of 75% of SGA meetings each semester.

Attendance at the events they have organized.

Completion of the leadership training in the fall semester.

At least one hour during the election season to describe their experience in the position and answer questions from applicants.

**Who are we looking for?**

Someone who possesses leadership and facilitation skills to guide committee discussions and decision-making processes.

Someone who demonstrates strong communication and interpersonal skills to engage with alumni and industry professionals.

### What do the Career & Alumni Co-Chairs do?

**Organize career-related events.** The Co-Chairs plan and coordinate career development events like workshops, review sessions, career exploration events, and other professional development events. These events often require collaboration with the Life Design Lab. The Co-Chairs will work with the Vice President and the Advisor for SGA if Life Design Lab services are needed.

**Collaborate with JHU offices to create alumni/industry events.** The Co-Chairs will work with the Vice President and the Advisor for SGA to make connections with the Life Design Lab and AAP Faculty to solicit alumni and industry engagement for events.

**Collaborate with other Committees.** The Co-Chairs may need to work with other Committees to create marketing plans, or more.

**Maintain records and submit proposals**. The Co-Chairs maintain accurate records of the committee’s internal documents, meeting minutes, and other relevant information on Hopkins Groups. They submit event proposals and additional funding requests as needed in a timely manner.

## Communications & Marketing Co-Chair Positions

### Committee Description

The Communications and Marketing Committee is responsible for increasing engagement within the AAP student body. Along with the Secretary for AAP, the Communications and Marketing committee manages the SGA Hopkins Groups page. This committee works with other committees to promote their events, creating flyers and other engaging marketing materials. The committee also serves as a place for clubs and organizations to get ideas for promoting their events. The Communications & Marketing team will be taught JHU branding policies to ensure compliance with JHU policies.

### Description

The Communications and Marketing Committee Co-Chairs are the leaders of the Communications & Marketing Committee. They work together with the President and Vice President to create effective marketing plans for the SGA.

### 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**

Participation/attendance in a minimum of 75% of SGA meetings each semester.

Attendance at the events they have organized.

Completion of the leadership training in the fall semester.

At least one hour during the election season to describe their experience in the position and answer questions from applicants.

**Who are we looking for?**

Someone who has experience or demonstrated interest in marketing, public relations, or communications, preferably in a student organization or professional setting.

Someone who possesses leadership and facilitation skills to guide committee discussions and decision-making processes.

Someone who possesses strong writing and editing skills.

### What do the Communications and & Marketing Co-Chairs do?

**Develop communication strategies.** The Co-Chairs collaborate with the executive team to create and execute communication strategies that effectively reach all AAP students.

**Create marketing materials.** The Co-Chairs design and create marketing materials such as flyers, posters, and newsletters to promote the organization's events and activities, as outlined by JHU and/or AAP policies, procedures, and standards.

**Maintaining the organization's Hopkins Groups page.** The Co-Chairs ensure that the SGA’s Hopkins Groups page and website is up-to-date and engaging, reflecting the organization's goals and values.

**Maintain records and submit proposals**. The Co-Chairs maintain accurate records of the committee’s internal documents, meeting minutes, and other relevant information on Hopkins Groups. They submit event proposals and additional funding requests as needed in a timely manner.

## Events & Engagement Chair Positions

### Committee Description

The Events & Engagement Committee designs and executes engaging events and programs that enrich the graduate student experience. The Committee works to create opportunities for social interaction, skill development, and community building through activities tailored to the diverse interests and needs of the AAP student body.

### Co-Chair Description

The Events & Engagement Committee Co-Chairs are the leaders of the Events & Engagement Committee. They work together with the President and Vice President to create and execute engaging events and programs for AAP students online, and in person at the Hopkins Bloomberg Center (DC) and at the Homewood Campus (Baltimore).

### 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**

Participation/attendance in a minimum of 75% of SGA meetings each semester.

Completion of the leadership and financial training in the fall semester.

Attendance at the events they have organized.

At least one hour during the election season to describe their experience in the position and answer questions from applicants.

**Who are we looking for?**

Someone who has experience or demonstrated interest in event planning and management, preferably in a student organization or professional setting.

Someone who possesses leadership and facilitation skills to guide committee discussions and decision-making processes.

Someone who possesses strong creativity, organizational, and problem-solving skills; they are able to accept feedback and compromise for the good of all.

Someone who is able to work collaboratively with a team and effectively delegate tasks.

### What do the Event & Programming Co-Chairs do?

**Plan and organize events.** The Co-Chairs are responsible for planning and executing events. This includes, but is not limited to: developing ideas for events, sourcing initial quotes from vendors for the event, requesting volunteers to assist with the event, and engaging with other JHU partners like other offices or student groups to help with the event. *The Co-Chairs will have to submit an event proposal to be approved by the Executive Board and the Advisor for SGA.*

**Collaborate to promote events**. The Co-Chairs are responsible for working with the Communications & Marketing committee to create marketing plans for their event and to have the event posted on Hopkins Groups.

**Collaborate with other JHU organizations and/or offices to produce events.** The Co-Chairs (sometimes with the Vice President and Advisor for SGA) works with other JHU offices, other JHU student organizations, and community partners in DC and Baltimore to produce events relevant to the AAP student community.

**Maintain records and submit proposals**. The Co-Chairs maintain accurate records of the committee’s internal documents, meeting minutes, and other relevant information on Hopkins Groups. They submit event proposals and additional funding requests as needed in a timely manner.

## Governance Co-Chair Positions

### Committee Description

The Governance Committee ensures the smooth and transparent operation of the SGA. The committee will maintain the by-laws and are responsible for managing any changes to the by-laws. The committee will work with all other committees and the Executive Board to ensure that JHU and/or AAP policies are being followed at all times. The Governance Committee will work with the Executive Board and the Advisor for SGA to ensure that elections are being conducted in Hopkins Groups in a fair and accessible manner.

Additionally, the Governance Committee plays a key role in supporting other student organizations. They make up a large part of the final approval group for new club applications, and they assist the President with support for SGA sponsored clubs and organizations regarding policies. They lead the effort with the President to ensure that all clubs are certified as active every semester.

The Governance Committee will also be responsible for working with the President regarding student advocacy campaigns. Student Advocacy means that students are requesting changes to a policy or that students are requesting additional resources like a food pantry, lounge space, etc. These changes are not always able to be made, but sometimes they can be successful.

### Co-Chair Descriptions

The Governance Co-Chairs are the leaders of the Governance Committee. They are responsible for all matters policy related to the SGA and its affiliated clubs. They are responsible for leading the charge to have free and fair elections in Hopkins Groups, certifying SGA-sponsored clubs as active, helping to approve new clubs, and gathering student advocacy requests.

### 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**

Participation/attendance in a minimum of 75% of SGA meetings each semester.

Completion of the leadership and financial training in the fall semester.

Attendance at the events they have organized.

At least one hour during the election season to describe their experience in the position and answer questions from applicants.

**Who are we looking for?**

Someone who possesses leadership and facilitation skills to guide committee discussions and decision-making processes.

Someone who has a desire to learn about Johns Hopkins University policies and procedures.

Someone who has experience with or demonstrated interest in learning about public affairs, public policy, government, political science, or public administration.

### What do the Governance Committee Co-Chairs Do?

**Ensure compliance with JHU policies.** The Co-Chairs ensure that the SGA and its affiliated clubs and organizations adhere to their governing documents, university policies, and applicable laws and regulations. The committee may be asked to provide information and guidance on JHU and/or AAP policies with the Advisor for SGA.

**Collaborate on elections or appointments in Hopkins Groups.** The Co-Chairs work with the Executive Board and the Advisor for SGA to conduct elections for the upcoming year and appointments of Co-Chair vacancies in Hopkins Groups.

**Update governing documents as needed.** The Co-Chairs work with the Executive Board and the Advisor for SGA to review and update the organization's governing documents as needed, reflecting changes in the organization's structure, goals, or operations.

**Support SGA Sponsored Organizations.** The Co-Chairs work with the committee to do the first vetting of new organization applications. When a club has been approved, they will help with confirming that all organizations are active per JHU and/or AAP policies.

**Maintain records and submit proposals**. The Co-Chairs maintain accurate records of the committee’s internal documents, meeting minutes, and other relevant information on Hopkins Groups. They submit event proposals and additional funding requests as needed in a timely manner.

**Collect and support student advocacy efforts.** The Co-Chairs will work with the Communications and Marketing team on efforts to collect information about student advocacy needs. They will work with the President on how to present that to the relevant JHU offices.